



District Administrator Manual

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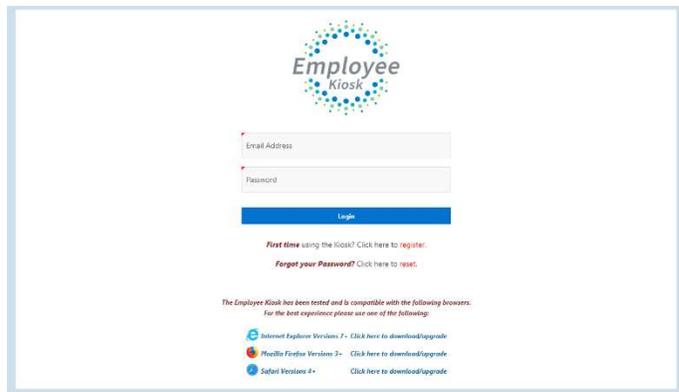
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LOGGING IN

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

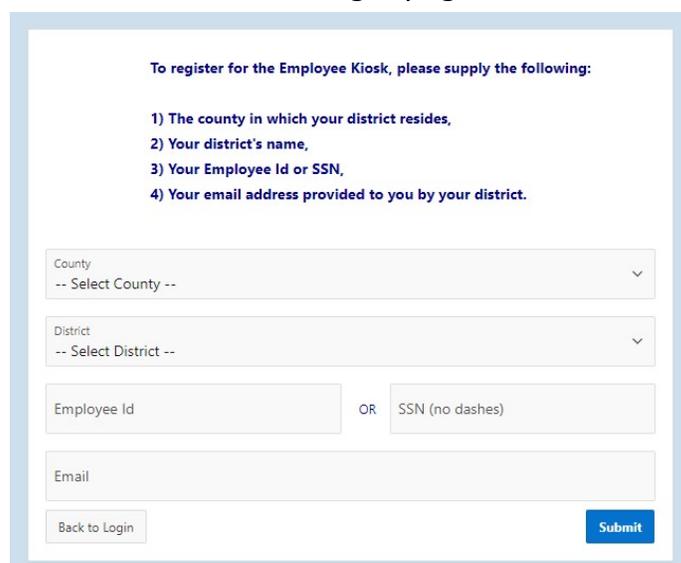


The screenshot shows the Employee Kiosk login interface. At the top is the 'Employee Kiosk' logo. Below it are two input fields: 'Email Address' and 'Password'. A blue 'Login' button is positioned below the password field. Underneath the button, there are two links: 'First time using the Kiosk? Click here to register.' and 'Forgot your Password? Click here to reset.'. At the bottom, there is a section titled 'The Employee Kiosk has been tested and is compatible with the following browsers. For the best experience please use one of the following:' with three browser icons and links: Internet Explorer Versions 7+, Mozilla Firefox Versions 3+, and Safari Versions 4+.

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:

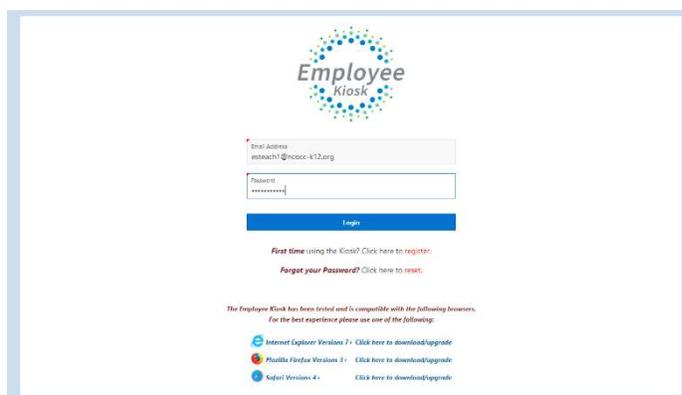
1. Select the county where your district is located.
2. Select your district.
3. Either an employee id or social security number.
4. Enter your email address that is on your payroll record. You may need to check with your payroll department to verify the email address on file.



The screenshot shows the registration form for the Employee Kiosk. The heading reads 'To register for the Employee Kiosk, please supply the following:'. Below this are four numbered requirements: 1) The county in which your district resides, 2) Your district's name, 3) Your Employee Id or SSN, and 4) Your email address provided to you by your district. The form contains four input fields: 'County' (a dropdown menu with '-- Select County --'), 'District' (a dropdown menu with '-- Select District --'), 'Employee Id' (a text field), and 'Email' (a text field). There is an 'OR' label between the 'Employee Id' and 'SSN (no dashes)' fields. At the bottom left is a 'Back to Login' button, and at the bottom right is a blue 'Submit' button.

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

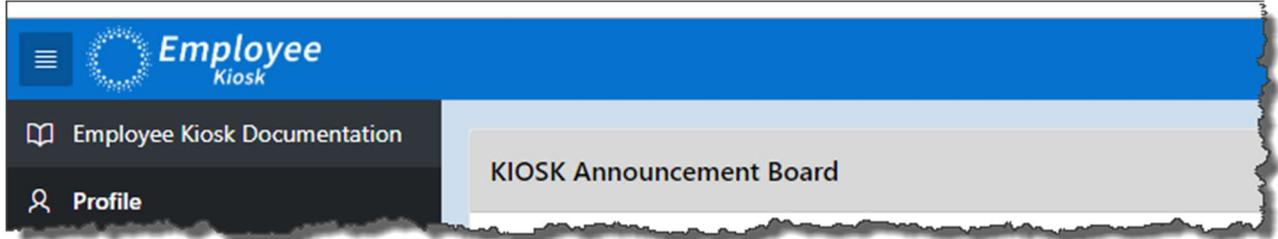
Once the password is received, you can access the Kiosk using the email address and password. When logging in for the first time you will be prompted to change your password. Currently the Kiosk password does not expire.



This screenshot is identical to the first one, showing the Employee Kiosk login page. The 'Email Address' field is pre-filled with 'esteach1@ncocc.k12.org'. The 'Password' field contains a series of asterisks. The rest of the page, including the 'Login' button and the browser compatibility information, is the same as in the first screenshot.

EMPLOYEE KIOSK DOCUMENTATION

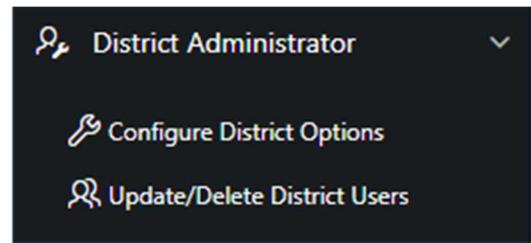
This link will take you to the Kiosk website where you can find documentation, see weekly summaries, enhancements suggestions and other information related to the Kiosk software.



KIOSK FUNCTIONALITY/SETUP

As an administrator, you have the ability to decide what functionality is available for your district.

1. Click on District Administrator.
2. Click on Configure District Options.

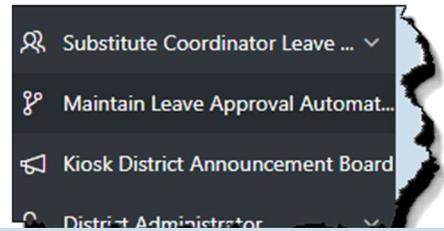


The functionality in the box will be discussed in the appropriate sections throughout this document.

A screenshot of a web form titled 'KIOSK Functionality (ON/OFF)'. The form has a light grey header and a white body. Below the title is a grey bar with the text 'Select the Check Box(es) next to the KIOSK Function(s) that are to be available to your district users.' Below this is a list of checkboxes with labels: 'Announcement Board' (checked), 'Leave Requests' (checked), 'Leave Export' (checked), 'Leave Approval AWF' (checked), 'Leave Analysis Parameters' (checked), 'Pay Slips (USPS)' (checked), 'Pay Slips (PDF)' (checked), 'Performance Reviews' (unchecked), 'Substitute Needed' (checked), 'Individual Professional Development Plan (IPDP)' (unchecked), 'ITC Individual Professional Development Plan (IPDP)' (unchecked), 'Employee TimeSheet' (unchecked), and 'W-2 Wage and Tax Statements' (checked). At the bottom right of the form is a blue button labeled 'Apply Changes'.

To Add Announcements

1. Click Kiosk District Announcement Board.
2. Click Add New Announcement.



District Announcement Board Maintenance

Add New Announcement

Update / Delete	Activation Date	Expiration Date	Announcement Subject	Announcement Body	Last Updated By	Date / Time Last Updated	Created By	Date / Time Created
UPDATE	08/25/2012	09/01/2012	AESOP Integration	AESOP is integrated	PAYROLL@NCOCC.K12.OH.US	08/25/2012 05:53:39 PM	PAYROLL@NCOCC.K12.OH.US	08/25/2012 05:53:39 PM
UPDATE	01/14/2011	04/15/2011	W2s Now Available	W2s are now ready and will be mailed to staff. You can also access your W2 via Kiosk.	PAYROLL@NCOCC.K12.OH.US	03/10/2011 11:33:53 AM	PAYROLL@NCOCC.K12.OH.US	03/10/2011 11:30:55 AM

Number of Rows Displayed: 5

Add New Announcement

3. Click on the calendar to add an activation date.
4. Click on the calendar to add an expiration date.
5. Enter a subject.
6. Enter your announcement message.
7. Click add New Announcement.

Add / Update / Delete Kiosk Announcement

Activation Date [3](#)

Expiration Date [4](#)

Announcement Subject [5](#)

Announcement Body [6](#)

[7](#)

If you need to update or delete the announcement click on Update.

Kiosk Announcement Board Maintenance - KIOSK_WIDE

Go Rows: 5 Actions

Add New KIOSK_WIDE Announcement

Update / Delete	Announcement Type	Im	Activation Date	Expiration Date	Announcement Subject	Announcement Body	Last Updated By	Last Updated Datetime	Created By	Created Datetime
UPDATE	KIOSK_WIDE	-	09/28/2008	10/06/2008	Employee Kiosk Application Upgrade	The Employee Kiosk application will be upgraded to a new version on Sunday, October 5, 2008. This will necessitate the application being off-line and unavailable from Noon - 7:00pm on Sunday, October 5, 2008. Please plan your usage of the application outside of this maintenance window. Thank you for your cooperation and understanding in this matter.	BAKER@NWCOA.ORG	28-SEP-08 06:03:52.541916 PM	BAKER@NWCOA.ORG	28-SEP-08 06:03:52.541916 PM

You now have the option to make changes.

Click update to accept your changes or delete to remove the announcement.

Add / Update / Delete Kiosk Announcement

Activation Date 07/01/2019	Expiration Date 07/31/2019
Announcement Subject Upgrade of Kiosk 16 of 100	
Announcement Body Announcing Kiosk Upgrade	
Created By: BAUGHMAN.SUSAN@NCOCC.NET	Created Date & Time: 05/20/2019 01:53:26 PM
Last Updated By: BAUGHMAN.SUSAN@NCOCC.NET	Last Updated Date & Time: 05/20/2019 01:53:26 PM
<input type="button" value="Cancel"/> <input type="button" value="Update Announcement"/> <input type="button" value="Delete 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 administrators. You can click on these links at any time to go to that website.

You will need to decide who will be assigned the role of District Link Administrator. This role can be assigned to multiple people. Once given this role, this person will be able to create and maintain links.

1. Click on District Administrator.
2. Click on Update/Delete District Users.
3. Search for the staff person, once you have found that person click on the IRN next to their name.
4. Click the check box next to District Link Administrator.
5. Click Apply Changes.



If you would like to add links for employees click on the link icon on the horizontal bar and click on Maintain Custom Links.

Once you click on Maintain Custom Links you can:

1. Delete a link that has already been added by clicking on the check box next to the link and clicking Delete Selected Link(s).
2. You can change the order of your links by clicking the up and down arrows and then clicking on Update Display Order.
3. You can make changes to a link by modifying the URL or description and then click on Apply Changes.
4. You can add another link by clicking on the Add Row and typing in the URL and Description. You will need to click on Apply Changes to add the new row.

