

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.

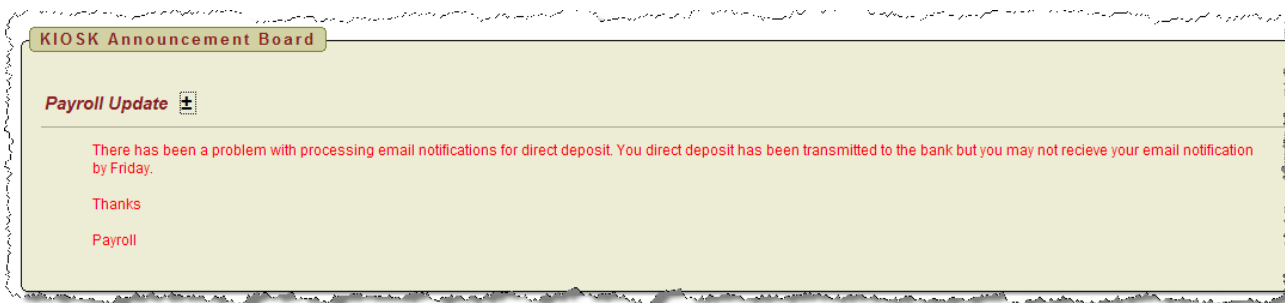


KIOSK ANNOUNCEMENT BOARD

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).

Employee Profile [Request Profile Data Change\(s\)](#)

Employee ID: GRA000100 State Certification ID:

Name:
First Name: Emily Middle Name: ES Last Name: Teacher Suffix:
Legal First Name: Legal Middle Name: Legal Last Name: Legal Suffix:

Contact Information:
Address 1: 833 Submarine Drive Phone: (444) 444-4444
Street Address 2: District Phone: District Extension:
City: Othertown State: OH Zip Code: 44447
Email Address(es): esteach1@nooc.k12.oh.us, sbaughman@noe.n.com

Other Information:
Gender: Female Ethnicity: Marital Status: Married
OSSE District Code: Sub Days: Spouse's First Name:

Education/Qualifications:
Degree Type: Bachelors ECE Qualification:
Semester Hours: 0 Other Credentials:

Employee Dates:
Date of Birth: 08/09/1955 Last Evaluation: Last Paid: 02/27/2009 Contract Renewal: Limited Contract Exp:
Hire Date: 08/21/2000 Next Evaluation: ODHS New Hire: 08/21/2000

Experience:
Total Years: 0 District: 0.00 Retirement System: 0.00 Ohio Public: 0.00 Non-Ohio Public: 0.00 Military: 0.00
Authorized Years: 0 Accredited District: 0.00 Purchased: 0.00 Ohio Private: 0.00 Non-Ohio Private: 0.00 Teacher: 0.00
Building: 0.00

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.

Employee Profile [Request Profile Data Change\(s\)](#)

Employee ID: GRA000100 State Certificat

Name:
First Name: Emily Middle Na
Legal First Name: Legal Middle Na

Request Profile Data Change(s)

Employee Profile Cancel Submit Change Request

Employee ID: GRA000100 State Certification ID:
New State Certification ID:

Name:
First Name: Emily Middle Name: ES Last Name: Teacher Suffix:
New First Name: New Middle Name: New Last Name: New Suffix:
Legal First Name: Legal Middle Name: Legal Last Name: Legal Suffix:
New Legal First Name: New Legal Middle Name: New Legal Last Name: New Legal Suffix:

Contact Information:
Address 1: 833 Submarine Drive Phone: (444) 444-4444
New Address 1: New Phone:
Street Address 2: District Phone: District Extension:
New Street Address 2: New District Phone: New District Extension:
City: Othertown State: OH Zip Code: 44447
New City: New State: New Zip Code:

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.

Current Positions

Job Title	Start Date	Job Status	Display Details
Elementary School Teacher	09/21/2001	Active	Display Details

[Export to CSV](#)

1 - 1

Position Details

Job Number	1		
Job Title	Elementary School Teacher	Start Date	09/21/2001
Job Status	Active		
Rating (R)	B1		
Contract Amount	\$50,000.00	Daily Or Hourly	Daily
Hours in Work Day	7	Pay Per Period	\$1,923.08
Work Days in Contract	193	Calendar Start Date	09/21/2001
Salary Schedule Step	0	Salary Schedule Column	0
Eligible for Sick Leave	Yes		
Eligible for Personal Leave	Yes		
Eligible for Vacation Leave	No		
Supervisor Name	Marcia ES Principal	Supervisor Email	eSPRN@MCOECK12.OH.US

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.

