

LOGGING IN

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



Welcome to the **MCOECN** Employee Kiosk.

Email Address

Password

First time using the Kiosk? Click here to [register](#).

Forgot your Password? Click here to [reset](#).

*The Employee Kiosk has been tested and is compatible with the following brows
For the best experience please use one of the following:*

-  [Internet Explorer Versions 7+](#) [Click here to download/upgrade](#)
-  [Mozilla Firefox Versions 3+](#) [Click here to download/upgrade](#)
-  [Safari Versions 4+](#) [Click here to download/upgrade](#)

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. The employees also have the ability to add any favorite links.

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: JAM000020 **State Certification ID:** ZA6201312

Name:
First Name: JESSICA Middle Name: L Last Name: JAMES Suffix:
Legal First Name: Legal Middle Name: Legal Last Name: Legal Suffix:

Contact Information:
Address 1: 1352 COLORADO AVE Phone: (740) 385-1781
Street Address 2: District Phone: (740) 594-7663 District Extension: 0126
City: LOGAN State: OH Zip Code: 45701
Email Address(es): JESSICA@SEOVEC.ORG



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.

- Employee Kiosk Documentation
- Profile
- Position Details**
- Performance Reviews
- Payslip
- Leave Balances
- View/Print W-2
- Leave Request
- Change Password
- Correspondence

Current Positions

Job Title	Calendar Start Date	Job Status	
Middle School Secretary	10/10/2000	Active	Display Details

[Export to .CSV](#)

1 - 1

Position Details

Position Details					
Job Number	1				
Job Title	Middle School Secretary	Position Start Date	10/10/2000	Job Status	Active
Building IRN	4069				
Contract Amount	\$24,100.00	Daily Or Hourly	Daily	Daily Or Hourly Rate	\$131.694
Hours In Work Day	8	Pay Per Period	\$926.92	Retire Hours	8.00
Work Days in Contract	183	Calendar Start Date	10/10/2000		
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	Troy B Rogers	Supervisor Email	DEMO_1@SEOVEC.ORG		

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.

The screenshot shows a web application interface. On the left is a vertical navigation menu with the following items: Employee Kiosk Documentation, Profile, Position Details, Performance Reviews, Payslip (highlighted), Leave Request, Change Password, and Correspondence. To the right, under the heading 'Current Positions', there is a 'Job Title' field containing 'Middle School Secretary' and a green link labeled 'Export to .CSV'. Below this is another section titled 'Position Details'. A dropdown menu is open from the 'Payslip' menu item, showing two options: 'View USPS Payslip' and 'View/Print Pay Slip {PDF}'. A purple arrow points to the 'View/Print Pay Slip {PDF}' option.

View USPS Payslip

Load Payslips for Date Range

Starting Date 01/01/2001  **Ending Date** 03/16/2011 

Load Payslips

Payslip Summary

row(s) 1 - 5 of 13 [Next](#) >

Click to View Pay Slip	Pay Date ▼	Check Num	Gross	Net	Direct Deposit	Sick Used	Vac Used	Pers Used	Sick Bal	Vac Bal	Pers Bal
VIEW	02/20/2004	500342	\$926.92	\$708.61	Y	0	0	0	30.75	0	2
VIEW	02/06/2004	500317	\$926.92	\$708.61	Y	0	0	0	30.75	0	2
VIEW	01/23/2004	500292	\$926.92	\$708.61	Y	0	0	0	30.75	0	2
VIEW	01/09/2004	500267	\$926.92	\$708.61	Y	0	0	0	22	0	2
VIEW	12/26/2003	500242	\$926.92	\$708.61	Y	0	0	0	22	0	2

[Export to .CSV](#)

row(s) 1 - 5 of 13 [Next](#) >

Number of Rows Displayed 5 ▼

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

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
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.

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.

Employee Kiosk Documentation	Leave Balances					
Profile						
Position Details						
Performance Reviews						
Payslip						
Leave Balances						
View/Print W-2						
Leave Request						
Change Password						
Correspondence						

	Monthly Accrual	Unit	Accum Max	Begin Bal	Balance
Personal Leave	N/A	Daily	3.00	3.00	0.00
Sick Leave	1.25	Daily	200.00	N/A	30.75
Vacation Leave	0.00	Daily	0.00	N/A	0.00

1 - 3

NOTICE: Displayed Leave Balances may not reflect current activity due to delay

Detailed Leave Activity

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** 
End Date 

Detail Leave Activity

Number of Rows Displayed

<u>Category</u>	<u>Job No.</u> ▲	<u>Trans Type</u>	<u>Length Of Absence</u>	<u>Unit</u>	<u>Activity Date</u>
Personal	0	Absence	1	Daily	11/10/2003
Personal	0	Accumulation	3	Daily	07/01/2003
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
Sick	0	Accumulation	22	Daily	07/01/2003
Personal	1	Absence	1	Daily	02/10/2011
Personal	1	Absence	1	Daily	02/09/2011

[Export detail activity to CSV](#)

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

The screenshot shows an 'Employee Kiosk' interface. On the left is a vertical sidebar menu with the following items: Employee Kiosk Documentation, Profile, Position Details, Performance Reviews, Payslip, Leave Balances, View/Print W-2, and Leave Request. The 'Leave Request' item is highlighted. A pop-up window titled 'Leave Balances' is open, displaying a table with leave types and their monthly accruals. Below the table is a red notice: 'NOTICE: Displayed Leave Balances'. A dropdown menu is visible below the sidebar, listing: Create New Request, My Request(s) in Process, My Processed Request(s), and Set Leave Starting & Ending Time Preferences.

