Employee Kiosk

Employee Kiosk Staff Manual

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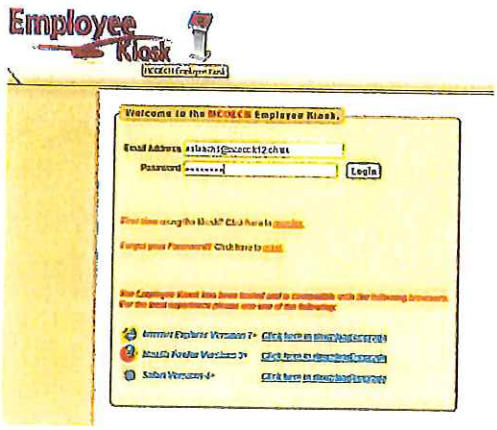
LOGGING IN

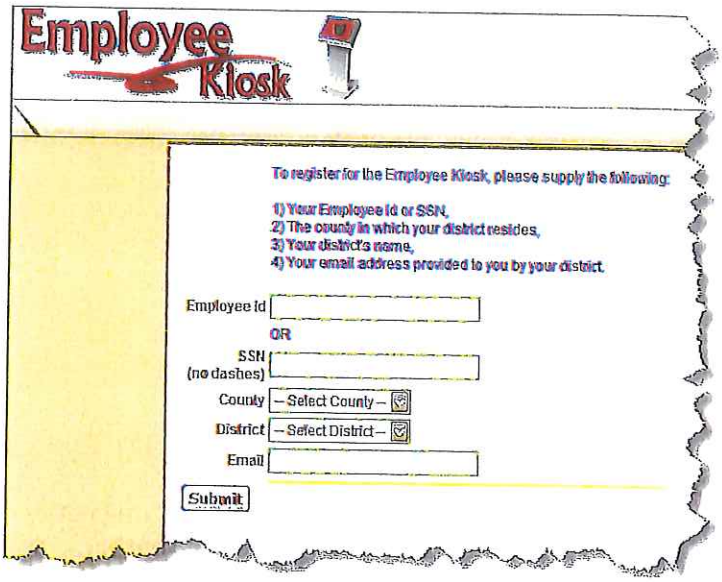
Logging into the Kiosk requires a full email address and user password.



To create a Kiosk Account, click on the First time user link at the login page and the screen on the right will display.

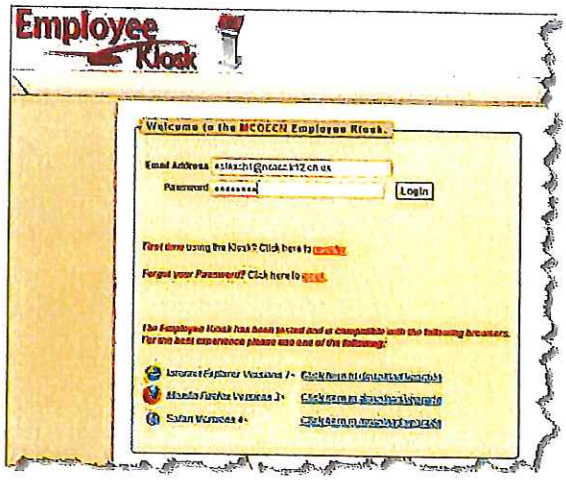
You will be required to enter the following:

1. Either an employee id or social security number
2. Select the county where your district is located
3. Select your district
4. Enter your email address that is on your payroll record. You may need to check with your payroll department to verify the email address on file.



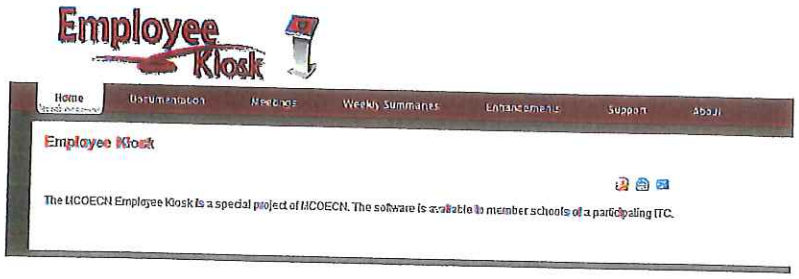
A notification will be sent to the email address you supplied with the password to use for accessing the Kiosk.

Once the password is received you can access the Kiosk using the email address and password. When logging in for the first time you will be prompted to change your password. Currently the Kiosk password does not expire.



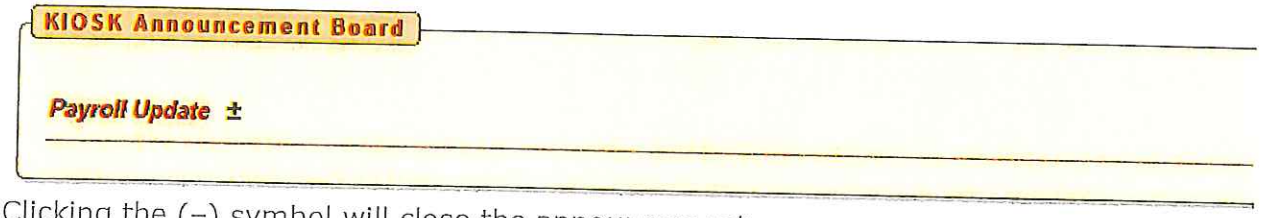
EMPLOYEE KIOSK DOCUMENTATION

This link will take you to the Kiosk website where you can find documentation, see weekly summaries, enhancements suggestions and other information related to the Kiosk software.

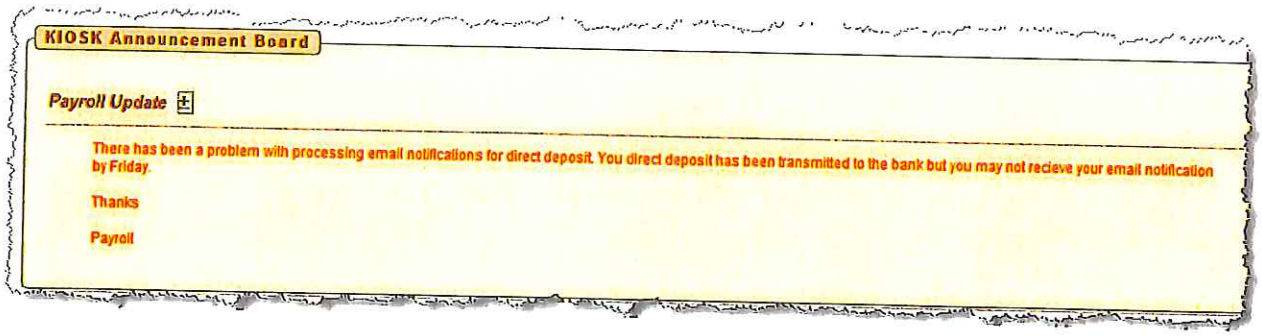


KIOSK ANNOUNCEMENT BOARD

Announcements for staff from administrators will be placed in the Kiosk Announcement Board. To see the full announcement, click (+) symbol next to the announcement title.

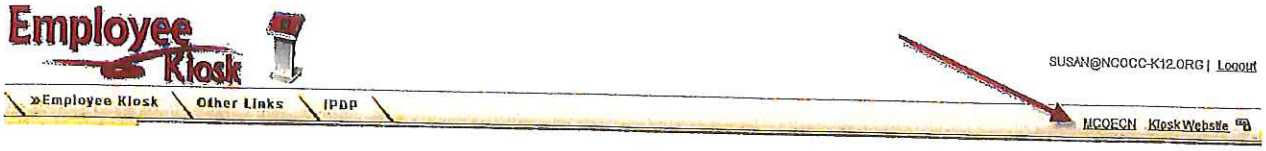


Clicking the (–) symbol will close the announcement.



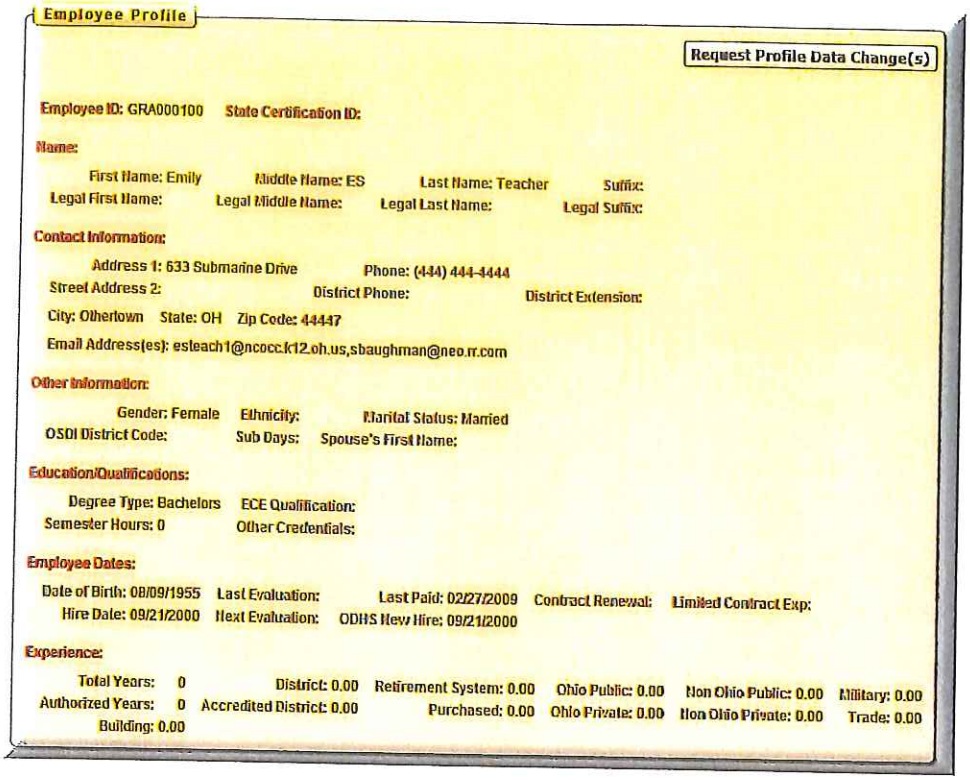
OTHER LINKS

If your district is using the Other Links functionality of the Kiosk you will see links to other websites on your horizontal bar that have been placed there by district administrators. You can click on these links at anytime to go to that website.