1	Up Down	Display Order	Custom Link URL	Custom Link Description
<input type="checkbox"/>	↑ ↓	1	http://www.google.com	Link 1 to Google - Test
<input type="checkbox"/>	↑ ↓	2	https://my.ncoccc-k12.org	MyNCOCC
<input type="checkbox"/>	↑ ↓	3	http://mcoecon.org	MCOECON

row(s) 1 - 3 of 3

4 Add Row

PROFILE

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

Employee Profile

Employee ID: HED000100 State Certification ID: ZT9601021 [Request Profile Data Change\(s\)](#)

Name

First Name:	Grace	Middle Name:	C	Last Name:	Payroll	Suffix:	-
Legal First Name:	-	Legal Middle Name:	-	Legal Last Name:	-	Legal Suffix:	-

Contact Information

Address 1:	6632 Rooster Road	Phone:	(444) 555-9998		
Street Address 2:	-	District Phone:	-		
City:	Sample	State:	OH	District Extension:	-
Email Address(es):	payroll@nccoc.k12.oh.us	Zip Code:	44444		

Education / Qualifications

Degree Type:	Bachelors	ECL Qualification:	Not Applicable
Semester Hours:	0	Other Credentials:	-

Employee Dates

Date of Birth:	05/22/1961	Last Evaluation:	07/01/2012	Last Paid:	02/27/2009	Contract Renewal:	-	Limited Contract Exp.:	-
Hire Date:	08/04/1999	Next Evaluation:	07/01/2013	COHS New Hire:	08/04/1999				

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 HR Admin and they will manually update the payroll system.

Employee Profile

Employee ID: HED000100 State Certification ID: ZT9601021 [Request Profile Data Change\(s\)](#)

Name

First Name: Grace Middle Name: C Last Name: Payroll Suffix: -

Legal First Name: - Legal Middle Name: - Legal Last Name: - Legal Suffix: -

New First Name: New Middle Name: New Last Name: New Suffix:

New Legal First Name: New Legal Middle Name: New Legal Last Name: New Legal Suffix:

*** The LEGAL NAME fields represent the name printed on your Social Security Card and are used when creating your W-2.

Contact Information

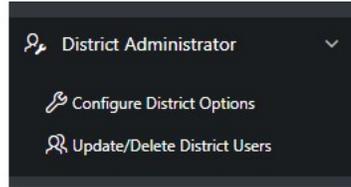
Address 1: 6632 Rooster Road Phone: (444) 555-9998

New Address 1: New Phone:

[Cancel](#) [Submit Change Request](#)

As an administrator you have the ability to decide, what profile information is displayed for your staff. Keep in mind if the information has been entered into USPS then turning on the fields below will allow the employee to see the information that has been entered.

1. Click on District Administrator.
2. Click on Configure District Options.



In the Employee Profile Sections, you can check the boxes you want to display. The sections you can display are:

- Contract
- Education
- Employee Dates
- Experience
- Other

If changes are made to this box make, sure you click on Apply Changes.

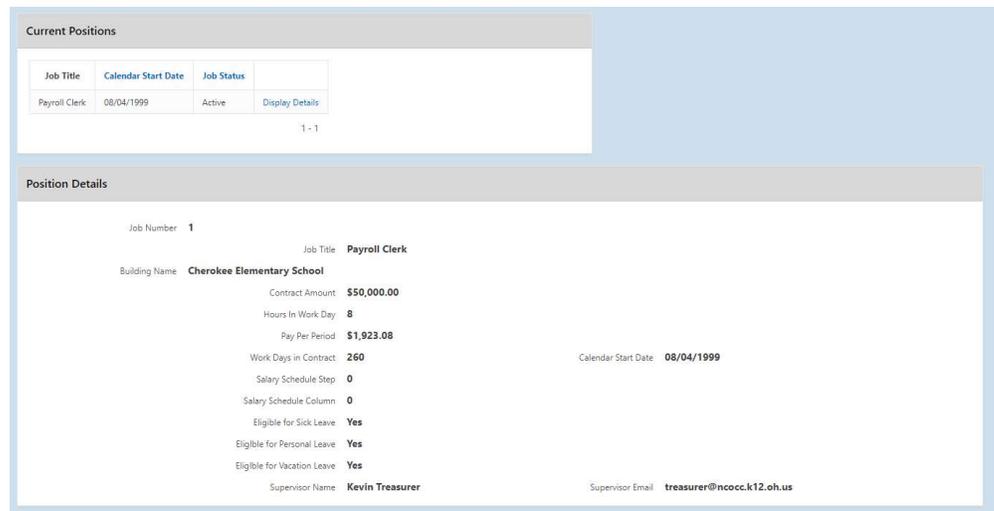


If you click on Other information to display it, gender, ethnicity, marital status and spouse's name will be displayed.

POSITION DETAILS

This is a brief view of your contract information.

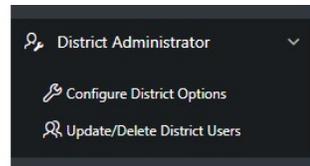
If you have multiple positions, you can select that position from under the Current Positions section and the contract information for that position will display below.



As an administrator you have the ability to decide, what position information is displayed for your staff. Keep in mind if the information has been entered into USPS

then turning on the fields below will allow the employee to see the information that has been entered.

1. Click on District Administrator.
2. Click on Configure District Options.



By checking the boxes, you can decide what will be displayed. If changes are made to this box make sure you click on Apply Changes.

Position Details (ON/OFF)

Select the Check Box(es) next to the Position Details that are to be available to your district users.

- Position Code
- Position Type
- Position Start Date
- Job Status
- Building IRN
- Building Name
- Building Code
- Department Code
- Contract Amount
- Daily Or Hourly
- Daily Or Hourly Rate
- Hours In Work Day
- Pay Per Period
- Retire Hours
- Work Days in Contract
- Calendar Start Date
- Salary Schedule Step
- Salary Schedule Column
- Eligible for Sick Leave
- Eligible for Personal Leave
- Eligible for Vacation Leave
- Eligible for Compensory Time
- Appointment Type
- Supervisor ID

You can also determine what jobs are displayed in the Position information. The statuses displayed are statuses that can be used within USPS.

If changes are made to this box make sure you click on Apply Changes.

Job Status(es) to Include for Display

Select the Check Box(es) next to the Job Status(es) that are to be available for display to your district users.

- Active
- Deleted
- Inactive
- Terminated

[Apply Changes](#)

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, process employee performance reviews and view all processed performance reviews. This functionality will work correctly when a current and next evaluation date has been entered into USPS. Once dates are updated in USPS the only way the performance dates get updated in Kiosk is if the employee logs in to refresh the dates.

As an administrator, you have the ability to decide what is turned on for your district.

1. Click on District Administrator.
2. Click on Configure District Options.
3. In the Kiosk Functionality section, click Performance Review.
4. Click Apply Changes.

KIOSK Functionality (ON/OFF)

Select the Check Box(es) next to the KIOSK Function(s) that are to be available to your district users.

- Announcement Board
- Leave Requests
- Leave Export
- Leave Approval AWF
- Leave Analysis Parameters
- Pay Slips (USPS)
- Pay Slips (PDF)
- Performance Reviews
- Substitute Needed
- Individual Professional Development Plan (IPDP)
- ITC Individual Professional Development Plan (IPDP)
- Employee TimeSheet
- W-2 Wage and Tax Statements

Once you have made the Performance Review available for your staff you will have a new link on the left side of Kiosk.



View My Performance Reviews

In this section you will be able to see 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
	09/02/1997	-	0

1 - 1

Performance Review Info

Employee Name ↑	Evaluation Date	Next Evaluation Date
Kevin Treasurer	09/02/1997	-

Associated Performance Review Files

No files have been associated to this Performance Review.

Process Employee Performance Reviews

You are presented with a list of employees and the status of their performance review.

	First Name	Last Name	Last Evaluation Date	Last Evaluation	Documents Attached	Next Evaluation Date
Process Review	CHRISTINA D	KING	08/12/2014	1845 days past due	0	-
Process Review	TIMOTHY J	BALLARD	03/03/2014	2007 days past due	0	-
Process Review	PAUL	BARBUTO	08/30/2015	1523 days past due	0	-
Process Review	SHANA L	BENDER	08/12/2014	1845 days past due	0	-
Process Review	SHAWNIA R	BERARD	08/24/2014	1802 days past due	0	-
Process Review	JASON M	BRAND	02/04/2015	1669 days past due	0	-
Process Review	ROBERT B	BROWN	08/13/2013	2209 days past due	0	-
Process Review	DAVID F	CALLDWAY	01/18/2011	3147 days past due	0	-
Process Review	DIANA KELLI	CRAMER	07/18/2017	773 days past due	0	-
Process Review	MICHAEL DAVID	DEER	02/28/2016	1279 days past due	0	-
Process Review	SHANE M	FILLHART	08/19/2013	2209 days past due	0	-
Process Review	WENDY A	HANASKY	08/10/2011	2937 days past due	0	-
Process Review	TOM	HOLMAN	06/23/2016	1195 days past due	0	-
Process Review	KIM	JACKWAY	08/23/2016	1164 days past due	0	-
Process Review	ROBERT	JOHNSON	06/23/2016	1195 days past due	0	-

When you click on Process Review for an employee, you then will have the ability to attach documents related to the review for that employee.

Performance Reviews

	Current Evaluation Date	Next Evaluation Date	Documents Attached
Q	08/04/1999	-	Not Processed
Q	07/01/2012	07/01/2013	Not Processed

1 - 2

[Return to Employee List](#)

Performance Review Info

Employee Name: Grace C Payroll | Evaluation Date: 07/01/2012 | Next Evaluation Date: 07/01/2013

Associated Performance Review Files

File Browser: Choose File

File Description

[Upload and Attach the File](#)

No files have been associated to this Performance Review.

Once you have uploaded the file you will then see the file and have the ability to delete it if you need to.

Employee Name: Grace C Payroll

Evaluation Date: 07/01/2012

Next Evaluation Date: 07/01/2013

Associated Performance Review Files

File Browser: Choose File

File Description

[Upload and Attach the File](#)

Select all	File Id	Filename	Description	Created By	Created Datetime
<input type="checkbox"/>	↓	IPDP_Teacher_Handout.pdf	Review	TREASURER@NCOCC.K12.OH.US	08/30/2019 03:20 PM

1 - 1

[Delete Selected Rows](#)

View All Processed Performance Reviews

You can see all Processed Performance Reviews and the files that are attached to each review.

Processed Performance Reviews for District IRN: 926

First Name	Last Name	Processed Evaluation Date	Documents Attached
Grace C	Payroll	07/01/2012	1

1 - 1

Performance Review Info

Employee Name ↑	Evaluation Date
Grace C Payroll	07/01/2012

Associated Performance Review Files

File Id	Filename	Description	Created By	Created Datetime ↑
↓	IPDP_Teacher_Handout.pdf	Review	TREASURER@NCOCC.K12.OH.US	08/30/2019 03:20 PM

1 - 1

Processed Performance Reviews for District IRN: 926

First Name	Last Name	Processed Evaluation Date	Documents Attached
Grace C	Payroll	07/01/2012	1

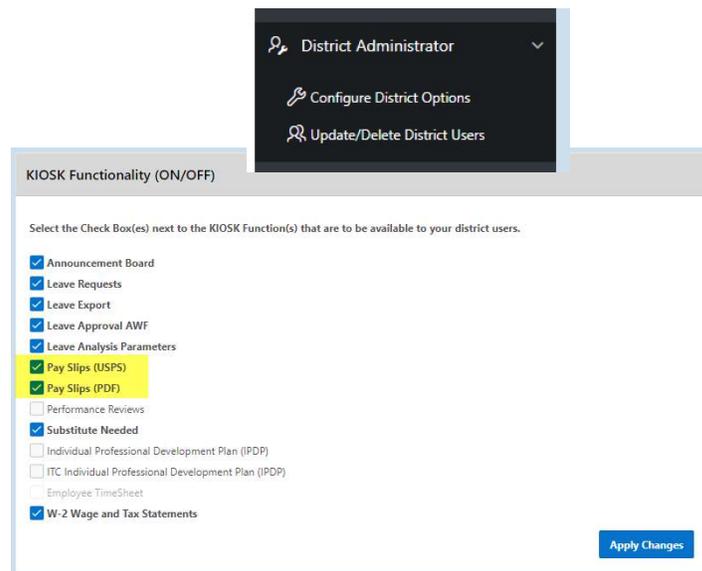
1 - 1

PAYSLIP

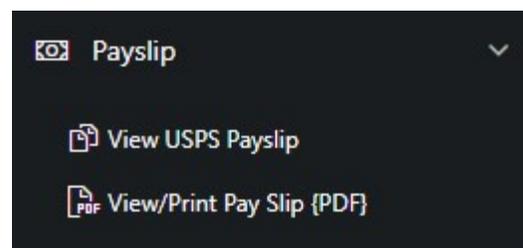
If your district is using the functionality of Pay Slips you give your staff the ability to view their pay slips.