	Month Accru
Personal Leave	N
Sick Leave	1.2
Vacation Leave	0.0

NOTICE: Displayed Leave Balances

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

Create a New Leave Request

New Leave Request Cancel CLEAR SUBMIT

Job **1**

Leave Type **2**

Balance before request 3.00 Day(s) [See your Personal Leave Requests](#)

Reason **3**
0 of 1000

4 Start Date (use MM/DD/YYYY format) Start Time 01:00 AM **5**

End Date (use MM/DD/YYYY format) End Time 01:00 AM

Leave Requested In Day(s) use format {#, #.#, #.##, -###.###} **6**

Phone Where You Can be Reached For Questions Relating to This Request **7** Full Notification **8**

Comments pertaining to this Leave Request **9**
0 of 4000

Substitute Needed? **10**

Enter the name(s) and contact information, if available, for any possible Substitute(s) you would like to have called below.

Create New Leave Request.

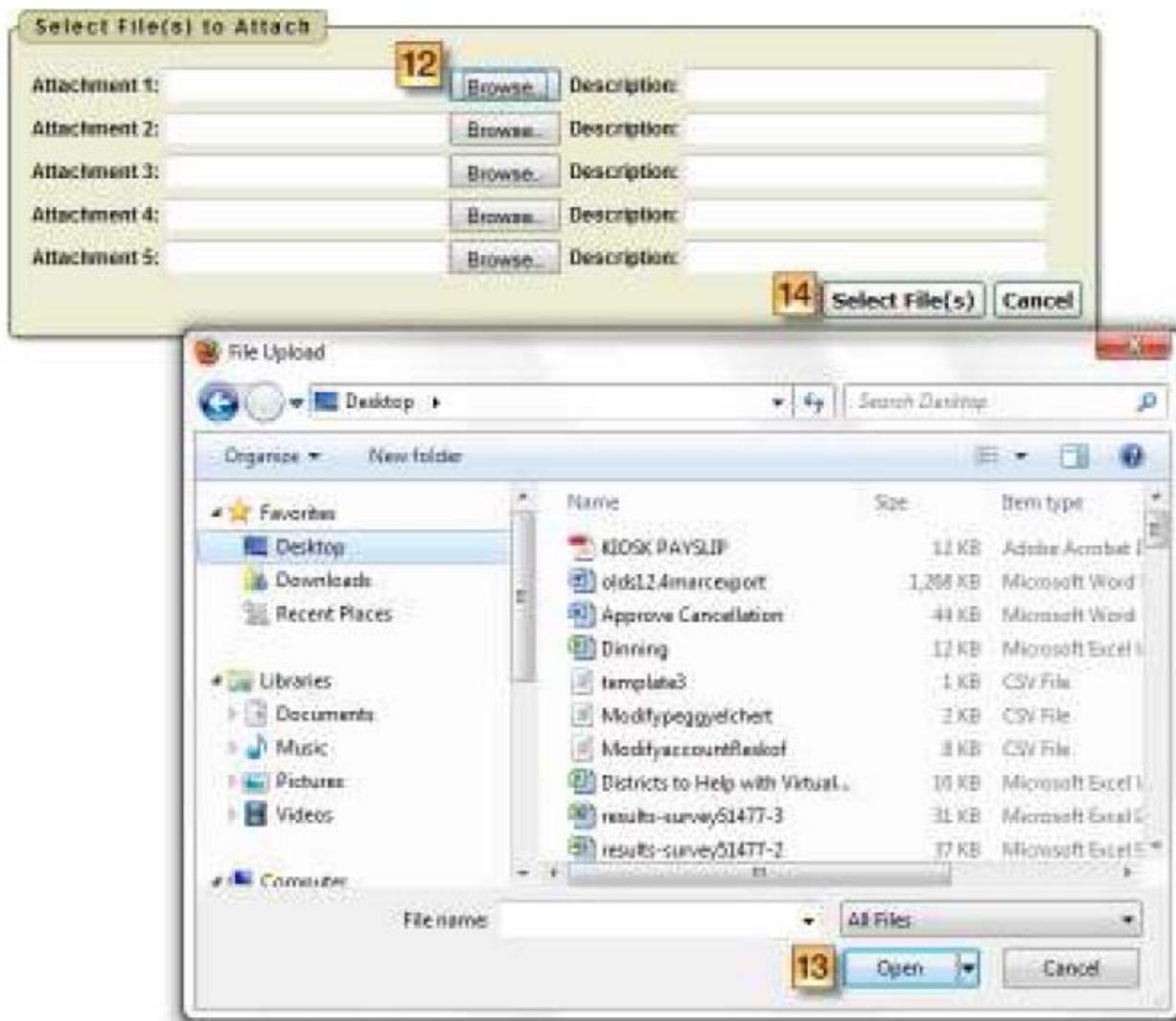
1. Make sure your job that is eligible for leave is selected.
2. Select your leave type. If your district requires an additional reason for a specific leave type (subcategory) another box will display to select additional reasons for the leave request. Once you have selected your leave type a balance 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.
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.
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.