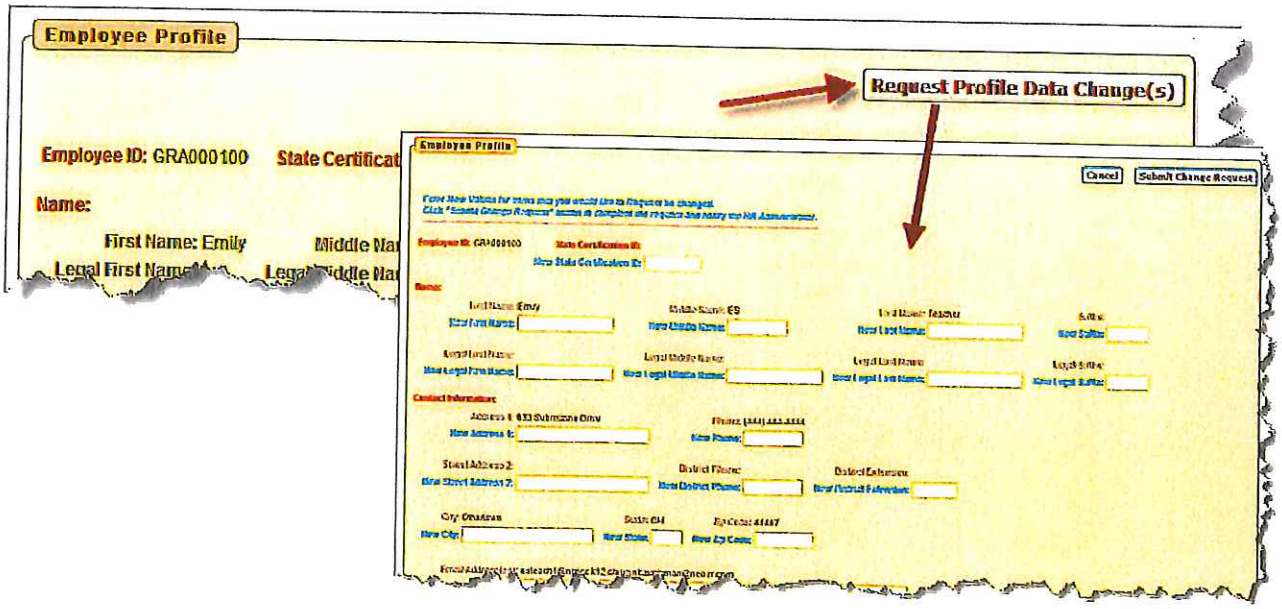


PROFILE

The profile page gives the user the personal information drawn from USPS (Uniform School Payroll System).



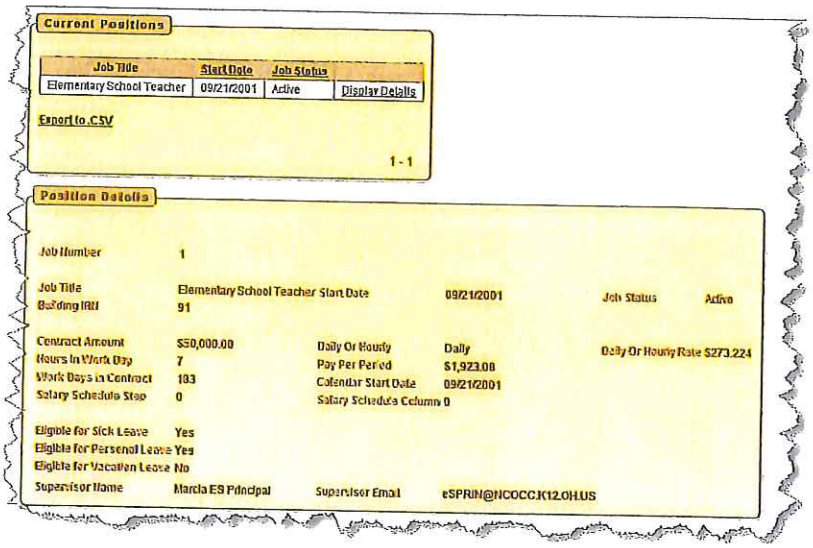
If the information is in error you may Request Profile Data changes by clicking on the link in the top right hand corner. You can then enter your change in the white box next to that field that needs the correction and then click Submit Change Request. A request is sent to the payroll staff and they will manually update the payroll system.



POSITION DETAILS

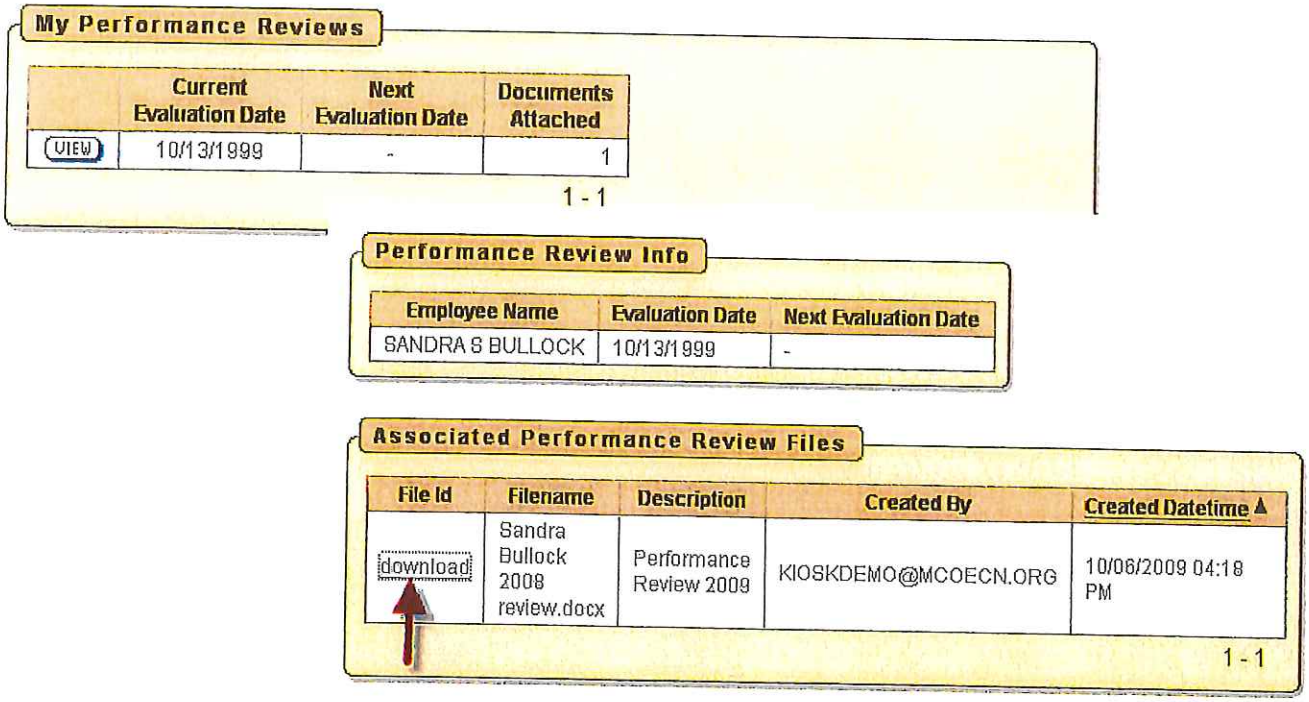
This is a brief view of your contract information.

If you have multiple positions you can select the position from under the Current Positions section and the contract information for that position will display below.



PERFORMANCE REVIEWS

If your district is using the functionality of Performance Reviews you will have the ability to see when your last review was done, any documentation that was attached by your supervisor for that review, and when your next review is due.



PAYSLIP

There are now 2 options for viewing payslips.

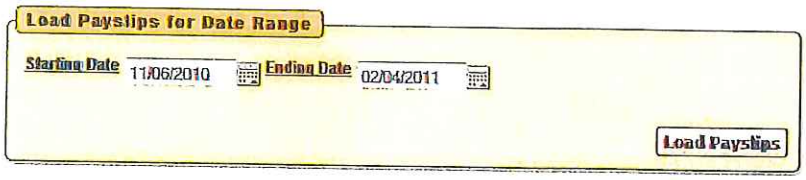
- View USPS Payslip
- View/Print Pay Slip {PDF}

The main difference between the two options is that when you view the USPS Payslip you will not see the year-to-date totals on these payslips. The PDF payslips contain the actual year-to-date totals.

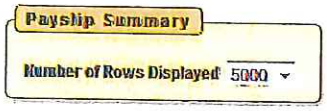
View USPS Payslip

Viewing USPS Payslip permits the user to view past pay slips.