As an administrator, you have the ability to decide what is turned on for your district.

1. Click on District Administrator.
2. Click on Configure District Options.
3. In the Kiosk Functionality section, click Pay Slips.
4. Click Apply Changes.



Beginning in December, 2010 staff now have 2 options for viewing pay slips. The View USPS Pay Slip allows the user to view past pay slips but no year-to-date totals will be included. If you select View/Print Pay Slip (PDF) you will still see the same format for the pay slip but year-to-date totals will be included and the file is a PDF format.



View USPS Pay Slip

When you click on View USPS Pay Slip, a screen will display with a 3 month date range. If you click Load Payslips you will get the pay slips that fall within that 3 month date range.

You can click on the Starting Date to change the date to a previous date to see past pay slips. If you do change the date you need to click Load Payslips to see the pay slips for the date range you selected.

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

You will then be presented with a list of pay slips that you can choose from. You quickly see the payment date, check number, gross, net, direct deposit, sick, vacation and personal leaved used and balances.

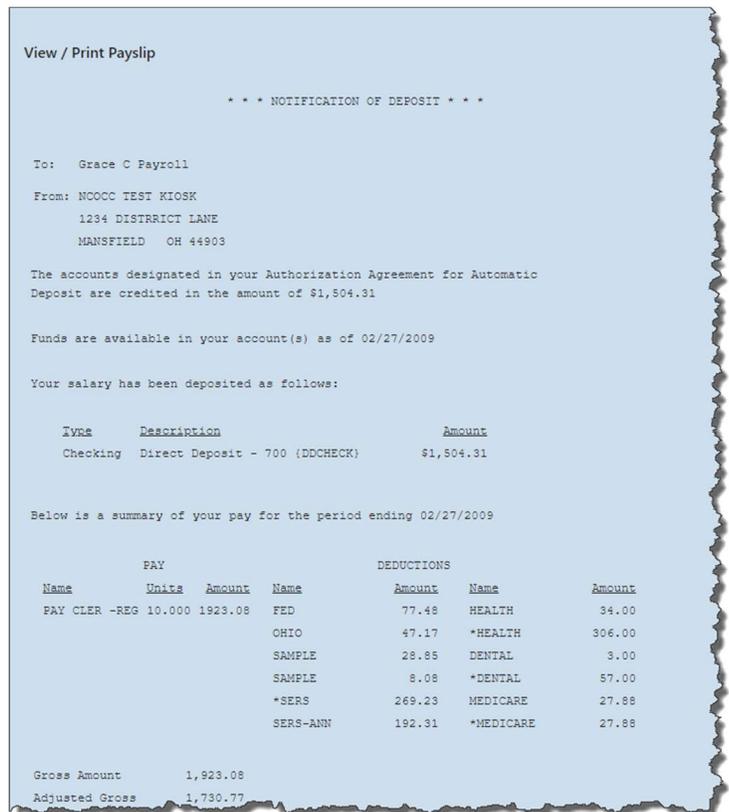
To view a pay slip click View.

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	Pay Date	Check Num	Gross	Net	Direct Deposit	Sick Used	Vac Used	Pers Used	Sick Bal	Vac Bal	Pers Bal
View	01/07/2009	500385	\$1,923.08	\$1,504.31	Y	0	0	0	44.75	6.838	2
View	02/13/2009	500399	\$1,923.08	\$1,504.31	Y	0	0	0	44.75	6.838	2
View	01/20/2004	500333	\$1,030.77	\$833.39	Y	0	0	0	44.75	6.838	2
View	02/06/2004	500308	\$1,030.77	\$833.39	Y	0	0	0	44.75	6.838	2
View	01/23/2004	500383	\$1,095.30	\$880.76	Y	0	0	0	44.75	6.838	2
View	01/09/2004	500258	\$1,030.77	\$833.39	Y	0	0	0	36	1	2
View	12/06/2003	500333	\$1,030.77	\$833.39	Y	0	0	0	36	1	2
View	12/12/2003	500208	\$1,030.77	\$833.39	Y	0	0	0	36	1	2

The information displayed is the same as that on the direct deposit email notification except with no year-to-date totals.

USPS Pay Slips will not display in Kiosk until they pay date for that pay.



View/Print Pay Slip (PDF)

When you click on View/Print Pay Slip (PDF) a screen will display to give you the option to print your pay slip or download and save your pay slip. The PDF file will contain year-to-date totals.

List of Available Payslips

Q | Go Rows 15 Actions

1 - 15 of 223 >

View and/or Print Payslip	Download & Save Payslip	Pay Date	Check Number
		07/25/2019	637319
		07/10/2019	637141

PDF Pay Slips display when CHKUPD is run and the pdf pay slips are exported to the server where the pdf pay slips reside. Once the pdfs are on the server they will display in Kiosk.

VIEW/PRINT W-2

If your district is using the functionality of W-2 Wage and Tax Statements you give your staff the ability to their W2s.

As an administrator, you have the ability to decide what is turned on for your district.

1. Click on District Administrator.
2. Click on Configure District Options.
3. In the Kiosk Functionality section, click W-2 Wage and Tax Statements.
4. Click Apply Changes.

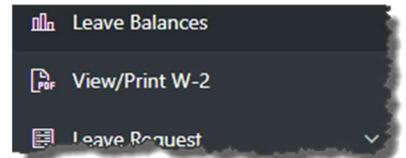
KIOSK Functionality (ON/OFF)

Select the Check Box(es) next to the KIOSK Function(s) that are to be available to your district users.

- Announcement Board
- Leave Requests
- Leave Export
- Leave Approval AWF
- Leave Analysis Parameters
- Pay Slips (USPS)
- Pay Slips (PDF)
- Performance Reviews
- Substitute Needed
- Individual Professional Development Plan (IPDP)
- ITC Individual Professional Development Plan (IPDP)
- Employee TimeSheet
- W-2 Wage and Tax Statements

Apply Changes

When you click on View/Print W-2 you will see tax years that are available for your W2 information and they can be viewed or printed.



List of Available W-2 Wage and Tax Statements

Search: Go Rows 50 Actions

1 - 10 of 10

View and/or Print W2	Download & Save W2	Tax Year	Control Number
		2018	
		2017	
		2016	
		2015	

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	2.00
Sick Leave	1.25	Daily	200.00	N/A	44.75
Vacation Leave	0.834	Daily	18.00	N/A	6.838

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.

Detail Leave Activity							
Q		Go	Rows	100	Actions		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Activity Date = 01/01/2000					x
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Activity Date between 01/01/2000 and 01/31/2000					x
Category	Job No	Trans Type	Length Of Absence	Unit	Activity Date		
Sick	0	Accumulation	1.25	Daily	02/01/2004		
Vacation	0	Accumulation	.834	Daily	02/01/2004		
Sick	0	Accumulation	1.25	Daily	01/01/2004		
Vacation	0	Accumulation	.834	Daily	01/01/2004		
Sick	0	Accumulation	1.25	Daily	12/01/2003		
Vacation	0	Accumulation	.834	Daily	12/01/2003		
Vacation	1	Absence	1	Daily	11/10/2003		
Sick	0	Accumulation	1.25	Daily	11/01/2003		
Vacation	0	Accumulation	.834	Daily	11/01/2003		

LEAVE REQUEST

If your district is using the functionality of Leave Request, you give your staff the ability to create and view leave requests.

As an administrator, you have the ability to decide what is turned on for your district.

1. Click on District Administrator.
2. Click on Configure District Options.
3. In the Kiosk Functionality section, click Leave Requests.
4. Click Apply Changes.

KIOSK Functionality (ON/OFF)

Select the Check Box(es) next to the KIOSK Function(s) that are to be available to your district users.

- Announcement Board
- Leave Requests
- Leave Export
- Leave Approval AWF
- Leave Analysis Parameters
- Pay Slips (USPS)
- Pay Slips (PDF)
- Performance Reviews
- Substitute Needed
- Individual Professional Development Plan (IPDP)
- ITC Individual Professional Development Plan (IPDP)
- Employee TimeSheet
- W-2 Wage and Tax Statements

Configuring Leave Requests

You have the ability to configure how your district will utilize the leave request functionality of the Kiosk.

The sections below are all configured under the District Administrator > Configure District Options.

- **Leave Time Increments**

You can decide what increments your staff will be allowed to request leave in. You can customize this differently whether your staff can submit request in hourly or daily rates.

When you click on the drop down next to hourly, you will see you can select ¼ hour, ½ hour, or 1 Hour. By selecting ¼ hour your staff would be able to create a request and put in .25, .5, or .75. If you select ½ hour, you staff would only be able to enter .5. If you select 1 hour your staff would only be able to enter whole numbers like 1, 2 or 3 depending on the number of hours they request.

The screenshot shows the 'Leave Time Increments' configuration interface. It features two dropdown menus. The first, 'Limit Hourly Requests to the Nearest:', has a dropdown arrow and a list of options: '1/4 Hour', 'No Restrictions', '1/2 Hour', and '1 Hour'. The '1/4 Hour' option is currently selected and highlighted in blue. The second dropdown, 'Limit Daily Requests to the Nearest:', also has a dropdown arrow and a list of options: '1/4 Day' and '1 Day'. To the right of these dropdowns is a blue button labeled 'Apply Changes'.

When you click on the drop down next to daily, you will see you can select ¼ day, ½ day, or 1 day. By selecting ¼ day your staff would be able to create a request and put in .25, .5, or .75. If you select ½ day, you staff would only be able to enter .5. If you select 1 day your staff would only be able to enter whole numbers like 1, 2 or 3 depending on the number of days they are requesting.

If you select any restrictions at all when your staff creates a request they will be given a drop down menu to select the appropriate increments. If you select No Restrictions then a box displays when entering a request so staff can freely enter any amount for the leave request.

- **Leave Types**

1. You can determine what leave types will be displayed for your staff when they create a request.

By putting a check in the box next to the leave type your staff will see that leave type as an option when creating a request.

2. You can require a reason be entered by your staff when they create a leave request by putting a check in the box under the Reason Required column for that specific leave type.

3. On the leave request there is a box that staff can check called Substitute Needed when they need a sub for the leave request they are creating. If you know for a specific leave type you always need a substitute, you can check the box next to the leave type in the Default Substitute Needed box so that the box will already be checked when your staff create a request for this specific leave type.

Leave Types (ON/OFF)

Select Check Box(es) under "Reason Required?" If a REASON is required when requesting this Leave Type. Select Check Box(es) under "Default Substitute Needed?" If SUBSTITUTE NEEDED is to be selected by default when requesting this Leave Type. Select Check Box(es) under "Capture Expense?" for Leave Types that require associated expenses to be captured when requesting this Leave Type. Select the Check Box(es) next to the Leave Type(s) that are to be available to your district users.

Available Leave Types	Reason Required?	Default Substitute Needed?	Capture Expense?	Sub Category Required?	Disallow Blackout Date?	Require Cancellation Reason?
<input type="checkbox"/> Calamity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Compensatory Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Holiday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Jury Duty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Military	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Personal Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Professional	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Sick Leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Unknown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Vacation Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Apply Changes](#)

4. If you know for a specific leave type that your staff will have expenses to be reimbursed, you can check the box next to the leave type in the Capture Expenses box so that when your staff creates a request for that specific leave they will see an additional window where they can enter estimated expenses. Customizing what expenses are captured is discussed below.
5. If you require that your staff select a sub category for a specific leave type you can check the box next to the leave type in the Sub Category Required box so that when your staff creates a request for that specific leave they will see an additional window where they can select a sub category. (Creating a Sub Category will be discussed below)
6. If you do not want any requests to go through for blackout dates you can select Disallow Blackout Dates on the District Configuration under Leave Types. When an employee creates a request on a blackout date, they will not be able to submit the request. They will receive an error message.
7. If you want staff to enter a reason when cancelling a leave request, you can select a reason be entered when cancelling a leave request for a specific leave type. If you have the box checked and they do not enter a reason they will receive and error message.

- **Leave Sub Category Maintenance**

1. You can determine if a leave type needs a sub category. A sub category is an additional breakdown for a leave type. For example, you may not want employees to just enter Personal Leave on a request, you may require that they select from specific types of personal leave like personal business or family emergency.
2. To add sub categories click Insert Row.
3. Enter a two-character code for the Leave Sub Category column. These two characters can be anything you want to assign.
4. Enter the description for the category. We recommend that you keep it as short as you can since it will be displaying on the screen.