My Performance Reviews

	Current Evaluation Date	Next Evaluation Date	Documents Attached
VIEW	10/13/1999	-	1

1 - 1

Performance Review Info

Employee Name	Evaluation Date	Next Evaluation Date
SANDRA S BULLOCK	10/13/1999	-

Associated Performance Review Files

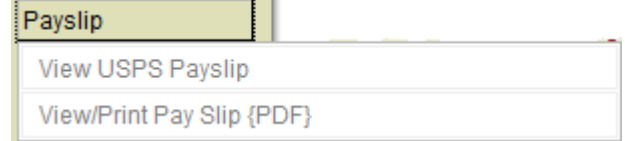
File Id	Filename	Description	Created By	Created Datetime ▲
download	Sandra Bullock 2008 review.docx	Performance Review 2009	KIOSKDEMO@MCOECN.ORG	10/06/2009 04:18 PM

1 - 1

PAYSLIP

There are now 2 options for viewing payslips.



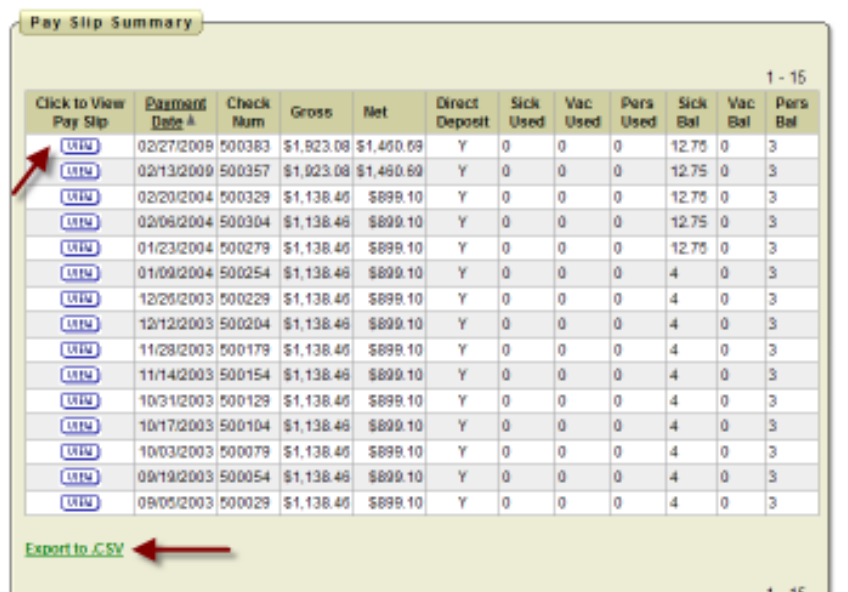
- View USPS Payslip
- View/Print Pay Slip {PDF}



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.

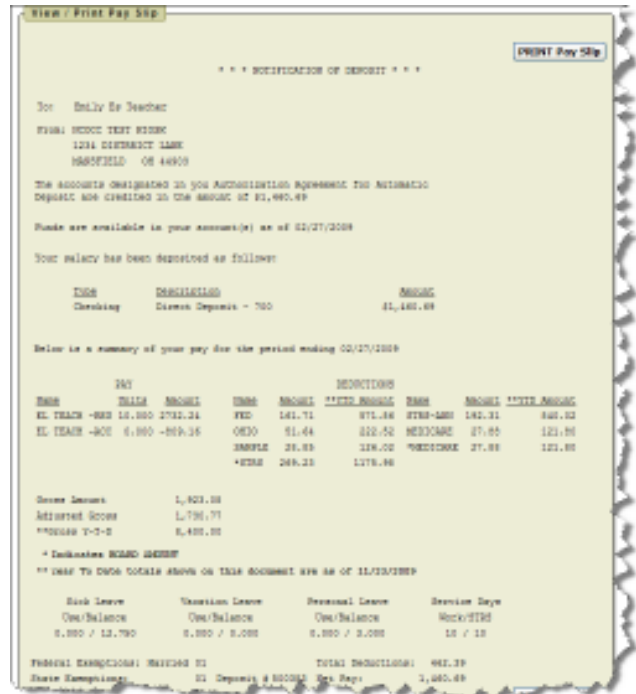
View USPS Payslip

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.

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	\$1,823.08	\$1,460.69	Y	0	0	0	12.75	0	3
View	02/13/2009	500357	\$1,823.08	\$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	12/29/2003	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
7. The number of payslips that are displayed can be changed by selecting the drop down arrow and setting the display to another number.