1. When you first select the USPS Payslip option you are prompted with a starting and ending date.



2. The default is the last 3 months of pay.



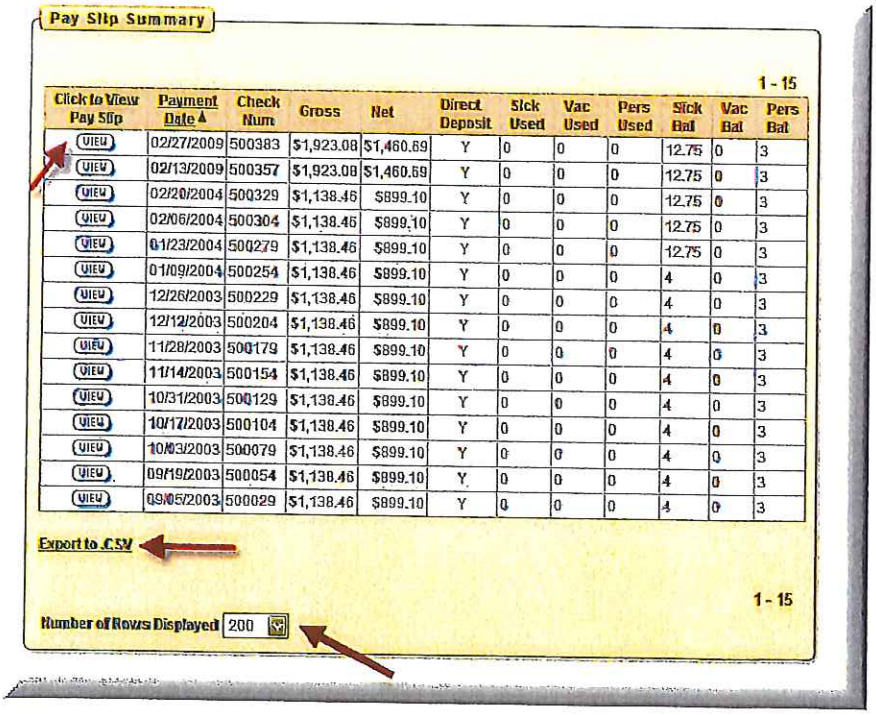
3. You can click on the calendar icon to change the date range.

4. Once you have your date range entered you can click Load Payslips.

5. You then are presented with a list of payslips. Click view icon to see the payslip detail.

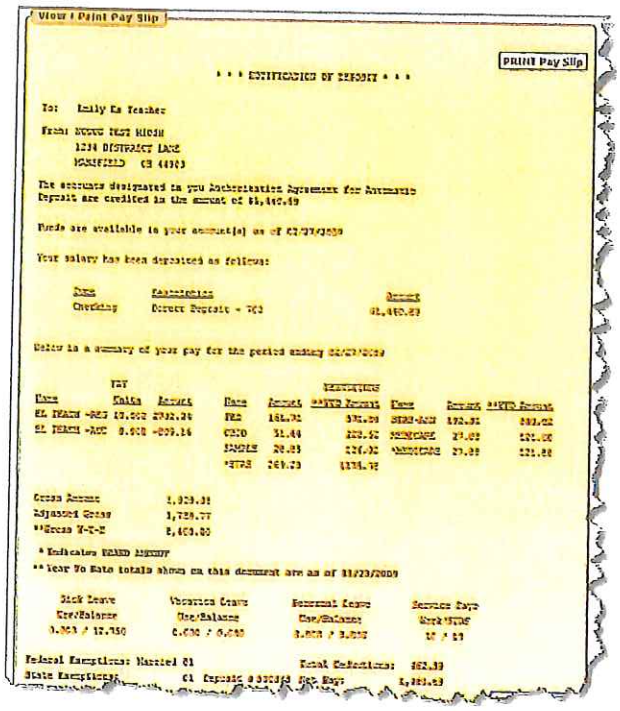
6. The data may be exported to a .csv file (spreadsheet), not requiring you to contact payroll to get this information.

7. The number of payslips that are displayed can be changed by selecting the drop down arrow and setting the display to another number.



Click to View Pay Slip	Payment Date ▲	Check Num	Gross	Net	Direct Deposit	Sick Used	Vac Used	Pers Used	Sick Bal	Vac Bal	Pers Bal
VIEW	02/27/2009	500383	$1,923.08	$1,460.69	Y	0	0	0	12.75	0	3
VIEW	02/13/2009	500357	$1,923.08	$1,460.69	Y	0	0	0	12.75	0	3
VIEW	02/20/2004	500329	$1,138.46	$899.10	Y	0	0	0	12.75	0	3
VIEW	02/06/2004	500304	$1,138.46	$899.10	Y	0	0	0	12.75	0	3
VIEW	01/23/2004	500279	$1,138.46	$899.10	Y	0	0	0	12.75	0	3
VIEW	01/09/2004	500254	$1,138.46	$899.10	Y	0	0	0	4	0	3
VIEW	12/26/2003	500229	$1,138.46	$899.10	Y	0	0	0	4	0	3
VIEW	12/12/2003	500204	$1,138.46	$899.10	Y	0	0	0	4	0	3
VIEW	11/28/2003	500179	$1,138.46	$899.10	Y	0	0	0	4	0	3
VIEW	11/14/2003	500154	$1,138.46	$899.10	Y	0	0	0	4	0	3
VIEW	10/31/2003	500129	$1,138.46	$899.10	Y	0	0	0	4	0	3
VIEW	10/17/2003	500104	$1,138.46	$899.10	Y	0	0	0	4	0	3
VIEW	10/03/2003	500079	$1,138.46	$899.10	Y	0	0	0	4	0	3
VIEW	09/19/2003	500054	$1,138.46	$899.10	Y	0	0	0	4	0	3
VIEW	09/05/2003	500029	$1,138.46	$899.10	Y	0	0	0	4	0	3

The information displayed is the same as that on the direct deposit email notification.


View / Print Pay Slip

PRINT Pay Slip

* * * NOTIFICATION OF DEPOSIT * * *

To: Emily Ex Teacher

From: [illegible] HIGH
1234 DISTRICT LANE
[illegible] CO 4[illegible]

The accounts designated in you Authorization Agreement for Automatic Deposit are credited in the amount of $1,[illegible]

Funds are available in your account(s) as of 02/27/2009

Your salary has been deposited as follows:

Date	Description	Amount
Checking	Direct Deposit - 763	$1,[illegible]

Below is a summary of your pay for the period ending 02/27/2009

Name	YTD Units	YTD Amount	Name	Amount	DEDUCTIONS **YTD Amount	Name	Amount	**YTD Amount
EL TEACH -REG	17.000	2932.26	FED	186.32	[illegible]	STATE-AUX	172.31	[illegible]
EL TEACH -AUX	8.000	809.16	OASDI	51.44	[illegible]	MEDICARE	27.02	[illegible]
			MEDICARE	20.03	[illegible]	ADMINISTRAT	27.00	[illegible]
			*TOTS	269.79	[illegible]			

Gross Amount	1,929.31
Adjusted Gross	1,729.77
**Gross W-2-E	2,403.00

* Indicates FEDED AGENCY

** Year To Date totals shown on this document are as of 11/23/2009

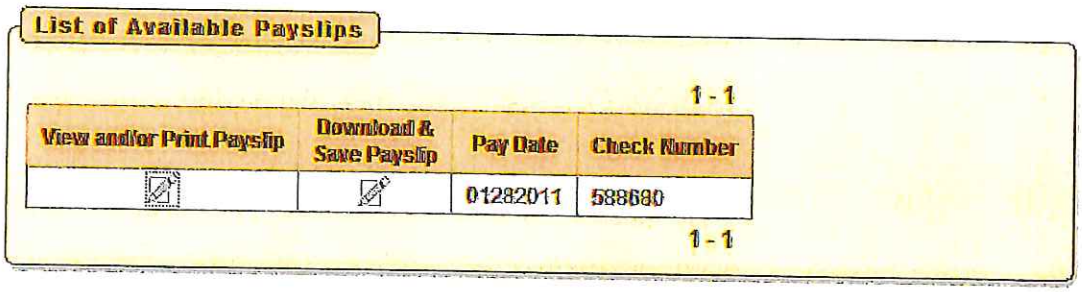
Sick Leave Use/Balance	Vacation Leave Use/Balance	Personal Leave Use/Balance	Service Days Work/YTDS
3.063 / 12.750	0.000 / 0.000	0.000 / 3.000	10 / 23

Federal Exemptions: Married 01 Total Deductions: 462.39

State Exemptions: 01 Deposit # [illegible] Net Pay: 1,[illegible]

View/Print Pay Slip {PDF}

1. When you first select the View/Print Pay Slip {PDF} option you can
   - View and/or Print Payslip
   - Download & Save Payslip


List of Available Payslips

1 - 1

View and/or Print Payslip	Download & Save Payslip	Pay Date	Check Number
		01282011	588680

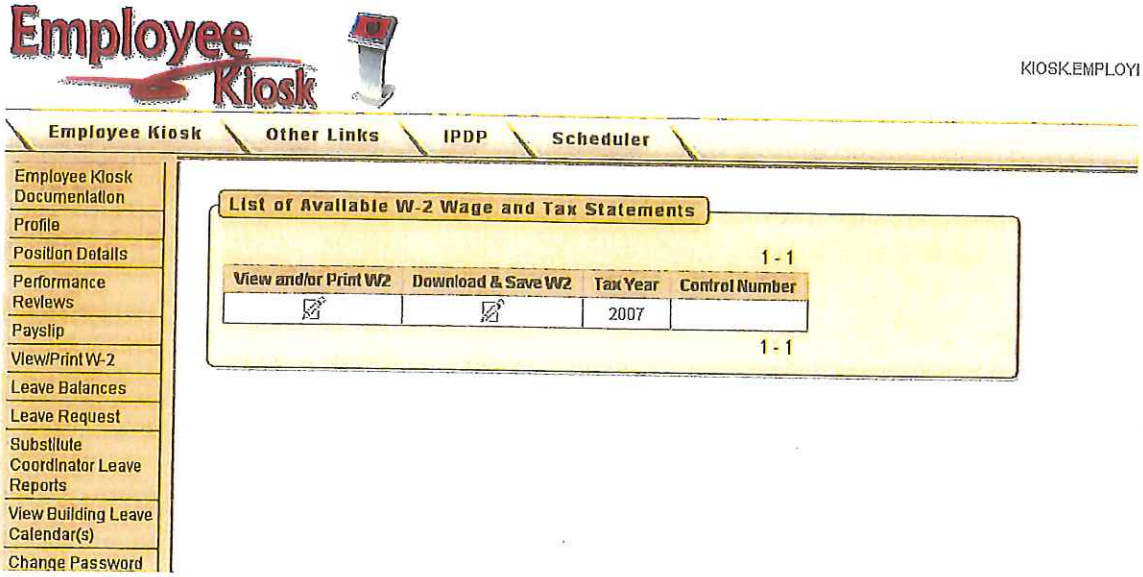
1 - 1

2. View and/or Print will open your payslip as a PDF file.
3. Download & Save will give you the option to save the pay slip to your PC.