Leave Sub Category	Sub Category Description	Associated Leave Type	Status	Require Reason
A1	Family Emergency	<input type="checkbox"/> Jury Duty <input type="checkbox"/> Other <input checked="" type="checkbox"/> Personal Leave <input type="checkbox"/> Professional <input type="checkbox"/> Sick Leave <input type="checkbox"/> Vacation Leave	Active	Yes
A2	Personal Business	<input type="checkbox"/> Jury Duty <input type="checkbox"/> Other <input checked="" type="checkbox"/> Personal Leave <input type="checkbox"/> Professional <input type="checkbox"/> Sick Leave <input type="checkbox"/> Vacation Leave	Active	No
A3	School Event	<input type="checkbox"/> Jury Duty <input type="checkbox"/> Other <input checked="" type="checkbox"/> Personal Leave <input type="checkbox"/> Professional <input type="checkbox"/> Sick Leave <input type="checkbox"/> Vacation Leave	Active	Yes

Buttons: Insert Row, Cancel/Refresh, Delete Selected Rows, Save Changes

5. Select which Leave Types will be associated with this Sub Category.
6. Select the status of Active or Inactive.
7. Select Yes or No if the reason is required when selecting this Sub Category.
8. Click Save Changes.

You can delete sub categories by putting a check in the box next to the sub category and clicking Delete Selected Rows.

- **Customizing Leave Expenses**

You can decide what expense information you want your staff to complete when creating a leave request.

1. Putting a check in the Event Location Area box will prompt the staff person for an address of the event.
2. Putting a check in the Vendor Location Area box will prompt the staff person for an address of the vendor. This may be necessary for purchase orders that need to be created for the event.
3. Putting a check in the Purpose of Leave/Leave Description Area box will prompt the staff person for a description of the event.
4. Putting a check in the Estimated Costs Area box allow the staff person to enter estimated expenses for the leave request.
5. Putting a check in the Budget Account Code Area (Everyone) box will allow the staff person to enter a budget account code for the event.

6. Putting a check in the Budget Account Code Area (Approvers Only) box will allow the supervisors and leave administrators to enter a budget account code for the event.

7. You can enter a mileage rate for certified and classified staff. Entering a mileage rate in certified will

apply to staff with an appointment type of certified and the classified rate will apply to staff with an appointment type of classified.

- **Absence Warning Threshold**

You can decide the maximum percentage of district certified staff that can be out on a specific date. Once that threshold has been met, the staff will receive a message that states the threshold has been met when a leave request is created.

In some instances the leave request will need to be granted so the employee can click Yes that they want the request submitted for approval. Once doing that the request will follow the work flow.

Create New Leave Request.

1. Fiscal Year To Date Absences display at the top of the leave request.
2. Make sure your job that is eligible for leave is selected.

3. 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.

4. 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.

5. 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 in the past, a message will be displayed on your leave request indicating you have entered a date that exists in the past. This is just an alert message and you may proceed with your request.

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

- 1:** Absences FYTD: 7 Day(s)
- 2:** Job: Active - Payroll Clerk
- 3:** Leave Type: -- Select Leave Type --
- 4:** Reason (text area)
- 5:** Start Date (MM/DD/YYYY) with calendar icon
- 6:** End Date (MM/DD/YYYY) with calendar icon
- 7:** Leave Requested In Day(s): .000
- 8:** Phone Where You Can be Reached (444) 555-9998
- 9:** Full Notification checkbox
- 10:** Comments pertaining to this Leave Request (text area)
- 11:** Substitute Needed? checkbox

Supervisor's Name: Kevin Treasurer
Supervisor's Email: treasurer@ncocc.k12.oh.us
Request Status: Initiated

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

- Absences FYTD: 7 Day(s)
- Job: Active - Payroll Clerk
- Leave Type: Sick Leave
- Balance before request: 44.75 Day(s)
- See your Sick Leave Requests (button)
- Reason (text area)
- Start Date (MM/DD/YYYY): 08/08/2019
- End Date (MM/DD/YYYY): 08/08/2019
- Start Time: 08:00 AM
- End Time: 04:00 PM

Notice: you have entered a Date that exists in the past.

6. 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.
7. Enter amount of time you are requesting. 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.
8. Your phone number will be populated from your Profile information.
9. 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.
10. Enter any comments you want your supervisor to be aware of.
11. 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.

12. 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.

13. Click folder icon to find the attachment that is located on your PC.

14. Once you have located the file click open.

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

16. 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. You can enter the vendor for the event in case a purchase order needs to be created for 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.)*

Professional Leave Details / Expense

Event Location (Address)

City State Zip Code

Vendor Location (Address)

City State Zip Code

Purpose of Leave / Leave Description

Estimated Costs

Registration Fees 0 (e.g. (3,123.34) (1,002) (3456.78))

Lodging Amount 0 (e.g. (3,123.34) (1,002) (3456.78))

Meals Amount 0 (e.g. (3,123.34) (1,002) (3456.78))

Other Expenses Amount 0 (e.g. (3,123.34) (1,002) (3456.78))

Mileage Rate: 0.500 X # of Miles 0 (e.g. (1,000) (145) (52) (5))

Mileage Amount 0 (e.g. (3,123.34) (1,002) (3456.78))

Total Leave Amount 0 (e.g. (3,123.34) (1,002) (3456.78))

Calculate

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

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

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

Dates/Times:

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

	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)
08/26/2019	08:00 AM	08/30/2019	04:00 PM	5

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

Week One

Sunday, August 25, 2019	Monday, August 26, 2019	Tuesday, August 27, 2019	Wednesday, August 28, 2019	Thursday, August 29, 2019	Friday, August 30, 2019	Saturday, August 31, 2019
<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>				

1 - 1

If the date you are entering in your leave request is duplicated in another request you will receive a warning message.

Previously Entered Date Notice

You have a previously entered request that exists within the selected date range.

Please proceed with my request anyway

Yes No

[Previously Entered Date Exception.](#)

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													
Q													
Go Actions													
	Update	View Approval Status		\$	Job Description	Leave Type Requested	Sub-Category	Status	Substitute Needed	Last Activity Date	Start Date	End Date	Total Leave
Details	Update		-	\$	Payroll Clerk	Professional	-	Flow Initiated Level 1	No	08/08/2019 10:53AM	08/24/2019 08:00AM	09/26/2019 04:00PM	2.5
Details	Update		-	-	Payroll Clerk	Sick Leave	-	Flow Initiated Level 1	No	08/08/2019 10:48AM	08/07/2019 08:00AM	08/07/2019 04:00PM	1
Details	Update		-	-	Payroll Clerk	Sick Leave	-	Flow Initiated Level 1	No	08/12/2019 08:42AM	08/16/2019 08:00AM	08/16/2019 04:00PM	1

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. 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.
2. Escalate (this will send a notification to the HR Admin).
3. Cancel the Request.
4. Make Comments.
5. Add Attachment.

Leave Request Detail
1 Update Request

Status: **Flow Initiated** Last Activity: 08/08/2019 10:48 AM

Absence: PFTD
7 Day(s)

Job: Payroll Clerk
Leave Type: Sick Leave

Current Balance 44.75 Day(s)

Reason: Sick

Start Date: 08/07/2019	Start Time: 08:00 AM
End Date: 08/07/2019	End Time: 04:00 PM

Leave Requested in Days: 1,000 Phone: (444) 555-9998 Full Notification: N

Substitute Needed: N

Substitute Scheduled: N

Comments:

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

File(s) to Attach

5

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													
Update		View Approval Status		\$	Job Description	Leave Type Requested	Sub-Category	Status	Substitute Needed	Last Activity Date	Start Date	End Date	Total Leave
Details	Update		-	\$	Payroll Clerk	Professional	-	Flow Initiated Level 1	No	08/08/2019 10:53AM	09/24/2019 08:00AM	09/26/2019 04:00PM	2.5
Details	Update		-	-	Payroll Clerk	Sick Leave	-	Flow Initiated Level 1	No	08/08/2019 10:48AM	08/07/2019 08:00AM	08/07/2019 04:00PM	1

[Return to Leave Requests In Process](#)

Minutes PTD
7 Day(s)

Initiated:
08/08/2019 10:48 AM

Job:
Active - Payroll Clerk

Leave Type:
Sick Leave

Balance before request: **44.75 Day(s)**

Reason:
N/A

Start Date (MM/DD/YYYY):
08/07/2019

Start Time: 08:00 AM

End Date (MM/DD/YYYY):
08/07/2019

End Time: 04:00 PM

Leave Requested in Day(s):
1

(1.000)Day(s)

Please inform you can be reached at:
484.252.9998

Comments pertaining to this Leave Request:

Substitute Needed?

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

Supervisor's Name:
Kevin Treasurer

Supervisor's Email:
treasurer@ncsc.k12.ak.us

Request Status:
Flow Initiated

Last Activity:
08/08/2019 10:48 AM

[Apply Changes](#)

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.

Leave Request Status Tree

Grace C Payroll's request for 2.5 Day(s) of Professional from 09/24/2019 08:00 AM to 09/26/2019 04:00 PM

- Leave Approval Automated Work Flow - Supervisor - All Leave
 - Level 1
 - Supervisor (OR)
 - Samantha ES Secretary{essec@ncocc.k12.oh.us} {View w/Notify}
 - Kevin Treasurer{treasurer@ncocc.k12.oh.us} {Approver}
 - Status: **Initiated on 08/08/2019 at 10:53 AM**
 - Level 2
 - OH School - Superintendent (OR)

[Return to Leave Request\(s\) List](#) [Expand All](#) [Collapse All](#)

My Processed Request(s)

This report reflects those leaves that have been completely processed. 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 Action button to initiate the filter.

Approved & Exported Leave Request(s)													
<input type="text"/> <input type="button" value="Go"/> <input type="button" value="Actions"/>													
	View Approval Status			Job Description	Leave Type Requested	Sub-Category	Status	Substitute Needed	Last Activity Date	Start Date	End Date	Total Leave	Create Cancellation
Details		-	-	Payroll Clerk	Sick Leave	-	Approved	No	08/12/2019 10:27 AM	08/16/2019 08:00 AM	08/16/2019 04:00 PM	1,000 Day(s)	-
Details		-	-	Payroll Clerk	Sick Leave	-	Approved	No	08/12/2019 10:27 AM	08/07/2019 08:00 AM	08/07/2019 04:00 PM	1,000 Day(s)	-
Details		-	-	Payroll Clerk	Sick Leave	-	Approved	Yes	08/12/2019 10:27 AM	08/15/2017 08:00 AM	08/15/2017 03:00 PM	1,000 Day(s)	-

1 - 3

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)													
<input type="text"/> <input type="button" value="Go"/> <input type="button" value="Actions"/>													
	View Approval Status			Job Description	Leave Type Requested	Sub-Category	Status	Substitute Needed	Last Activity Date	Start Date	End Date	Total Leave	Create Cancellation
Details		-	-	Payroll Clerk	Sick Leave	-	Approved	No	08/12/2019 10:27 AM	08/16/2019 08:00 AM	08/16/2019 04:00 PM	1,000 Day(s)	-
Details		-	-	Payroll Clerk	Sick Leave	-	Approved	Yes	08/12/2019 10:27 AM	08/15/2017 08:00 AM	08/15/2017 03:00 PM	1,000 Day(s)	-
Details		-	-	Payroll Clerk	Sick Leave	-	Exported	No	08/30/2019 08:33 AM	08/07/2019 08:00 AM	08/07/2019 04:00 PM	1,000 Day(s)	

1 - 3

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 you will see the approval tree and the date and times the request was approved. 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 X in the Create Cancellation column.

Approved & Exported Leave Request(s)													
<input type="text" value="Q"/> <input type="button" value="Go"/> <input type="button" value="Actions"/>													
	View Approval Status		\$	Job Description	Leave Type Requested	Sub-Category	Status	Substitute Needed	Last Activity Date	Start Date	End Date	Total Leave	Create Cancellation
Details		--	--	Payroll Clerk	Sick Leave	--	Exported	No	08/30/2019 08:33 AM	08/07/2019 08:00 AM	08/07/2019 04:00 PM	1.000 Day(s)	

When you click the 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

Absences FYTD
18.5 Day(s)

Job
Active - Payroll Clerk

Leave Type
Sick Leave

Balance before request 44.75 Day(s)

Cancellation for Request #:
5395296

Reason
Negative request to reverse/cancel leave time previously Exported and Posted to USPS. Original Leave Request#:5395296

117 of 1000

Start Date (MM/DD/YYYY)
08/07/2019

Start Time
08:00 AM

End Date (MM/DD/YYYY)
08/07/2019

End Time
04:00 PM

Leave Requested In Day(s)
-1

Phone Where You Can be Reached

You may choose how many rows to view by clicking on Actions and selecting Rows Per Page and then select the number of rows you want to display.