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



View/Print Pay Slip {PDF}

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



- View and/or Print will open your payslip as a PDF file.
- 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.

Employee Kiosk Other Links IPDP Scheduler

Employee Kiosk Documentation
 Profile
 Position Details
 Performance Reviews
 Payslip
View/Print W-2
 Leave Balances
 Leave Request
 Substitute Coordinator Leave Reports
 View Building Leave Calendar(s)
 Change Password

List of Available W-2 Wage and Tax Statements

View and/or Print W2	Download & Save W2	Tax Year	Control Number
		2007	1 - 1

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.

Copy 1 To Be Filed With Employer's FEDERAL Tax Returns 2007

1 Employer ID# 222-22-2293
 2 State security wages 29458.18
 3 Social security tax withheld 2542.36
 4 Employee's number 35-333333
 5 Medicare wages and tips 44902.28
 6 Medicare tax withheld 821.04
 7 Employer's address: CITY, STATE ZIP

SIMPLE CITY SCHOOLS
 123 WEST CHARGE ROAD
 CHARLESTON, IN 44444

8 Control number: 9009001
 9 Employee's name, address and ZIP code
 CAROLYN J ELLIHAM
 84068 WILLIAMS CITY RD E
 ANYTOWN, OH 44223

10 State security tax 1472.38
 11 State Employer's state CI tax 29458.18
 12 Local security tax, etc. 44902.28
 13 State wages, tips, etc. 29458.18
 14 Local wages, tips, etc. 44902.28
 15 State income tax 1472.38
 16 Local income tax 44902.28
 17 State income tax 1472.38
 18 Locality name (CITY)

Copy 2 To Be Filed With Employer's State, City, or Local Income Tax Returns 2007

1 Employer ID# 222-22-2293
 2 State security wages 29458.18
 3 Social security tax withheld 2542.36
 4 Employee's number 35-333333
 5 Medicare wages and tips 44902.28
 6 Medicare tax withheld 821.04
 7 Employer's address: CITY, STATE ZIP

SIMPLE CITY SCHOOLS
 123 WEST CHARGE ROAD
 CHARLESTON, IN 44444

8 Control number: 9009001
 9 Employee's name, address and ZIP code
 CAROLYN J ELLIHAM
 84068 WILLIAMS CITY RD E
 ANYTOWN, OH 44223

10 State security tax 1472.38
 11 State Employer's state CI tax 29458.18
 12 Local security tax, etc. 44902.28
 13 State wages, tips, etc. 29458.18
 14 Local wages, tips, etc. 44902.28
 15 State income tax 1472.38
 16 Local income tax 44902.28
 17 State income tax 1472.38
 18 Locality name (CITY)

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	JobNo	TransType	Start Date	<input type="text"/>
All <input type="button" value="v"/>	All <input type="button" value="v"/>	All <input type="button" value="v"/>	End Date	<input type="text"/> <input type="button" value="Go"/>

Detail Leave Activity

Number of Rows Displayed

<u>Category</u>	<u>Job No.</u> <input type="button" value="▲"/>	<u>Trans Type</u>	<u>Length Of Absence</u>	<u>Unit</u>	<u>Activity Date</u>
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

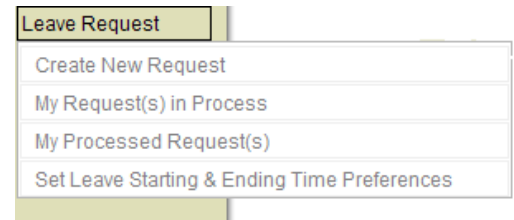
[Export detail activity to CSV](#)

1 - 9

LEAVE REQUEST

There are 4 areas under Leave Request:

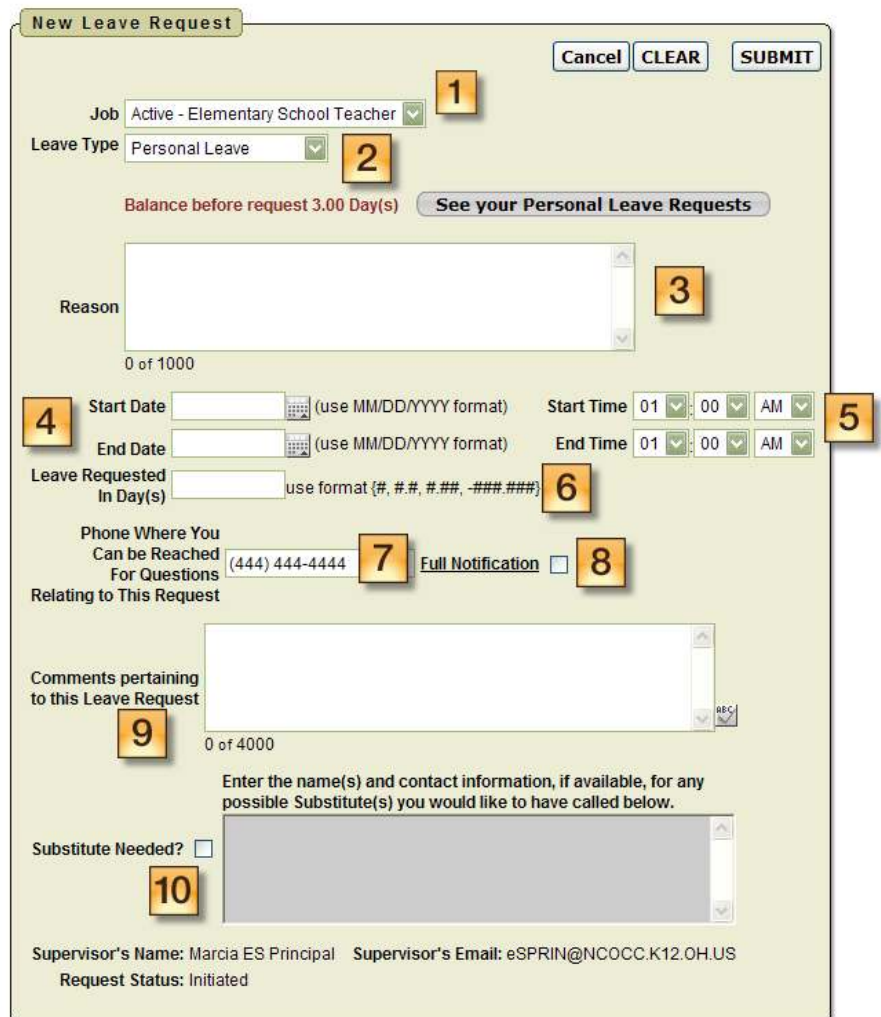
- Create New Request
- My Request(s) in Process
- My Processed Request(s)
- Set Leave Starting & Ending Time Preferences



A vertical menu titled "Leave Request" with four options: "Create New Request", "My Request(s) in Process", "My Processed Request(s)", and "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.



The "New Leave Request" form contains the following fields and controls:

- Job:** Active - Elementary School Teacher (1)
- Leave Type:** Personal Leave (2)
- Balance before request:** 3.00 Day(s) (3)
- Reason:** Text area (3)
- Start Date:** (4) (use MM/DD/YYYY format)
- End Date:** (4) (use MM/DD/YYYY format)
- Leave Requested In Day(s):** (6) (use format {#, #.#, #.##, ###.###})
- Start Time:** 01:00 AM (5)
- End Time:** 01:00 AM (5)
- Phone Where You Can be Reached For Questions Relating to This Request:** (444) 444-4444 (7)
- Full Notification:** (8)
- Comments pertaining to this Leave Request:** (9)
- Substitute Needed?:** (10)

Supervisor's Name: Marcia ES Principal Supervisor's Email: eSPRIN@NCOCC.K12.OH.US
Request Status: Initiated

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.

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.

The screenshot shows the 'New Leave Request' form with the following elements and callouts:

- 1:** Job dropdown menu (Active - Elementary School Teacher)
- 2:** Leave Type dropdown menu (Personal Leave)
- 3:** Reason text area
- 4:** Start Date and End Date fields (with MM/DD/YYYY format instructions)
- 5:** Start Time and End Time dropdown menus (01:00 AM)
- 6:** Leave Requested In Day(s) field (with format instructions: #, ##, ###, ####, #####)
- 7:** Phone Where You Can Be Reached For Questions field (444) 444-4444
- 8:** Full Notification checkbox
- 9:** Comments pertaining to this Leave Request text area
- 10:** Substitute Needed? checkbox

Additional form details: Balance before request 3.00 Day(s), See your Personal Leave Requests button, Supervisor's Name: Marcia ES Principal, Supervisor's Email: eSPRIN@NCOCC.K12.OH.US, Request Status: Initiated.

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.

The screenshot shows the 'File(s) to Attach' section with the following text and button:

Click button below to select file(s) to be attached to this Leave Request.