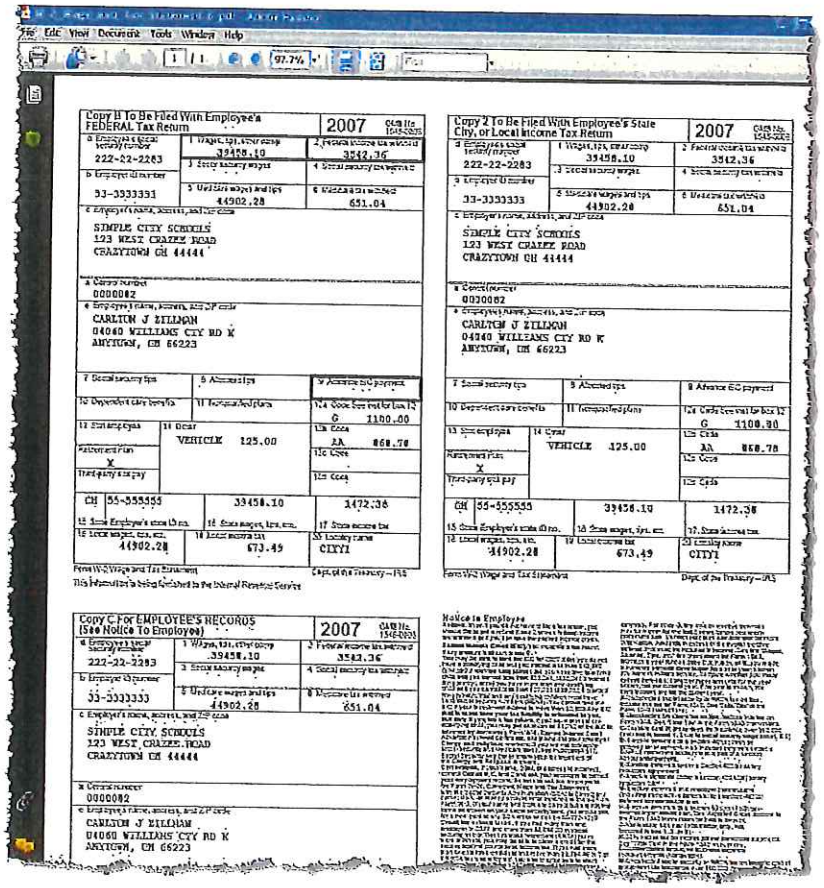
Note: *The PDF payslip will include year-to-date totals.*

VIEW/PRINT W-2

If your district is using the W2 functionality within Kiosk you will see your W2 information that can be viewed or printed.



The tax years that are available will display on the screen. When you click on View and/or Print for a specific W2 your W2 will display on the screen as a PDF.



LEAVE BALANCES

At this screen the user can see the types of leave they have and a quick balance of each. This balance reflects just the leave requests that have been exported into USPS.

Leave Balances

	Monthly Accrual	Unit	Accum Max	Begin Bal	Balance
Personal Leave	N/A	Daily	3.00	3.00	3.00
Sick Leave	1.25	Daily	200.00	N/A	12.75
Vacation Leave	0.00	Daily	0.00	N/A	0.00

1 - 3

NOTICE: Displayed Leave Balances may not reflect current activity due to delayed posting.

You can also see detailed information of absences and accumulations for available leave types. You can filter the information to only display information based on Category (Leave Types which could include sick, personal, vacation, etc.), Job Number, Transaction Type (Either Absence or Accumulation), and Start/End Date. Once you have selected how you want the information filtered you must press the Go icon to initiate your filter.

Each column that is underlined gives you the ability to sort the information based on that column. To sort on Activity Date so that the most recent dates are at the top click on the Activity Date.

Filter Detail Leave Activity

Category: All | JobNo: All | TransType: All | Start Date | End Date | Go

Detail Leave Activity

Number of Rows Displayed: 100

Category	Job No. ▲	Trans Type	Length Of Absence	Unit	Activity Date
Sick	0	Accumulation	1.25	Daily	02/01/2004
Sick	0	Accumulation	1.25	Daily	01/01/2004
Sick	0	Accumulation	1.25	Daily	12/01/2003
Sick	0	Accumulation	1.25	Daily	11/01/2003
Sick	0	Accumulation	1.25	Daily	10/01/2003
Sick	0	Accumulation	1.25	Daily	09/01/2003
Sick	0	Accumulation	1.25	Daily	08/01/2003
Personal	0	Accumulation	3	Daily	07/01/2003
Sick	0	Accumulation	4	Daily	07/01/2003

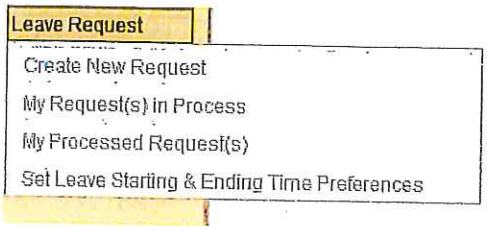
Export detail activity to CSV

1 - 9

LEAVE REQUEST

There are 4 areas under Leave Request:

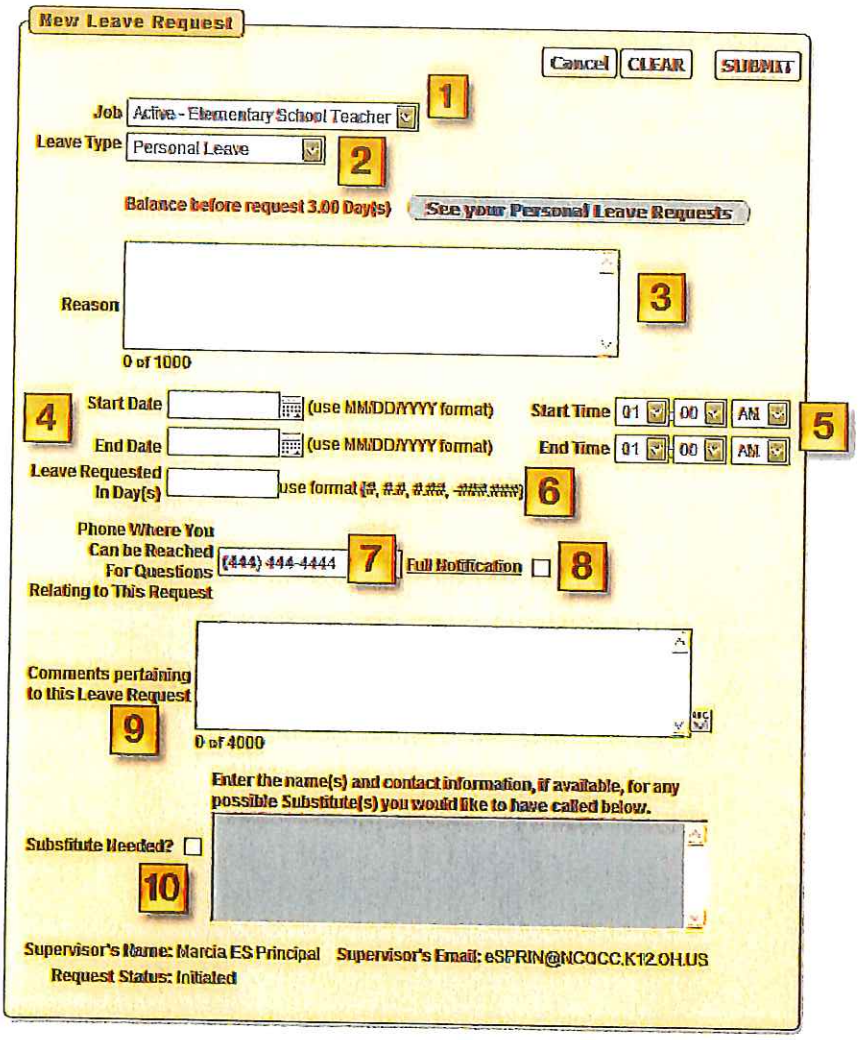
- ❑ Create New Request
- ❑ My Request(s) in Process
- ❑ My Processed Request(s)
- ❑ Set Leave Starting & Ending Time Preferences



Create New Leave Request.

1. Make sure your job that is eligible for leave is selected.

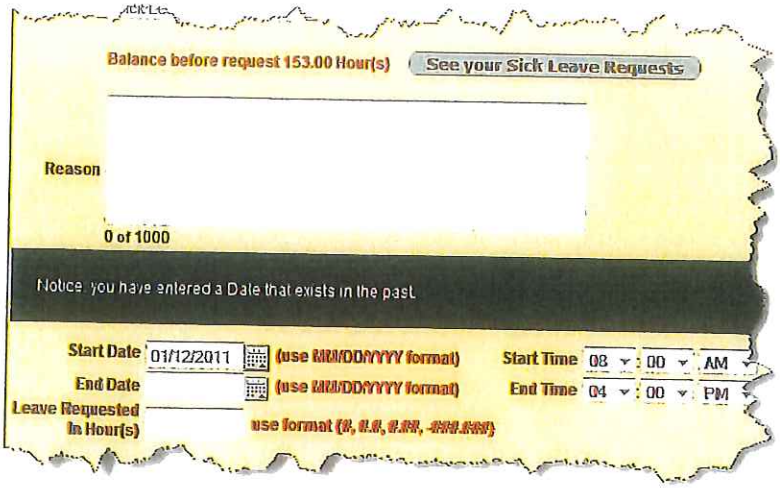
2. Select your leave type. If your district requires an additional reason for a specific leave type (sub-category) another box will display to select additional reasons for the leave request. Once you have selected your leave type a balance of that leave type will display and you will have an icon to click on to see additional leave requests that have been requested but not subtracted from the balance for that leave type.