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.

File(s) to Attach

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

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.

5. At the bottom of the Professional Leave Form Part, you may click on Calculate to have it total the expenses entered.
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. 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

My Request(s) in Process

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	-	Default Approval	Middle School Secretary	Personal Leave	Escalated <small>{Blackout Date}</small>	Yes	02/02/2011 03:05PM	02/18/2011 08:00AM	02/22/2011 04:00PM

[Export to .CSV](#) 1 - 1

Number of Rows Displayed

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.

Black out Date

If you submit a leave request containing a blackout date, you will receive a message stating it is during a blackout period. Your leave request may be sent straight to the Leave Administrator and will not go through regular work flow depending on district configuration settings.

Blackout Date Notice

This leave request falls on or includes the following day(s):

- Presidents Day (02/18/2011 - 02/22/2011)

Leave Request Detail

Cancel Request

Apply Comments ONLY

Status: Escalated

Last Activity: 02/02/2011 03:05 PM

Waiting approval from: District Leave
Admin Email: test3_martin@seovec.org

Job: Middle School Secretary

Leave Type: Personal Leave

Current Balance 0.00 Day(s)

Reason:

test blackout dates

Start Date: 02/18/2011 Start Time: 08:00 AM

End Date: 02/22/2011 End Time: 04:00 PM

Leave Requested
In Day(s): 4.000

Phone: (740) 655-2728

Full Notification: Y

Detail by Day

1. Escalate (this will send a notification to the Leave 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 administration.

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 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.

Employee Kiosk

Employee Kiosk Documentation
Profile
Position Details
Performance Reviews
Payslip
Leave Balances
ViewPrint W-2
Leave Request
Change Password
Correspondence

Employee Kiosk Other Links IPDP

Filter by Date Range

Starting Date Ending Date

Leave Type | All | Status | All |

Approved & Exported Leave Request(s) 1 - 5

	View Approval Status	Job Description	Leave Type Requested	Status	Substitute Needed	Last Activity Date	Start Date	End Date	Total Leave	Create Cancellation
Details	Default Approval	Middle School Secretary	Sick Leave	Exported	No	01/07/2011 10:29AM	09/14/2010 08:00AM	09/14/2010 04:00PM	1.000 Day(s)	<input type="button" value="X"/>
Details	Default Approval	Middle School Secretary	Personal Leave	Exported	No	02/02/2011 02:41PM	09/27/2010 08:00AM	09/27/2010 04:00PM	1.000 Day(s)	<input type="button" value="X"/>
Details		Middle School Secretary	Personal Leave	Exported	Scheduled	02/04/2011 10:48AM	02/09/2011 08:00AM	02/11/2011 04:00PM	2.000 Day(s)	<input type="button" value="X"/>
Details		Middle School Secretary	Professional	Exported	Scheduled	02/04/2011 10:46AM	02/07/2011 08:00AM	02/08/2011 04:00PM	1.000 Day(s)	<input type="button" value="X"/>
Details		Middle School Secretary	Sick Leave	Exported	Scheduled	02/04/2011 10:46AM	02/01/2011 01:00AM	02/02/2011 01:00AM	1.000 Day(s)	<input type="button" value="X"/>

[Export to .CSV](#)

Number of Rows Displayed

Cancelled & Rejected Leave Request(s)

No Cancelled & Rejected Leave Requests available for display for the entered Filter Date values.
Please adjust FILTER START and END Dates and click GO

Done

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

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

The screenshot shows a user interface for setting default leave times. At the top, there is a title bar that reads "Set Default 'Start Time' and 'End Time' for Leave Requests". Below this, there are two buttons: "Set DEFAULT Starting & Ending Time Preferences" and "Clear DEFAULT Starting & Ending Time Preferences". Underneath the buttons, there are two rows of time selection controls. The first row is labeled "Select Starting Time" and contains three dropdown menus with values "01", "00", and "AM". The second row is labeled "Select Ending Time" and also contains three dropdown menus with values "01", "00", and "AM".

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.