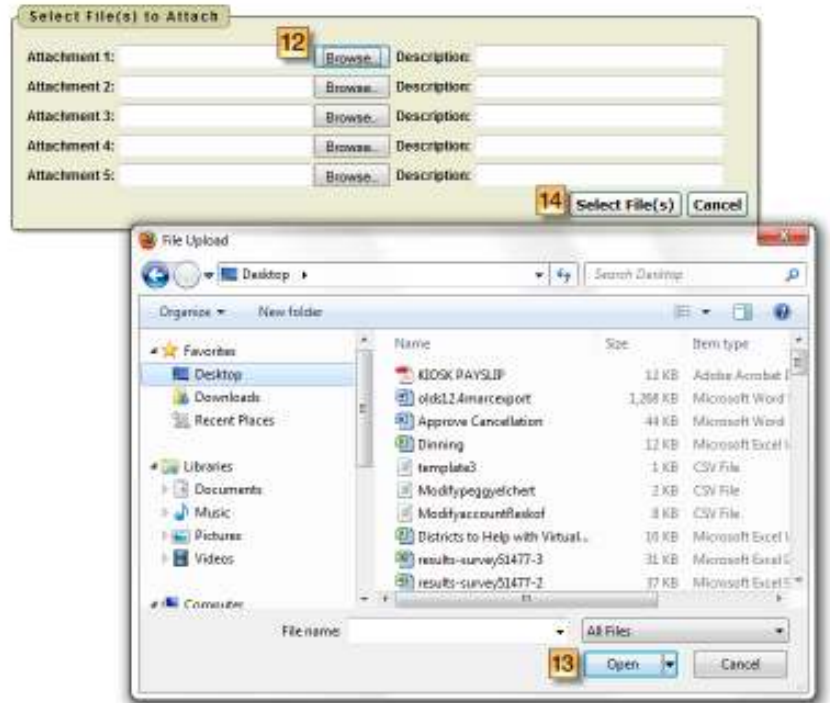
11 Select File(s) to Attach

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 Es Teacher Position: Elementary School Teacher

Start Date: November 30, 2009 Time: 09:00 AM

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

Total Leave requested: 1 Day(s)

Reason from Leave Request: Meeting

Location of Meeting: Professional Leave Event: Columbus, OH 43224

Purpose of Meeting: Meeting

Vendor Location: ODE
Columbus, OH 43221

		EXPENSES	
		Estimated	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.

Leave Request(s) in Process										
	Update	View Approval Status		Job Description	Leave Type Requested	Status	Substitute Needed	Last Activity Date	Start Date	End Date
Details	Update		-	Elementary Principal	Sick Leave	Flow Initiated Level 1	Yes	02/03/2011 03:38PM	01/27/2011 07:00AM	01/27/2011 04:00PM

[Export to CSV](#)

Number of Rows Displayed: 5

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.

Leave Request Detail

1 Escalate to HR Leave Administrator
2 Cancel Request
3 Apply Comments ONLY

Status: Flow Initiated **Last Activity:** 02/03/2011 03:39 PM

Job: Elementary Principal
Leave Type: Sick Leave
Current Balance: 39.75 Day(s)

Reason:

Start Date: 01/27/2011 **Start Time:** 07:00 AM
End Date: 01/27/2011 **End Time:** 04:00 PM

Leave Requested in Day(s): 1.000 **Phone:** (111) 111-1111 **Full Notification:** N

Comments:

5 Update Request

Transaction History

Name	Action	Comments	Transaction Date
Nardia ES Principal	Flow Initiated	-	02/03/2011 03:39PM
Nardia ES Principal	Substitute Needed	-	02/03/2011 03:39PM

[Export to CSV](#)

Number of Rows Displayed: 5

File(s) to Attach

Click button below to select file(s) to be attached to this Leave Request.

4 Select File(s)

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.

Leave Request(s) in Process 1 - 1

	Update	View Approval Status	Job Description	Leave Type Requested	Status	Substitute Needed	Last Activity Date	Start Date	End Date
Details	Update		-	Elementary Principal	Sick Leave	Flow Initiated Level 1	02/03/2011 03:38PM	01/27/2011 07:00AM	01/27/2011 04:00PM

[Export to CSV](#) 1 - 1

Number of Rows Displayed: 5

Update Leave Request [Return to Leave Request\(s\) in Process](#) [Apply Changes](#)

Initiated: 02/03/2011 03:39 PM
 Job: Active - Elementary Principal
 Leave Type: Sick Leave


Balance before request: 39.75 Day(s)

Flu

Reason

3 of 1000

Start Date: 01/27/2011 (use MM/DD/YYYY format) Start Time: 07 : 00 : AM
 End Date: 01/27/2011 (use MM/DD/YYYY format) End Time: 04 : 00 : PM
 Leave Requested in Day(s): 1.000 (use format #, ##, ###, ###.###)

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.