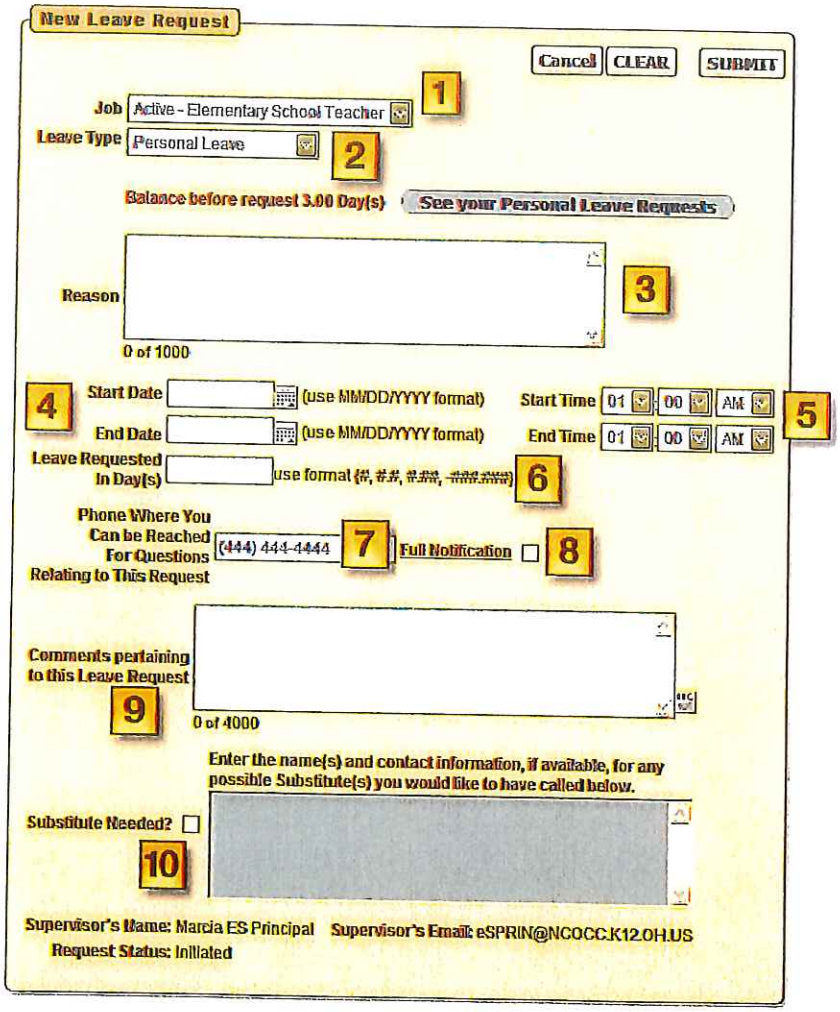
3. You will need to enter a reason for the request. Some districts require a reason for specific leave types. If your district requires a reason you will receive an error if you leave the field blank.

4. Start and End Date are both required – if you forget the date, you will be prompted to add it upon a submitting your request. You can click on the calendar icon to display a calendar to use to select your date.

NOTE: If you enter a date that is in the past you will receive a warning message that the date exists in the past. You can still create the request for the date in the past by clicking submit.



5. Start and End Times are both required – if you forget the time, you will be prompted to add it upon submitting your request. This can be set as a preference. See Set Leave Starting & Ending Time Preferences section.



6. Enter amount of time you are requesting off. If your district uses hours you will enter your time in hours. If your district uses days you will enter your request in increments of .25.

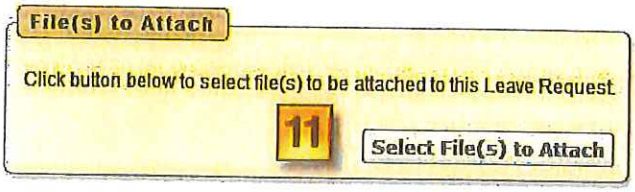
7. Your phone number will be populated from your Profile information.

8. Place a check mark in the box if you want to receive an email every time action is taken on your request. If you do not place a check mark in this box you will receive an email message when the request is initiated and when it has received final approval.

9. Enter any comments you want your supervisor to be aware of.

10. If you need a substitute you will need to check the box and then the comment box will be available for you to type a comment in. This information will then be displayed to anyone who has access to view your request.

NOTE: *Some districts may have configured Substitute Needed box to already be checked for you when you create a request. If the box is checked to show you need a substitute then you will be able to click in the comment box to type your comment for this request.*



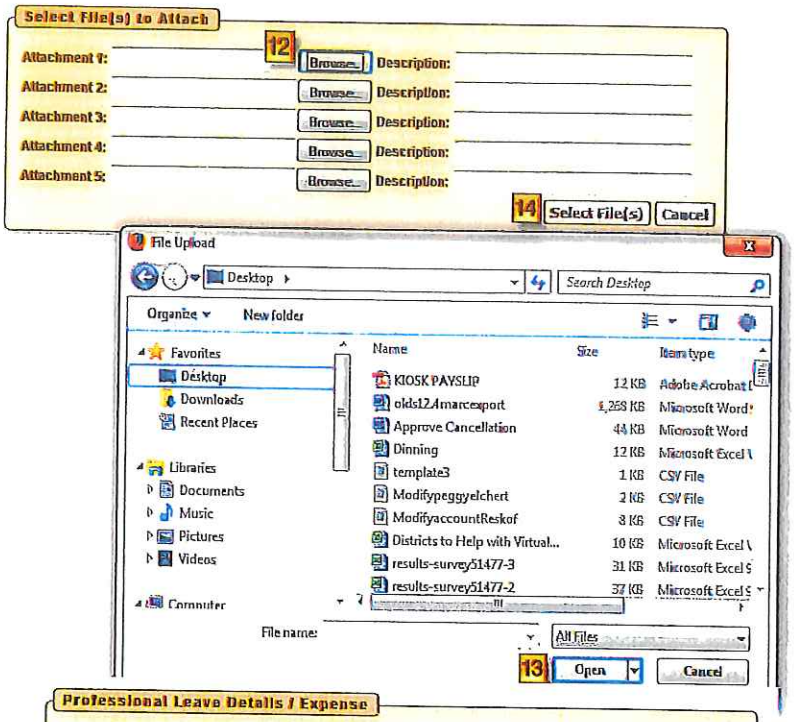
11. You have the ability to attach a document to your leave request. You may need to attach a doctor's excuse, an agenda or registration form for a meeting. Click on Select File(s) to attach.

12. Click browse to find the attachment that is located on your PC.

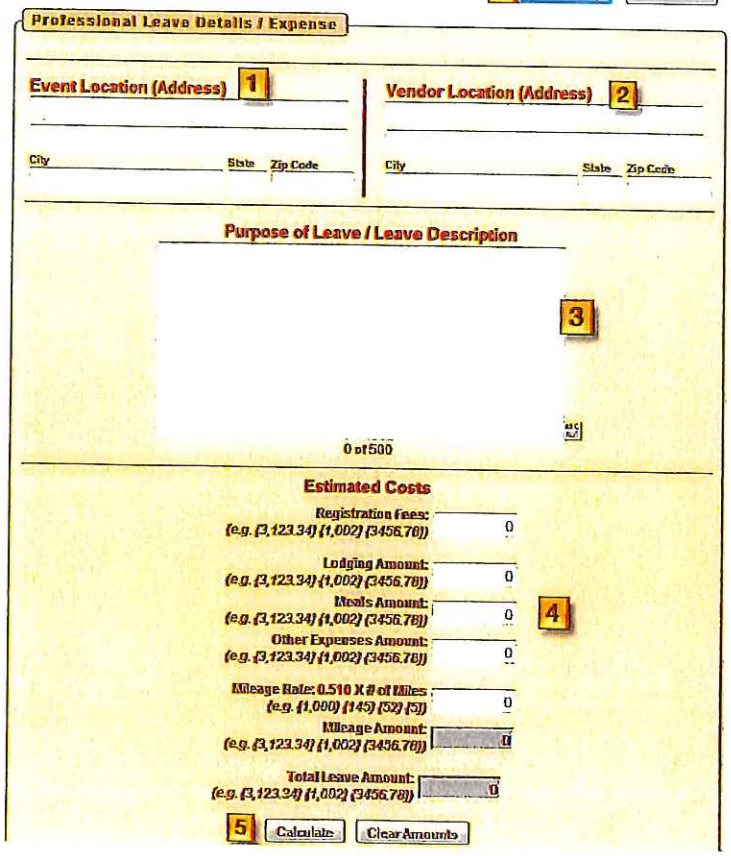
13. Once you have located the file click open.

14. Type in a description for your file and click Select File(s).

15. When your request has been filled out completely press the submit button.



If you choose Professional Leave from the drop down menu, another form appears with the needed information for a professional leave.



1. You can enter the location of the event.

2. If your district requires you to enter the vendor information in the instance when a purchase order needs to be made out to the vendor.