Cancelled Requests

As an administrator there may be times when you have to deal with cancelled requests. For example with the snow days that happen you may have staff with leave requests on those snow days that now need to be cancelled or reversed since they were actually calamity days. You have choices for dealing with these requests. There are four options depending on the status of the requests, and your district policies will help dictate how they are handled:

1. If the request has NOT yet been approved by any supervisor, then employees can go to My Requests In Process and click on Details of the request, and then click the Cancel Request button.
2. If the request has been approved but not exported, employees can manually create a new request with a negative days/hours increment. So if the original request was for 1 day then this new request would be for -1 day (depending on configuration settings, some districts will use the drop down button to choose " - " then type in 1, some will enter the minus sign manually next to the 1). All other fields would be inputted to be identical to the first request (except maybe reasons/comments).
3. If the request has been approved and has been exported, then employees can go to My Processed Requests and look for the red 'X' next to their requests in the Create Cancellation column. Clicking the X will automatically create a negative request in one quick step (so it doesn't have to be done manually), and then the request can be submitted for approval.
4. Make all adjustments directly in ATDSCN after the leaves have been exported from the Kiosk and imported into ATDSCN. In this case, employees would not cancel any requests nor would they create any reversal requests.

Looking at leave calendars will help you see who has created leave requests on days that ended up being snow days.

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.

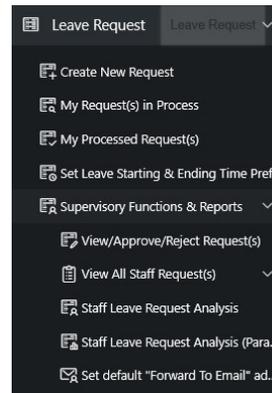
1. Enter a starting time
2. Enter an ending time
3. Click Set Default Starting & Ending Time Preferences

The screenshot shows a form titled "Set Default 'Start Time' and 'End Time' for Leave Requests". It contains two columns of time selection fields. The first column is for the "Starting Time" and the second is for the "Ending Time". Each column has a dropdown for the hour (set to "01"), a dropdown for the minute (set to "00"), and a dropdown for the period (set to "AM"). There are question mark icons to the right of each column. At the bottom of the form, there are two buttons: "Clear DEFAULT Time Preferences" and "Set DEFAULT Time Preferences".

Supervisory Functions

There are 4 areas under Leave Request:

- View/Approve/Reject Request(s)
- View All Staff Requests
- Staff Leave Requests Analysis
- Set Default Forward to Email



The Leave Calendar for Supervisor Staff role must be assigned for Supervisory Functions to display under Leave Requests.

View/Approve/Reject Request(s)

When you first click on the link a list of all requests needing action will be displayed. A quick glance will show you the employee who created the request, what the leave type is, if there is an attachment on the request; leave balance, a balance of approved leave that has not been exported to payroll and the start/end date. On the summary screen balances and requested leave will display in red if leave request amount is more than balance.

Leave Request(s) Waiting Approval

[Approve Selected Leave Request\(s\)](#)

Select All	View Approval Status	Status	Substitute Needed	Last Name	First Name	Full Name	Job Description	Leave Type Requested	Sub Category	Leave Requested	Leave Balance	All Approved Leave Not Exported	Reason	Startdate	Enddate	Initiated
<input type="checkbox"/>	Details	Flow Initiated Level 1	No	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	2,500 Day(s)	44.75 Day(s)	2.00 Day(s)	sick	10/01/2019 07:00AM	10/03/2019 03:00PM	08/22/2019 11:04AM
<input type="checkbox"/>	Details	Flow Initiated Level 1	No	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	1,000 Day(s)	44.75 Day(s)	2.00 Day(s)	sick	07/12/2019 07:00AM	07/12/2019 03:00PM	08/23/2019 10:54AM
<input type="checkbox"/>	Details	Flow Initiated Level 1	No	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	2,000 Day(s)	44.75 Day(s)	2.00 Day(s)	sick	08/30/2019 07:00AM	09/02/2019 03:00PM	08/29/2019 08:45AM

1 - 3

[Approve Selected Leave Request\(s\)](#)

If you want to approve the request without seeing the details you can click on the check box.

Once you have selected the requests to approve you can click on the Approve Selected Leave Request(s) to approve requests in mass.

You cannot mass approve Cancelled and Docked requests. To approve these requests you must click on Details.

Leave Request(s) Waiting Approval

[Approve Selected Leave Request\(s\)](#)

Select All	View Approval Status	Status	Substitute Needed	Last Name	First Name	Full
<input type="checkbox"/>	Details	Flow Initiated Level 1	No	Payroll	Grace	Grace
<input type="checkbox"/>	Details	Flow Initiated Level 1	No	Payroll	Grace	Grace
<input type="checkbox"/>	Details	Flow Initiated Level 1	No	Payroll	Grace	Grace

1 - 3

[Approve Selected Leave Request\(s\)](#)

To see the details of a specific request click on the details link.

Leave Request(s) Waiting Approval

Select All	View Approval Status	Status	Substitute Needed	Last Name	First Name
<input type="checkbox"/>	Details	Flow Initiated Level 1	No	Payroll	Grace
<input type="checkbox"/>	Details	Flow Initiated Level 1	No	Payroll	Grace
<input type="checkbox"/>	Details	Flow Initiated Level 1	No	Payroll	Grace

You can see all the details of the request including the date and time the request was initiated and any other action that has been taken on the request. You have different options when viewing the request.

1. You can add comments only to a request without approving the request. Type your comments in the comments field and click on the Add Comments Only button.
2. If you have the Sub Coordinator or Sub Coordinator by Building role you have the ability to enter substitute information for the leave request. To enter the information check the Substitute Needed box.
3. Enter the first name of the substitute.
4. Enter the last name of the substitute.
5. Enter any comments related to the substitute.
6. If you want to enter comments only click on Add Comments only after you have typed them in the Comments section.
7. You can approve the request by clicking on the Approve button.
8. You can reject the request by clicking on the Reject button.
9. To see other requests for this staff person for the leave type that was specified in the request click on All XXX Leave Requests for User.
10. To see all requests for this specific date click on All Requests for Date(s) Requested
11. To return to the View/Approve/Reject screen click on Close Window.

Leave Approval Request Details

Name:
Grace C Payroll

Initiated:
08/30/2019 09:20 AM

Job:
Payroll Clerk

Leave Type:
Sick Leave

Current Balance 44.75 Day(s)

Reason:
Dr Appointment

Start Date:
09/13/2019

End Date:
09/13/2019

Leave Requested In Day(s):
1.000

Start Time:
07:00 AM

End Time:
04:00 PM

Phone:
(444) 555-9998

Comments:

Substitute Needed?

Substitute Scheduled?

First Name

Last Name

[Add Comments ONLY](#) [Approve](#) [Reject](#)

When the supervisor clicks on details, a red warning message will display letting the supervisor know that approving the request will take the balance in the negative.

View All Staff Request(s)

When you first click on the link a list of all requests will be displayed. The requests that will be displayed will be for those staff members that you supervise. The requests will be broken down into the following sections:

- View All Unprocessed Leave Requests for Staff.
- View All Approved & Exported Leave Requests for Staff.
- View All Cancelled & Rejected Leave Requests for Staff.

View All Unprocessed Leave Requests for Staff

Q [v] Go Actions [v]

Start Date is in the last 1 months

	Show Approval Flow	Employee ID	Last Name	First Name	Full Name	Leave Type	Sub Category	Job Desc	Start Date	End Date	Leave Requested	Leave Unit	Status [v]	Substitute Needed	Substitute Information	Scheduled Sub Last Name	Scheduled Sub First Name	Date of Last Activity	Approval Names and Date
Details	[icon]	HED000100	Payroll	Grace	Grace C Payroll	Sick Leave	-	Payroll Clerk	08/30/2019 07:00 AM	09/02/2019 03:00 PM	2.000	Day(s)	Flow Initiated Level 1	No	-	-	-	08/29/2019 08:45 AM	-
Details	[icon]	HED000100	Payroll	Grace	Grace C Payroll	Professional	-	Payroll Clerk	08/20/2019 09:00 AM	08/22/2019 04:00 PM	2.500	Day(s)	Flow In-Process Level 2	No	-	-	-	08/27/2019 09:19 AM	Kevin Treasurer 08/27/2019
Details	[icon]	HED000100	Payroll	Grace	Grace C Payroll	Sick Leave	-	Payroll Clerk	08/08/2019 07:00 AM	08/09/2019 03:00 PM	1.000	Day(s)	Flow In-Process Level 2	No	-	-	-	08/27/2019 10:48 AM	Kevin Treasurer 08/27/2019

1 - 3

PRINT Unprocessed Filtered Requests Email Notification for Filtered Requests

You can filter the information on this screen by clicking on the Actions button.

All the displays on this screen can be downloaded as a csv or html.

Staff Leave Request Analysis

The display will give you a quick snapshot of each employee(s) accrual, maximum accrual amount, used and balances for each leave type. Only the employees that you supervise will be displayed.

Your Employees

Q [v] Go Rows: 10 Actions [v] See All Leave for Selected

Select All	Last Name [v]	First Name	Middle Name	Sick Accrual	Sick Max	Sick Balance	Sick Approved not Exported	Vacation Accrual	Vacation Max	Vacation Balance	Vacation Approved not Exported	Personal Max	Personal Beginning Balance	Personal Balance	Personal Approved not Exported	Unit
<input type="checkbox"/>	See All Leave	Payroll	Grace	C	1.25	200.00	44.75	2	0.834	18.00	6.838	0	3.00	3.00	2.00	0 Daily
<input type="checkbox"/>	See All Leave	Treasurer	Kevin	-	1.25	200.00	138.75	0	1.25	15.00	5.00	0	3.00	3.00	3.00	0 Daily

1 - 2 of 2

To see all the requests for a specific employee click on the See All Leave link.

You can also select multiple employees by putting a check in the box next to the employee name and then clicking See All Leave for Selected.

Employee Leave Analysis

Q ▾ Go Rows All ▾ Actions ▾ See All Leave for Selected

Last Name	First Name	Middle Name	Status	Leave Type	Start Date	End Date	Requested Date	Total Leave	Leave Unit	Reason	Substitute Needed	Substitute Information	Scheduled Sub Last Name	Scheduled Sub First Name	Manager First Name	Manager Middle Name	Last Activity	Job
Payroll	Grace	C	Approved	Sick Leave	08/16/2019	08/16/2019	08/12/2019	1	Day(s)	sick	No	-	-	-	Kevin	N/A	08/12/2019	1 - Payroll Clerk
Payroll	Grace	C	Flow Initiated	Calamity	01/25/2013	01/25/2013	01/25/2013	1	Day(s)	-	Yes	-	-	-	Kevin	N/A	04/25/2014	1 - Payroll Clerk
Payroll	Grace	C	Exported	Sick Leave	08/07/2019	08/07/2019	08/08/2019	1	Day(s)	sick	No	-	-	-	Kevin	N/A	08/30/2019	1 - Payroll Clerk
Payroll	Grace	C	Flow In-Process	Professional	09/24/2019	09/26/2019	08/06/2019	2.5	Day(s)	pd	No	-	-	-	Kevin	N/A	08/27/2019	1 - Payroll Clerk
Payroll	Grace	C	Flow In-Process	Sick Leave	08/06/2019	08/06/2019	08/22/2019	1	Day(s)	sick	No	-	-	-	Kevin	N/A	08/27/2019	1 - Payroll Clerk
Payroll	Grace	C	Flow In-Process	Sick Leave	09/16/2019	09/18/2019	08/22/2019	2.5	Day(s)	sick	No	-	-	-	Kevin	N/A	08/28/2019	1 - Payroll Clerk
Payroll	Grace	C	Flow In-Process	Professional	08/20/2019	08/22/2019	08/06/2019	2.5	Day(s)	Professional	No	-	-	-	Kevin	N/A	08/27/2019	1 - Payroll Clerk
Payroll	Grace	C	Flow In-Process	Vacation Leave	09/25/2019	09/25/2019	08/13/2019	2.5	Day(s)	vacation	No	-	-	-	Kevin	N/A	08/27/2019	1 - Payroll Clerk
Payroll	Grace	C	Flow In-Process	Professional	08/31/2017	08/31/2017	08/31/2017	1	Day(s)	TES	No	-	-	-	Kevin	N/A	08/27/2019	1 - Payroll Clerk

All the information on this screen can be downloaded as a csv, html or pdf.