Filter by Date Range

Starting Date Ending Date

Leave Type Status

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

In the Approved and Exported Leave Requests section


Approved & Exported Leave Request(s)										
	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)	<input type="button" value="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)	<input type="button" value="X"/>
	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	08/21/2010 12:44AM	08/20/2010 07:00AM	08/21/2010 03:00PM	16.000 Hour(s)	-

Export to CSV

Number of Rows Displayed:

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 <input type="button" value="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)	
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)	

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

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#1211629

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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):

Phone Where You Can be Reached For Questions (444) 444-4444 Full Notification

Comments pertaining to this Leave Request
 0 of 4000

Supervisor's Name: Manda ES Principal Supervisor's Email: esprin@ncoc.k12.nh.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.

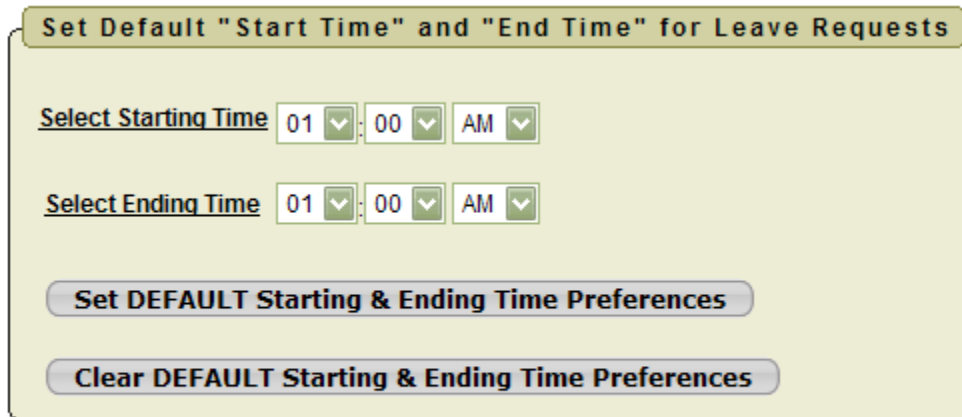
Approved & Exported Leave Request(s)				
	View Approval Status	Job Description	Leave Type Requested	Status
Details		- Elementary School Teacher	Sick Leave	Exported
Details		- Elementary School Teacher	Sick Leave	Exported
Details		- Elementary School Teacher	Compensatory Time	Approved
Details		- Elementary School Teacher	Compensatory Time	Approved
Details		- Elementary School Teacher	Sick Leave	Approved

[Export to CSV](#)

Number of Rows Displayed: 5

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.



The screenshot shows a dialog box titled "Set Default 'Start Time' and 'End Time' for Leave Requests". It contains two rows of time selection controls. The first row is labeled "Select Starting Time" and has three dropdown menus showing "01", "00", and "AM". The second row is labeled "Select Ending Time" and also has three dropdown menus showing "01", "00", and "AM". Below these controls are two buttons: "Set DEFAULT Starting & Ending Time Preferences" and "Clear DEFAULT Starting & Ending Time Preferences".

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.



The screenshot shows a "Change Password" form with three input fields: "Old Password", "New Password", and "Re-Enter New Password". The "New Password" field has a note "(must be at least 8 characters)". Below the fields are two buttons: "Change Password" and "Cancel". A blue instruction "Please enter old and new passwords." is located below the "Re-Enter New Password" field.

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.

Compose Message

Subject

Message

Cancel Send

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

Correspondence

Status

	Opened	Subject	Status	Last Message
	02/07/2011 02:33:27PM	Sick Leave Accrual	Pending	My sick leave accrual amount does not look correct.

1 - 1

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.

Compose Message

Subject Sick Leave Accrual

Message

Archive Correspondence Cancel Send

History

Date : 02/07/2011 02:33:27PM
From : PAYROLL@NCODCC.K12.OH.US
I will double check with the signed contract but I think it is correct.

Date : 02/07/2011 02:33:27PM
From : ESPRIN@NCODCC.K12.OH.US
My sick leave accrual amount does not look correct.

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