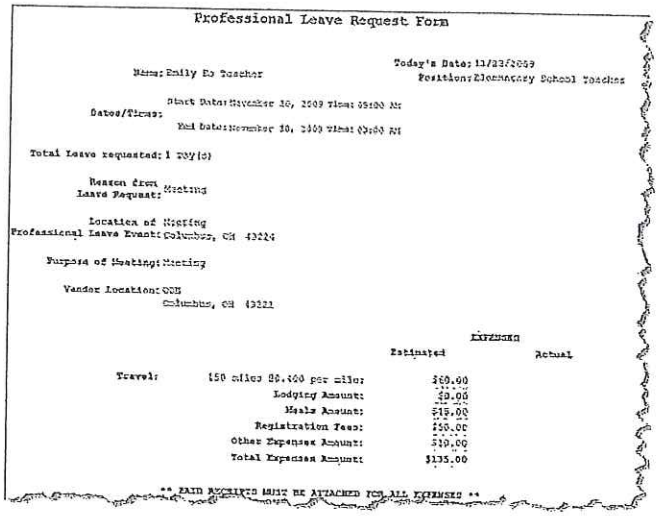
3. Enter any information that you want about the request. For example who the

purchase order should be made out to for registration or if you are sharing expenses with a co-worker.

4. Enter your expenses. Enter the miles of the proposed trip and the tool will calculate the mileage amount to be reimbursed based on the district entered rate.

5. At the bottom of the Professional Leave Form Part, you may click on Calculate to have it total the expenses entered. *(The fields appearing are set by the administrator, and some features can be added, for instance, the fund code could be added.)*

6. Once you have submitted the request for professional leave you have the ability to print a Professional Leave Request Form to submit after your leave so you can enter your actual expenses, attach receipts and submit for reimbursement.



Professional Leave Request Form

Today's Date: 11/23/2009
Name: Emily Ro Teacher
Position: Elementary School Teacher

Dates/Times: Start Date: November 30, 2009 Time: 09:00 AM
End Date: November 30, 2009 Time: 03:00 AM

Total Leave requested: 1 Day(s)

Reason from Leave Request: Meeting

Location of Professional Leave Event: Meeting Columbus, OH 43224

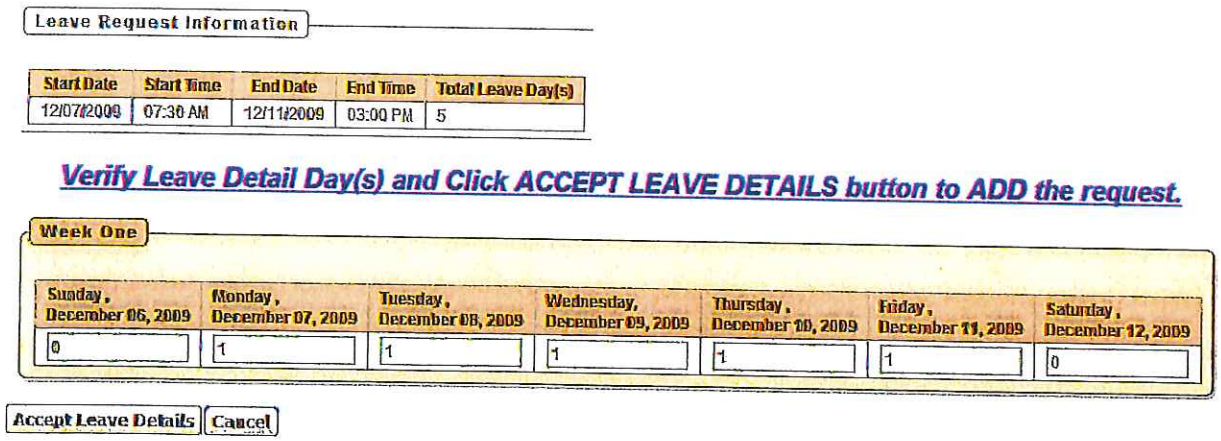
Purpose of Meeting: Meeting

Vendor Location: ODE Columbus, OH 43221

		Expenses Estimated	Expenses Actual
Travel:	150 miles $0.400 per mile:	$60.00	
	Lodging Amount:	$0.00	
	Meals Amount:	$15.00	
	Registration Fees:	$50.00	
	Other Expenses Amount:	$10.00	
	Total Expenses Amount:	$135.00	

** PAID RECEIPTS MUST BE ATTACHED FOR ALL EXPENSES **

If you submit a request that will span multiple days you will then be presented a screen to verify the dates and the leave request for each day.



Leave Request Information

Start Date	Start Time	End Date	End Time	Total Leave Day(s)
12/07/2009	07:30 AM	12/11/2009	03:00 PM	5

Verify Leave Detail Day(s) and Click ACCEPT LEAVE DETAILS button to ADD the request.

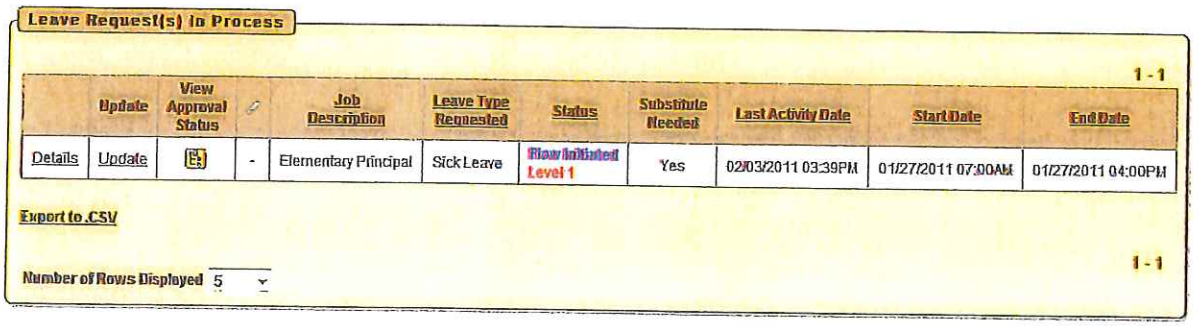
Week One

Sunday, December 06, 2009	Monday, December 07, 2009	Tuesday, December 08, 2009	Wednesday, December 09, 2009	Thursday, December 10, 2009	Friday, December 11, 2009	Saturday, December 12, 2009
0	1	1	1	1	1	0

Accept Leave Details | Cancel

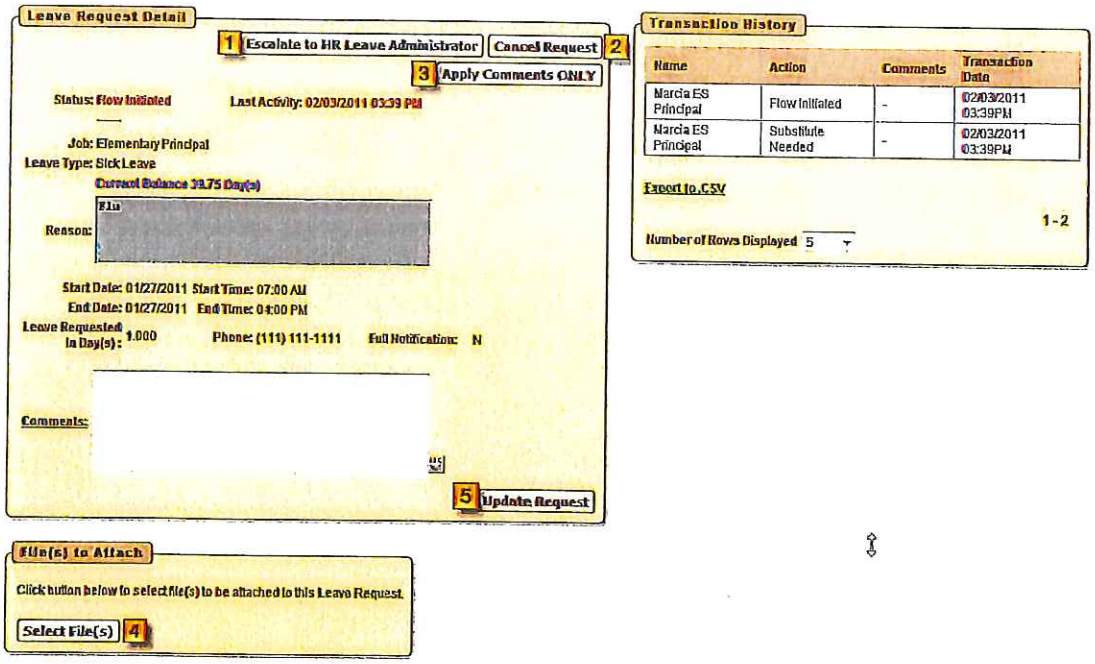
My Request(s) in Process

You can quickly see all requests, what their status is, and where they fall in the steps toward approval.



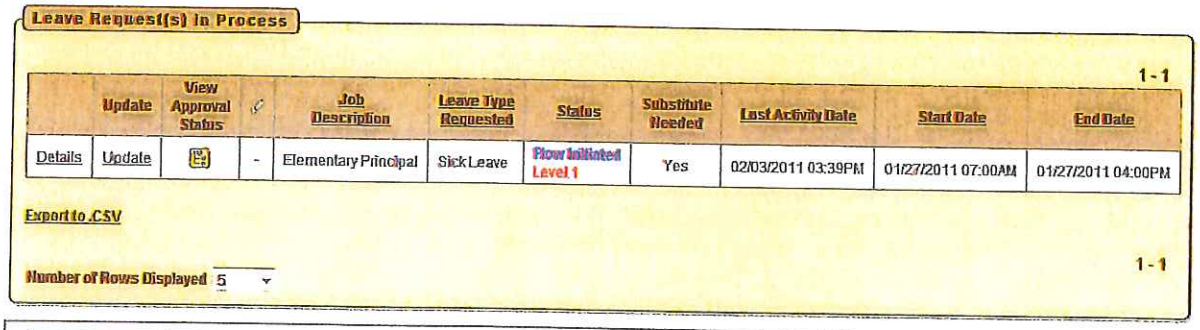
You can click on the word 'Details' to see the original request.
You will see a non-edit-able view of your original request and can do the following when looking at the details of the request.