Set Default "Forward to Email" Address

This functionality really creates a mini approval work-flow. If the "Default Forward to Email Address" is set when a supervisor views a request that is assigned to the "Default Approval" workflow, the system will populate the "Forward To Email:" automatically. Once the supervisor approves the request it will be marked with an "Approved and Forwarded" status and be forwarded to this email address person for their approval. The request will not be ready for export to USPS until the person the request was forwarded to approves it.

SUBSTITUTE COORDINATOR LEAVE REPORTS

This feature will display substitutes needed and scheduled for your building or district depending on the role you have assigned in Kiosk. As an administrator you have the ability to decide what is turned on for your district.

1. Click on District Administrator.
2. Click on Configure District Options.
3. In the Kiosk Functionality section click Substitute Needed.
4. Click Apply Changes.

KIOSK Functionality (ON/OFF)

Select the Check Box(es) next to the KIOSK Function(s) that are to be available to your district users.

- Announcement Board
- Leave Requests
- Leave Export
- Leave Approval AWF
- Leave Analysis Parameters
- Pay Slips (USPS)
- Pay Slips (PDF)
- Performance Reviews
- Substitute Needed
- Individual Professional Development Plan (IPDP)
- ITC Individual Professional Development Plan (IPDP)
- Employee TimeSheet
- W-2 Wage and Tax Statements

- You can also decide if you want the Substitute Needed box checked automatically for classified or certified staff. If you check the box next to classified or certificated, Kiosk will look at the appointment type for the staff person and automatically check the substitute needed box on a leave request. The staff person will not be able to uncheck the box.

Default Substitute Needed for Appointment Type

Select the Check Box(es) under "Default Substitute Needed?" if SUBSTITUTE NEEDED is to be selected by default when requesting Leave for a Position with this Appointment Type.

Default Substitute Needed?

Certificated

Classified

Once you have activated the functionality you will need to decide who will be assigned the roles that relate to the Substitute Coordinator functionality. This role can be assigned to multiple people.

- Click on District Administrator.
- Click on Update/Delete District Users.
- Search for the staff person, once you have found that person click on the IRN next to their name.
- Click the check box next to the appropriate role.
 - Substitute Coordinator will allow the staff person to see requests and schedule substitutes for the entire district.
 - Substitute Coordinator - View Only will allow the staff person to only view substitute requests for the entire district.
 - Substitute Coordinator by Building will allow the staff person to see requests and schedule substitutes for the building irn they are assigned to in USPS.
 - Substitute Coordinator by Building - View Only will allow the staff person to see requests for substitutes for the building irn they are assigned to in USPS.
 - Substitute Coordinator by Department Code will allow the staff person to filter requests for substitutes based on the department code that is used within USPS.
 - Substitute Coordinator by Pay Group will allow the staff person to filter requests for substitutes based on the pay group that is used within USPS.

Select Users Roles

Announcement Board Administrator

District Kiosk Administrator

District Link Administrator

HR Administrator

IPDP Committee Chairperson

IPDP Committee Member

IPDP District Administrator

IPDP Statewide Sub Committee Chairperson

IPDP Statewide Sub Committee Member

Leave Administrator

Leave Approval AWF

Leave Calendar - by Building

Leave Calendar - by Department Code

Leave Calendar - by District Building

Leave Calendar - by Pay Group

Leave Calendar - for District Staff

Leave Calendar - for Supervisor Staff

Leave Export Administrator

Leave Export Administrator w/Notification

Substitute Coordinator

Substitute Coordinator - View Only

Substitute Coordinator by Building

Substitute Coordinator by Building - View Only

Substitute Coordinator by Department Code

Substitute Coordinator by Pay Group

Treasurer

- Click Apply Changes.

Viewing Substitute Requests

To view requests that have the Substitute Needed box checked.

1. Click on Substitute Coordinator Leave Reports.
2. Coordinate Substitute(s) Needed.



The top section, District Leave Requests Requiring a Substitute, will display leave requests where the Substitute Needed box was checked for future dates. Any comments that the employee put on the request about the substitute will be displayed. You can sort on any column that the column heading is blue

This page will reload in 03:54

Filter All Reports

Appointment Type: All | First or Last Name: | Clear Name | Filter

Include "Espond" Leave Requests for "Past Dates" reports

Note: * denotes that Substitute Assignment is handled outside of the Kiosk.

District Leave Requests requiring a Substitute

Employee Last Name	Employee First Name	Employee Full Name	Building Name	Substitute Information	Approval Comments	Start Date	End Date	Leave Type	Employee Appointment Type	Leave Requested	Job Description	Employee Phone	Leave Status	Manager Email	Manager Last Name	Manager First Name	Manager Full Name
Payroll	Grace	Grace C Payroll	-	-	-	09/13/2019	09/13/2019	Sick Leave	Classified	1.000 Day(s)	Payroll Clerk	(444) 555-9998	Flow Initiated	treasurer@nccoc.k12.oh.us	Treasurer	Kevin	Kevin Treasurer

1 - 1

[PRINT District Leave Requests requiring a Substitute](#)

When scheduling a substitute you can now filter leave requests by clicking on the Actions button.

1. To schedule a substitute click on Details.
2. Click on the checkbox next to Substitute Scheduled.
3. Enter the substitute information.

The information typed in will be displayed for the employee and supervisor. Anytime the substitute information is updated the employee will receive and email notification.

Leave Approval Request Details

Initiated: 08/30/2019 09:20 AM

Job: Payroll Clerk

Leave Type: Sick Leave

Current Balance 44.75 Day(s)

Reason: Dr Appointment

Start Date: 09/13/2019 | Start Time: 07:00 AM

End Date: 09/13/2019 | End Time: 04:00 PM

Leave Requested In Day(s): 1.000 | Phone: (444) 555-9998

Comments:

Substitute Needed?

Substitute Scheduled? 1

First Name: Sarah

Last Name: Jones 2

Every four minutes the Schedule Substitute screen will refresh so that new requests that are made will display for the substitute coordinator.

The second section, District Leave Requests Requiring a Substitute – Past Dates, will display leave requests where the Substitute Needed box was checked for past dates. Any comments that the employee put on the request about the substitute will be displayed. You can sort on any column that is underlined.

District Leave Requests requiring a Substitute - Past Dates																		
Q																		
Go Rows 5 Actions																		
Employee Last Name	Employee First Name	Employee Full Name	Building Name	Substitute Information	Approval Comments	Startdate	Enddate	Leave Type	Employee Appointment Type	Leave Requested	Job Description	Employee Phone	Leave Status	Manager Email	Manager Last Name	Manager First Name	Manager Full Name	
Details	Payroll	Grace	Grace C Payroll	-	-	Approved: Mass Approval	08/15/2017	08/15/2017	Sick Leave	Classified	1,000 Day(s)	Payroll Clerk	(444) 555-9998	Approved	DELETED_treasurer@ncocclkt2.ohus	Treasurer	Kevin	Kevin Treasurer

1. To schedule a substitute click on Details.
2. Click on the checkbox next to Substitute Scheduled.
3. Enter the substitute information.

The third section, District Leave Requests with a Substitute Scheduled will display any leave requests where the substitute has already been scheduled. The substitute information that was entered on the request will be displayed. To display the substitutes scheduled you will need to enter a date range and click Go.

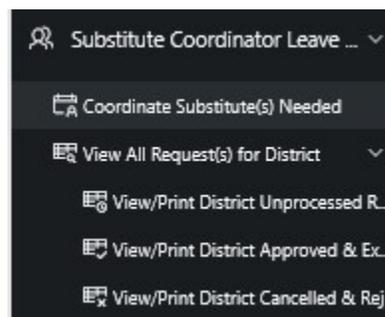
Filter by Date Range																			
Starting Date 07/31/2019 Ending Date Go																			
District Leave Requests with a Substitute Scheduled																			
Q																			
Go Rows 5 Actions																			
Employee Last Name	Employee First Name	Employee Full Name	Building Name	Scheduled Sub Last Name	Scheduled Sub First Name	Substitute Information	Approval Comments	Start Date	End Date	Leave Type	Employee Appointment Type	Leave Requested	Employee Phone	Job Description	Leave Status	Manager Email	Manager Last Name	Manager First Name	Manager Full Name
Details	Payroll	Grace	Grace C Payroll	-	Jones Sarah	-	-	09/13/2019	09/13/2019	Sick Leave	Classified	1,000 Day(s)	(444) 555-9998	Payroll Clerk	Flow Initiated	treasurer@ncocclkt2.ohus	Treasurer	Kevin	Kevin Treasurer

To see more details of the request or make additional comments click on Details.

Viewing All Requests

You can view all requests for the district if you have the substitute coordinator role assigned. You have the option to view

- Unprocessed Requests
- Approved & Exported Requests
- Cancelled & Rejected Requests



View/Print District Unprocessed Request(s)

The requests in this section will be requests that are somewhere within the approval process.

View All Unprocessed Leave Requests for District

Start Date: 09/01/2019 09:38 AM

	Show Approval Flow		Employee ID	Last Name	First Name	Full Name	Leave Type	Sub Category	Job Desc	Start Date	End Date	Leave Requested	Leave Unit	Status	Substitute Needed	Substitute Information	Scheduled Sub Last Name	Scheduled Sub First Name	Date of Last Activity	Approval Names and Dates
Details			HED000100	Payroll	Grace	Grace C Payroll	Sick Leave	-	Payroll Clerk	10/01/2019 07:00 AM	10/03/2019 03:00 PM	2,500	Day(s)	Flow Initiated Level 1	No	-	-	-	08/22/2019 11:04 AM	-
Details			HED000100	Payroll	Grace	Grace C Payroll	Sick Leave	-	Payroll Clerk	08/13/2019 07:00 AM	08/13/2019 04:00 PM	1,000	Day(s)	Flow Initiated Level 1	Scheduled	<nobr>Jones </nobr>	<nobr>Sarah </nobr>	08/30/2019 10:04 AM	-	
Details			HED000100	Payroll	Grace	Grace C Payroll	Professional	-	Payroll Clerk	08/24/2019 08:00 AM	08/26/2019 04:00 PM	2,500	Day(s)	Flow In-Process Level 2	No	-	-	-	08/27/2019 09:19 AM	Kevin Treasurer 08/27/2019
Details			HED000100	Payroll	Grace	Grace C Payroll	Vacation Leave	-	Payroll Clerk	08/23/2019 08:00 AM	09/25/2019 04:00 PM	2,500	Day(s)	Flow In-Process Level 2	No	-	-	-	08/27/2019 09:19 AM	Kevin Treasurer 08/27/2019
Details			HED000100	Payroll	Grace	Grace C Payroll	Sick Leave	-	Payroll Clerk	08/16/2019 07:00 AM	08/18/2019 03:00 PM	2,500	Day(s)	Flow In-Process Level 2	No	-	-	-	08/28/2019 02:07 PM	Kevin Treasurer 08/28/2019

1-5

[PRINT Unprocessed Filtered Requests](#) [Email Notification for Filtered Requests](#)

You can now filter leave requests by clicking on the Actions button.

View/Print District Approved & Exported Request(s)

The requests in this section will be requests that have the status of either approved or exported. When you first view these requests it will display requests from the last 30 days. If you want to see a different date range you can delete the information in the starting date field and then click Go or put in your own date range.

View All Approved & Exported Leave Requests for District

Start Date is in the last 1 months

	Show Approval Flow		Employee ID	Last Name	First Name	Full Name	Job Desc	Leave Type	Sub Category	Start Date	End Date	Leave Requested	Leave Unit	Status	Substitute Needed	Substitute Information	Scheduled Sub Last Name	Scheduled Sub First Name	Date of Last Activity	Approval Names and Dates
Details			HED000100	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	08/07/2019 08:00 AM	08/07/2019 04:00 PM	1,000	Day(s)	Exported	No	-	-	-	08/30/2019 08:33 AM	Kevin Treasurer 08/12/2019 Adam K. Superintendent 08/12/2019
Details			HED000100	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	08/16/2019 08:00 AM	08/16/2019 04:00 PM	1,000	Day(s)	Approved	No	-	-	-	08/12/2019 10:27 AM	Kevin Treasurer 08/12/2019 Adam K. Superintendent 08/12/2019

1-2

[PRINT Approved/Exported Filtered Requests](#) [Email Notification for Filtered Requests](#)

You can now filter leave requests by clicking on the Actions button.