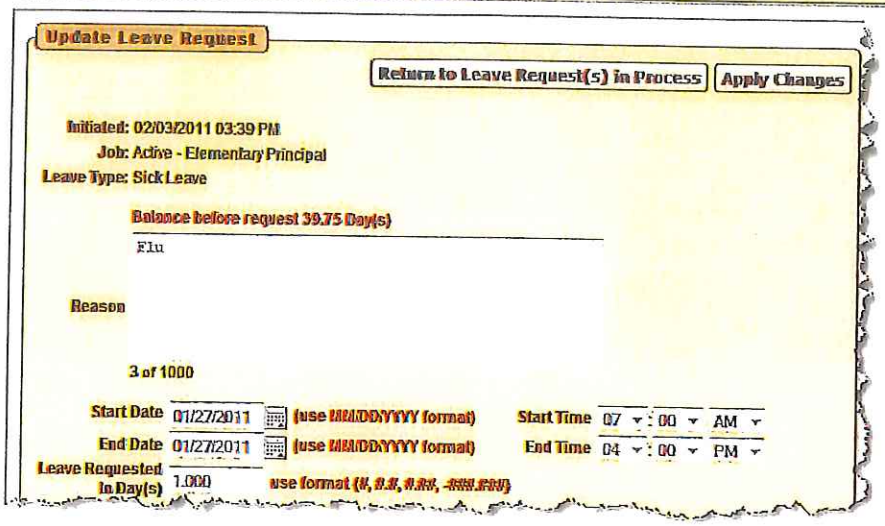
1. Escalate (this will send a notification to the HR Admin)
2. Cancel the Request
3. Make Comments
4. Add Attachment
5. Update Request. As long as the first approver has not taken action on your request you have the ability to click update request and make changes to your request and then click the apply changes button. Once a request has had action taken on the request you will not be able to update it.



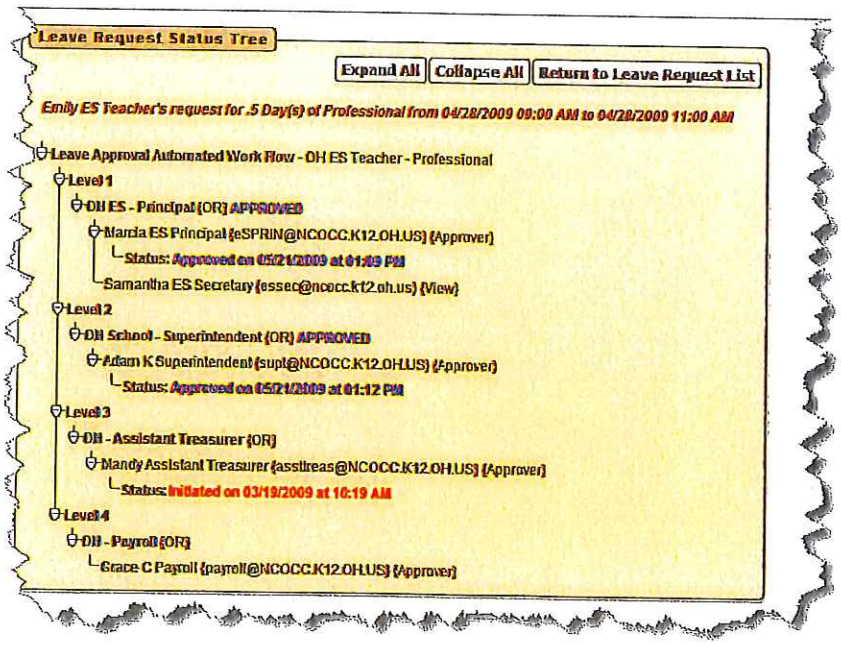
Further to the right you will see the approval process.

When you click on the Update from the My Leave Request(s) in Process screen you have the ability to click update request and make changes to your request and then click the apply changes button. Once a request has had action taken on the request you will not be able to update it.





When you click on the icon from the My Leave Request(s) in Process screen you will see the approval tree and where the request lies in that tree. The tree is set up by the admin.

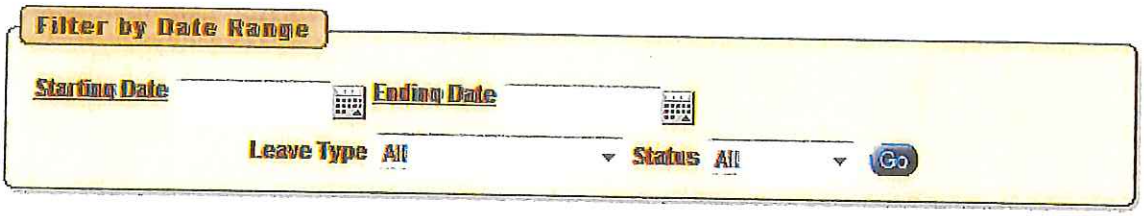


My Processed Request(s)

This report reflects those leaves that have been completely processed and are probably in the past. These requests would include those that have been approved and exported to USPS or those requests that have been rejected or cancelled.

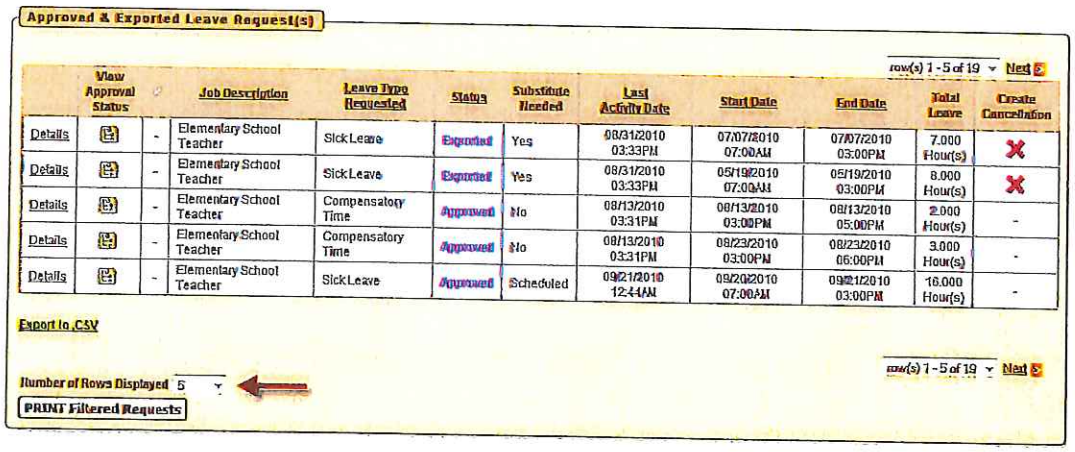
- You can filter these requests based on
- Start/End Date
- Leave Type
- Status

Filtering on any of the areas above requires you to click the GO icon to initiate the filter.



The sections are divided by Approved and Exported Leave Requests and Cancelled and Rejected Leave Requests

In the Approved and Exported Leave Requests section



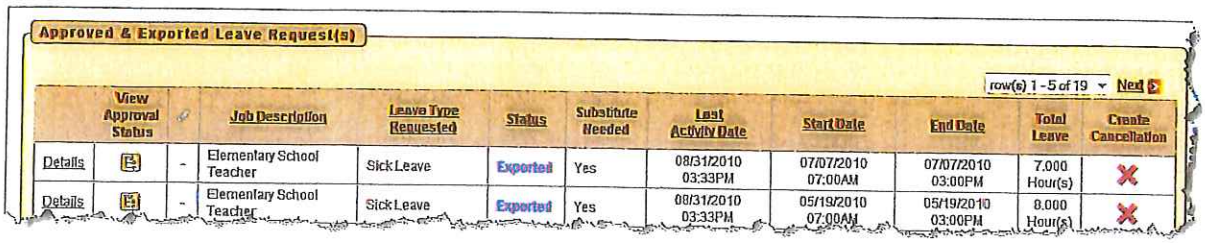
	View Approval Status		Job Description	Leave Type Requested	Status	Substitute Needed	Last Activity Date	Start Date	End Date	Total Leave	Create Cancellation
Details		-	Elementary School Teacher	Sick Leave	Exported	Yes	08/31/2010 03:33PM	07/07/2010 07:00AM	07/07/2010 03:00PM	7.000 Hour(s)	✘
Details		-	Elementary School Teacher	Sick Leave	Exported	Yes	08/31/2010 03:33PM	05/19/2010 07:00AM	05/19/2010 03:00PM	8.000 Hour(s)	✘
Details		-	Elementary School Teacher	Compensatory Time	Approved	No	08/13/2010 03:31PM	08/13/2010 03:00PM	08/13/2010 05:00PM	2.000 Hour(s)	-
Details		-	Elementary School Teacher	Compensatory Time	Approved	No	08/13/2010 03:31PM	08/23/2010 03:00PM	08/23/2010 06:00PM	3.000 Hour(s)	-
Details		-	Elementary School Teacher	Sick Leave	Approved	Scheduled	09/21/2010 12:44AM	09/20/2010 07:00AM	09/21/2010 03:00PM	16.000 Hour(s)	-

You can click on the word 'Details' to see the original request.
You will see a non-edit-able view of their original request and further to the right you will see the transaction history for this request.

When you click on the icon from the My Leave Request(s) in Process screen you will see the approval tree and where the request lies in that tree. The tree is set up by the admin.

You will also see a column with the status of leave request. Exported are requests that have been exported into payroll. Approved requests have been through the approval process but have not been exported to payroll.

If your request has the status of Exported you have the option to cancel the request by clicking on the red X in the Create Cancellation column.