View/Print District Cancelled & Rejected Request(s)

The requests in this section will be requests that have the status of either cancelled or rejected. When you first view these requests it will display requests from the last 30 days. If you want to see a different date range you can delete the information in the starting date field and then click Go or put in your own date range.

View All Cancelled & Rejected Leave Requests for District

Start Date is in the last 1 months

	Show Approval Flow		Employee ID	Last Name	First Name	Full Name	Job Desc	Leave Type	Sub Category	Start Date	End Date	Leave Requested	Leave Unit	Status	Substitute Needed	Substitute Information	Scheduled Sub Last Name	Scheduled Sub First Name	Date of Last Activity	Approval Names and Dates
Details			HED000100	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	08/02/2019 08:00 AM	08/02/2019 04:00 PM	1,000	Day(s)	Cancelled	No	-	-	-	08/06/2019 10:16 AM	-
Details			HED000100	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	08/12/2019 08:00 AM	08/12/2019 04:00 PM	1,000	Day(s)	Cancelled	No	-	-	-	08/13/2019 08:14 AM	-

1-2

[PRINT Cancelled/Rejected Filtered Requests](#) [Email Notification for Filtered Requests](#)

CALENDARS

This feature will display a building calendar with a list of staff that has a leave request on specific days. The default view for this calendar is to list the leave requests in based on the start time of each leave request. If you want them sorted by name click on the View Building Calendar -Sorted by Name button.

Roles can be assigned to give staff different calendar access. Multiple people can be assigned different roles.

1. Click on District Administrator.
2. Click on Update/Delete District Users.
3. Search for the staff person, once you have found that person click on the IRN next to their name.
4. Click the check box next to the appropriate role.
 - Leave Calendar - by Building will allow the staff person to see leave requests for the building irn they are assigned to.
 - Leave Calendar - by Department Code will allow the staff person to view leave requests by selecting one or multiple department codes.
 - Leave Calendar - by District Building will allow the staff person to view leave requests by selecting one or multiple buildings.
 - Leave Calendar - by Pay Group will allow the staff person to view leave requests by selecting one or multiple pay groups.
 - Leave Calendar - for District Staff will allow the staff person to see leave requests by selecting one or multiple staff.
 - Leave Calendar - for Supervisor Staff will allow the supervisor to see leave for the staff they supervise by selecting one or multiple staff. This calendar must be assigned for Supervisory Functions to display under Leave Requests.
5. Click Apply Changes

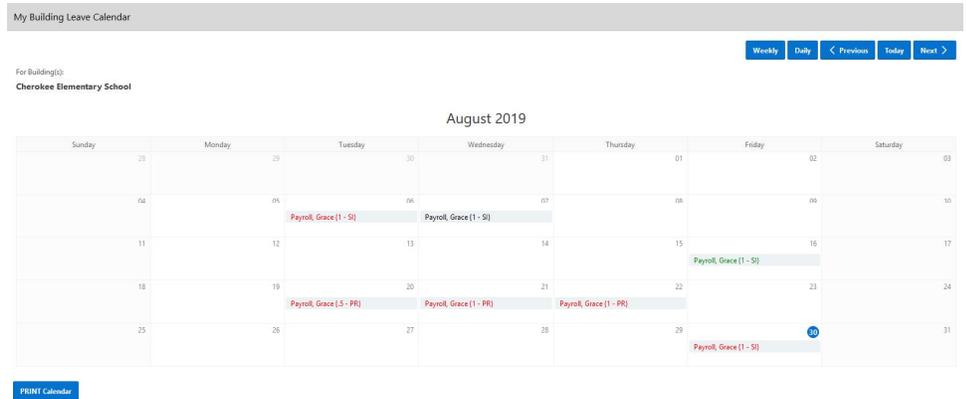
Select Users Roles

- Announcement Board Administrator
- District Kiosk Administrator
- District Link Administrator
- HR Administrator
- IPDP Committee Chairperson
- IPDP Committee Member
- IPDP District Administrator
- IPDP Statewide Sub Committee Chairperson
- IPDP Statewide Sub Committee Member
- Leave Administrator
- Leave Approval AWF
- Leave Calendar - by Building
- Leave Calendar - by Department Code
- Leave Calendar - by District Building
- Leave Calendar - by Pay Group
- Leave Calendar - for District Staff
- Leave Calendar - for Supervisor Staff
- Leave Export Administrator
- Leave Export Administrator w/Notification
- Substitute Coordinator
- Substitute Coordinator - View Only
- Substitute Coordinator by Building
- Substitute Coordinator by Building - View Only
- Substitute Coordinator by Department Code
- Substitute Coordinator by Pay Group
- Treasurer

My Calendar

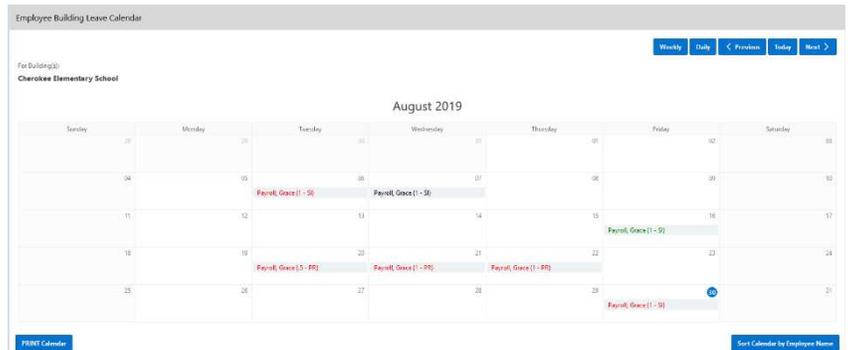
Each employee will have a link for My Calendar, so that they can see their leave requests in a calendar view.

- Leave in Red is still waiting to be approved.
- Leave in Green has been completely approved.
- Leave in Black is leave that has been approved and exported to USPS.



Leave Calendar by Building

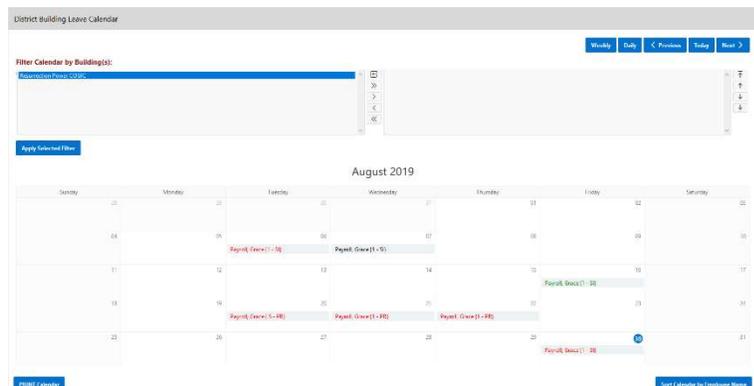
Will display leave requests for the building IRN you are assigned to in USPS. If a request is red it means the request is going through the approval process. If a request is green that means the request has been completely approved or exported.



Leave Calendar by District Building

Will display leave requests based on the building(s) that you specify. If a request is red it means the request is going through the approval process. If a request is green that means the request has been completely approved or exported.

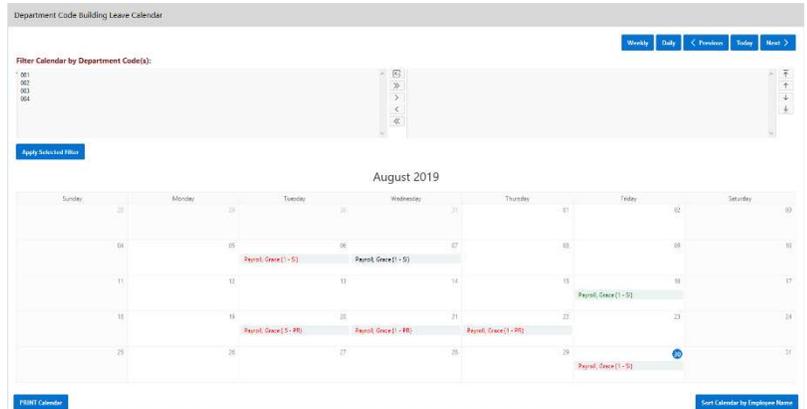
1. Select the building you want to view.
2. Click on the > arrow pointing to the right.
3. Click Apply Selected Buildings to filter.



Leave Calendar by Department Code

Will display leave requests based on the department code(s) that you specify. If a request is red it means the request is going through the approval process. If a request is green that means the request has been completely approved or exported.

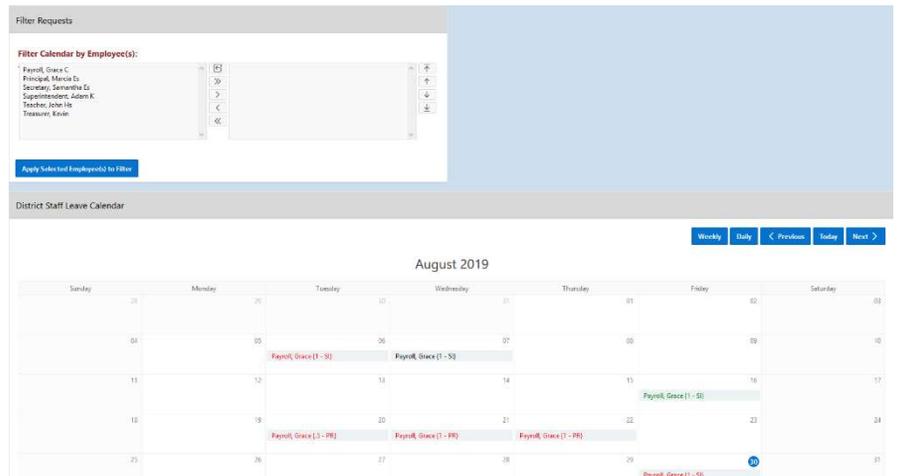
1. Select the department you want to view.
2. Click on the > arrow pointing to the right.
3. Click Apply Selected Buildings to filter.



Leave Calendar by District Staff

Will display leave requests based on the staff that you specify. If a request is red it means the request is going through the approval process. If a request is green that means the request has been completely approved or exported.

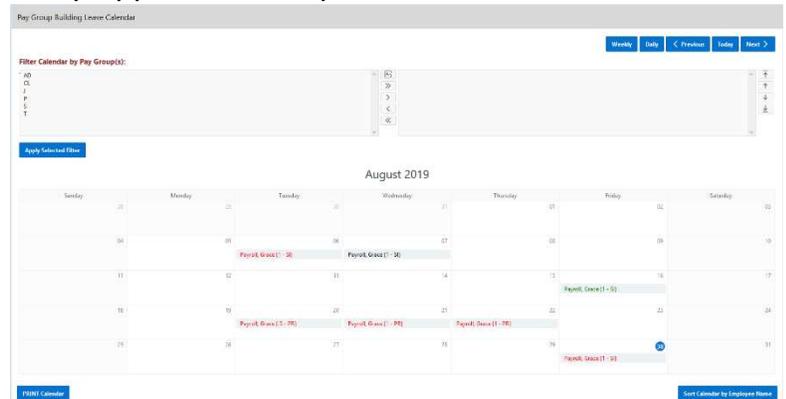
1. Select the staff person you want to view.
2. Click on the > arrow pointing to the right.
3. Click Apply Selected Employee(s) to filter.
4. You can also enter a date range to display leave requests in the calendar view for a specific date range.



Leave Calendar by Pay Group

Will display leave requests based on the pay group(s) that you specify. If a request is red it means the request is going through the approval process. If a request is green that means the request has been completely approved or exported.

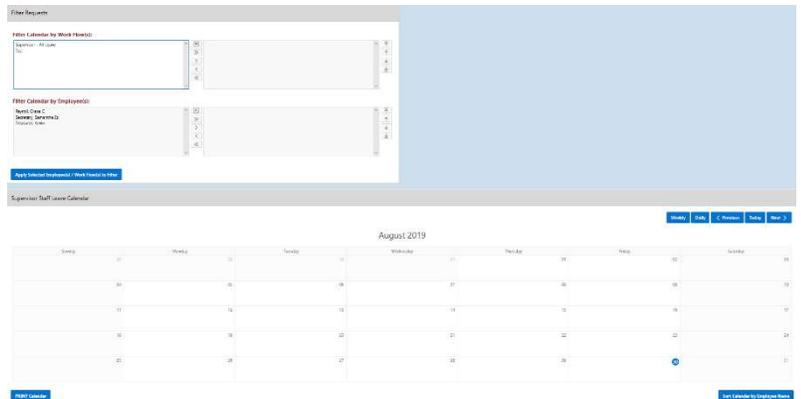
1. Select the pay group you want to view.
2. Click on the > arrow pointing to the right.
3. Click Apply Selected Buildings to filter.