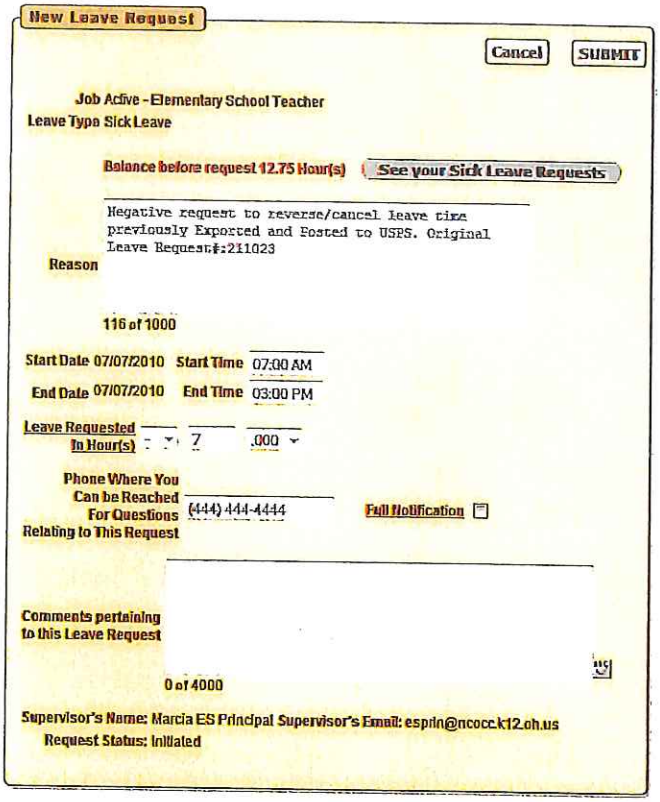
Approved & Exported Leave Request(s)

row(s) 1 - 5 of 19 Next

	View Approval Status		Job Description	Leave Type Requested	Status	Substitute Needed	Last Activity Date	Start Date	End Date	Total Leave	Create Cancellation
Details		-	Elementary School Teacher	Sick Leave	Exported	Yes	08/31/2010 03:33PM	07/07/2010 07:00AM	07/07/2010 03:00PM	7.000 Hour(s)	X
Details		-	Elementary School Teacher	Sick Leave	Exported	Yes	08/31/2010 03:33PM	05/19/2010 07:00AM	05/19/2010 03:00PM	8.000 Hour(s)	X

When you click the red X a leave request will be created and automatically populated with the correct information for the leave cancellation. You can enter comments in the request as to why the request is being cancelled.

Click Submit to create the cancellation request and send it through the approval process.



New Leave Request

Cancel SUBMIT

Job Active - Elementary School Teacher
Leave Type Sick Leave

Balance before request 12.75 Hour(s) See your Sick Leave Requests

Reason: Negative request to reverse/cancel leave time previously Exported and Posted to USPS. Original Leave Request#:211023

116 of 1000

Start Date 07/07/2010 Start Time 07:00 AM
End Date 07/07/2010 End Time 03:00 PM

Leave Requested In Hour(s) 7 .000

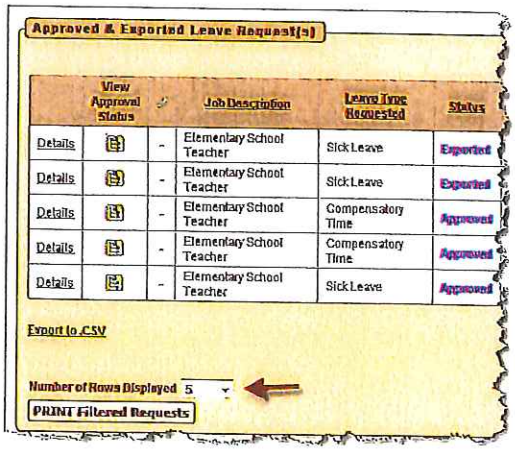
Phone Where You Can be Reached For Questions Relating to This Request (444) 444-4444 Full Notification

Comments pertaining to this Leave Request

0 of 4000

Supervisor's Name: Marcia ES Principal Supervisor's Email: espin@ncocc.k12.oh.us
Request Status: Initiated

You may choose how many rows to view by clicking on the drop down arrow next to Number of Rows Displayed.



Approved & Exported Leave Request(s)

	View Approval Status		Job Description	Leave Type Requested	Status
Details		-	Elementary School Teacher	Sick Leave	Exported
Details		-	Elementary School Teacher	Sick Leave	Exported
Details		-	Elementary School Teacher	Compensatory Time	Approved
Details		-	Elementary School Teacher	Compensatory Time	Approved
Details		-	Elementary School Teacher	Sick Leave	Approved

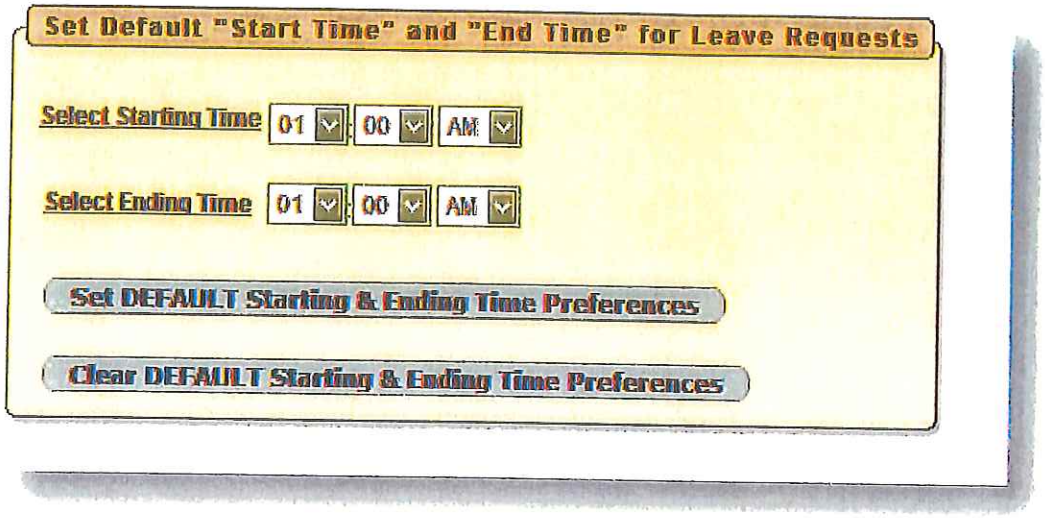
Export to .CSV

Number of Rows Displayed 5

PRINT Filtered Requests

Set Leave Starting & Ending Time Preference

You can enter a starting and ending time preference so that when you go to create a leave request the starting and ending time that you have set as a preference will be automatically entered into the leave request when creating a new request.



1. Enter a starting time
2. Enter a ending time
3. Click Set Default Starting & Ending Time Preferences

CHANGE PASSWORD

This feature will allow you to change your password once you are logged into Kiosk.

You must enter your old password and then type the new one twice before clicking on 'Change Password'.

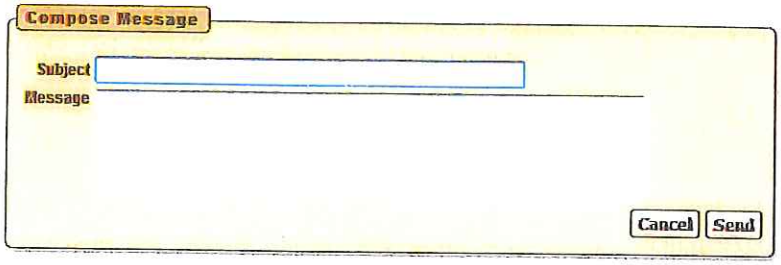
Your password must be 8 characters in length.

Your district has the ability to configure that your password change in a certain number days. Your district may also require you to use at least one capital letter, number or special character when creating your password. They will let you know of those requirements.

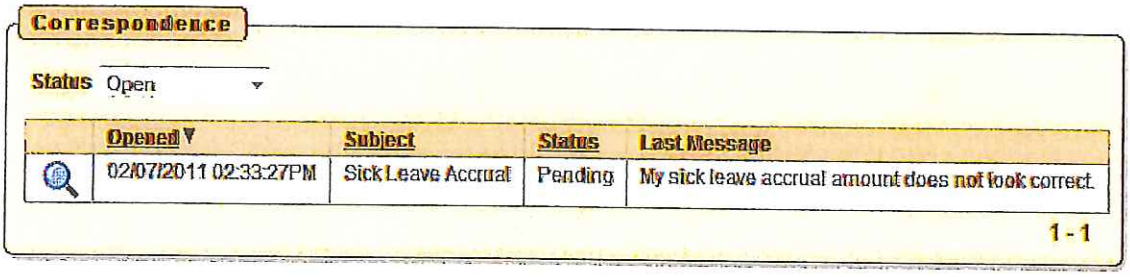
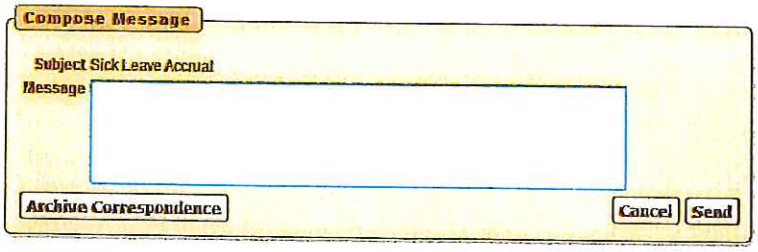
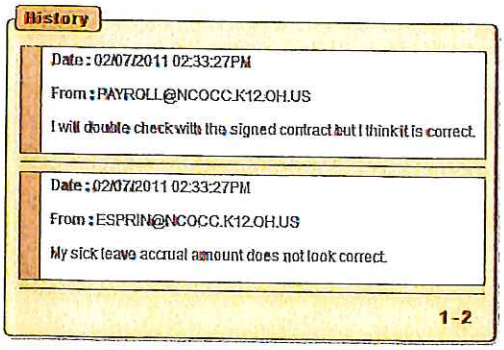
CORRESPONDENCE

This feature will allow you to send messages to the Kiosk Admin from within the Kiosk software.

When you click on Contact Kiosk Admin a message box will display for you to type a message that will be sent to the Kiosk Admin for your district. Click Send with done typing your message.



When you click on Correspondence you will see a list of the message you have sent.



To view the correspondence between you and the Kiosk Admin click on the magnifying glass. You will see a history of the correspondence and have the ability to send a new message.