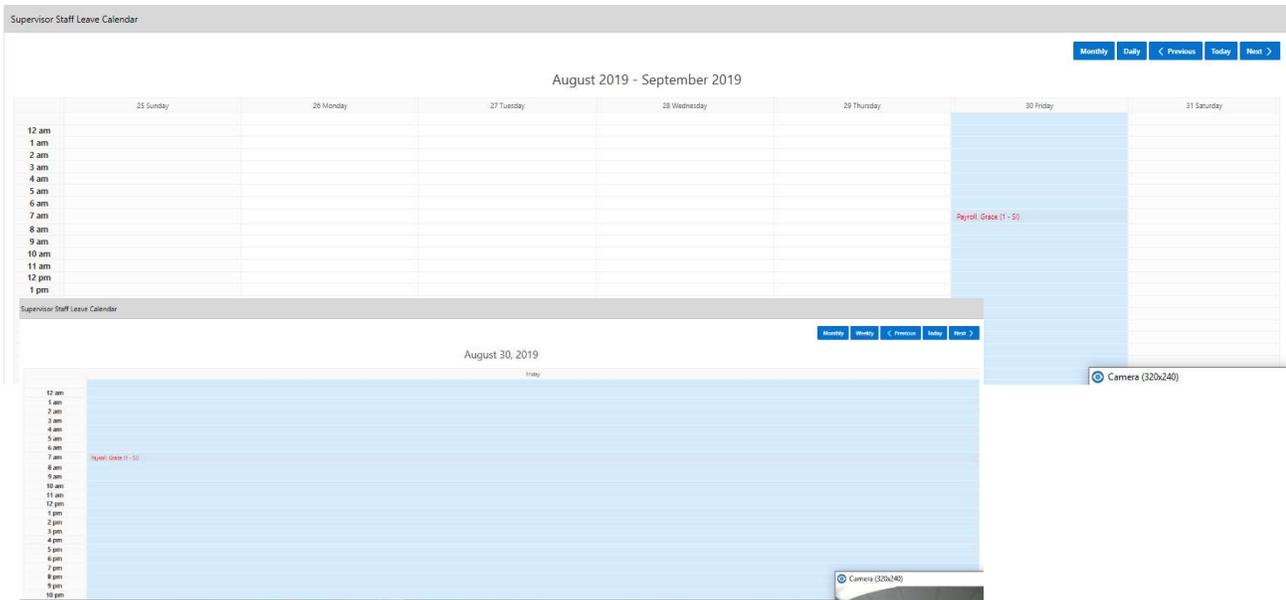
Leave Calendar by Supervisor Staff

Will display leave requests based on the staff that a supervisor is assigned. If a request is red it means the request is going through the approval process. If a request is green that means the request has been completely approved or exported.

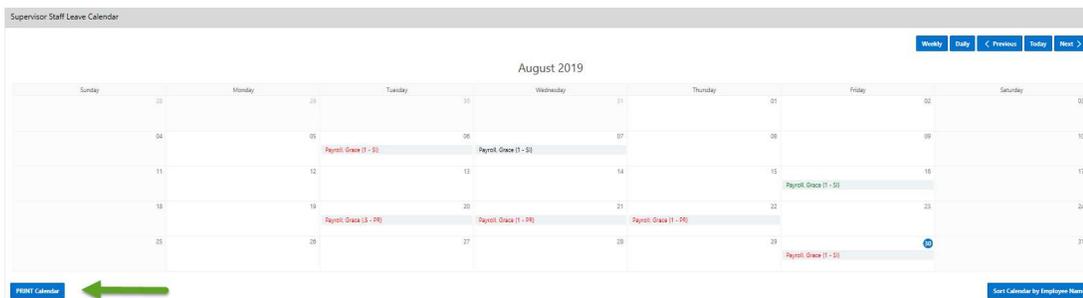
1. You can filter based on a specific work flow.
2. Select the work flow you want to view.
3. Click on the > arrow pointing to the right.
4. If you want to view a specific staff, select the staff person you want to view.
5. Click on the > arrow pointing to the right.
6. Click Apply Selected Employee(s) to filter.



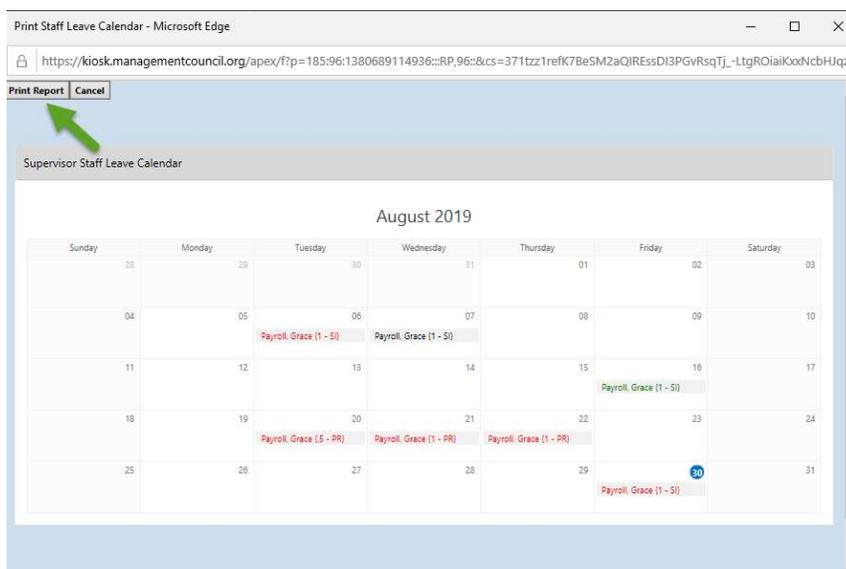
You also have the option to display the calendar by week or day.



If you want to print the calendar click on the Print Calendar button.



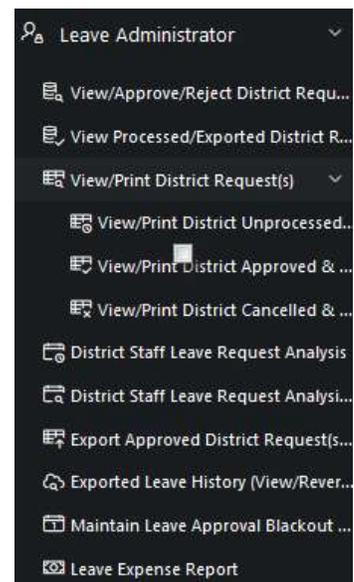
Then click Print Report.



ADMINISTRATIVE LEAVE REPORTS

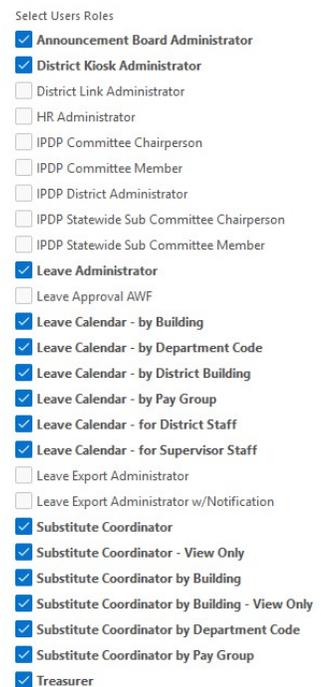
As an administrator of the Kiosk for your district you will have the ability to see all leave requests for your district and be able to analyze those requests. The reports you have access to are:

- View/Approve/Reject District Request(s)
- View Processed/Exported District Request(s)
- View/Print District Request(s)
- District Staff Leave Request Analysis
- Leave Expense Report



The Leave Administrator role can be assigned to staff and multiple people can be assigned this role.

1. Click on District Administrator.
2. Click on Update/Delete District Users.
3. Search for the staff person, once you have found that person click on the IRN next to their name.
4. Click the check box next to the Leave Administrator.
5. Click Apply Changes.



View/Approve/Reject District Request(s)

The requests in this section will be requests that are awaiting action from a leave administrator. Requests waiting here could be cancelled requests or requests that have been escalated by the employee.

You can mass approve these requests by clicking on the check box and then clicking Approve Selected Leave Requests. You can also click on details and view each individual request.

Leave Request(s) Awaiting Administrative Approval

Q		Go	Actions		Status	Substitute Needed	Last Name	First Name	Full Name	Job Description	Leave Type Requested	Sub Category	Leave Requested	Reason	Initiated	Start Date	End Date
<input type="checkbox"/>	Details				Escalated	Scheduled	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	1,000 Day(s)	Dr Appointment	08/30/2019 09:20AM	09/13/2019 07:00AM	09/13/2019 04:00PM

1 - 1

[Approve Selected Leave Requests](#)

The next section will include district wide request(s) that are somewhere in the approval process. You can click on details to see the complete request.

Leave Request(s) Awaiting Approval District Wide

Q		Go	Actions		Status	Substitute Needed	Last Name	First Name	Full Name	Job Description	Leave Type Requested	Sub Category	Leave Requested	Reason	Wait Approval From	Initiated	Start Date	End Date
Details					Escalated	Scheduled	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	1,000 Day(s)	Dr Appointment	District Leave Admin	08/30/2019 09:20AM	09/13/2019 07:00AM	09/13/2019 04:00PM
Details					Flow Initiated Level 1	No	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	2,000 Day(s)	sick	Kevin Treasurer	08/29/2019 08:45AM	08/30/2019 07:00AM	09/02/2019 03:00PM
Details					Flow Initiated Level 1	No	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	1,000 Day(s)	sick	Kevin Treasurer	08/23/2019 10:54AM	07/12/2019 07:00AM	07/12/2019 03:00PM
Details					Flow Initiated Level 1	No	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	2,500 Day(s)	sick	Kevin Treasurer	08/22/2019 11:04AM	10/01/2019 07:00AM	10/03/2019 03:00PM
Details					Flow In-Process Level 2	No	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	2,500 Day(s)	sick	Adam K Superintendent	08/22/2019 09:27AM	09/16/2019 07:00AM	09/18/2019 03:00PM

1 - 5

The next section will include approved request(s) waiting to be exported into USPS. You can click on details to see the complete request.

Approved Leave Request(s) Awaiting Export

Q		Go	Actions		Status	Substitute Needed	Last Name	First Name	Full Name	Job Description	Leave Type Requested	Sub Category	Leave Requested	Reason	Start Date	End Date	Trans Date	Employeeid
Details					Approved	No	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	1,000 Day(s)	sick	08/16/2019 08:00AM	08/16/2019 04:00PM	08/12/2019 10:27AM	HED000100
Details					Approved	Yes	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	1,000 Day(s)	test	08/15/2017 08:00AM	08/15/2017 03:00PM	08/12/2019 10:27AM	HED000100

1 - 2

You can now filter leave requests by clicking on the Actions button

View Processed/Exported District Request(s)

The requests in this section will be requests that have been completely processed and could have the status of Approved, Cancelled or Rejected. You can click on details to see the complete request.

Processed Leave Request(s)																
Q ▾ Go Actions ▾																
	Show Approval Flow		\$	Status	Substitute Needed	Last Name	First Name	Full Name	Job Description	Leave Type Requested	Sub Category	Leave Requested	Reason	Start Date	End Date	Trans Date ↓↑
Details		-	-	Rejected	No	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	1,000 Day(s)	sick	07/29/2019 07:00AM	07/29/2019 03:00PM	08/28/2019 02:08PM
Details		-	-	Cancelled	No	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	1,000 Day(s)	sick	08/12/2019 08:00AM	08/12/2019 04:00PM	08/13/2019 08:14AM
Details		-	-	Approved	Yes	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	1,000 Day(s)	test	08/15/2017 08:00AM	08/15/2017 03:00PM	08/12/2019 10:27AM
Details		-	-	Approved	No	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	1,000 Day(s)	sick	08/16/2019 08:00AM	08/16/2019 04:00PM	08/12/2019 10:27AM
Details		-	-	Cancelled	No	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	1,000 Day(s)	sick day	08/02/2019 08:00AM	08/02/2019 04:00PM	08/06/2019 10:18AM

1 - 5 >

* Denotes that the Leave Request is NOT available for Export.

Exported Leave Request(s)																
Q ▾ Go Actions ▾																
	Show Approval Flow		\$	Status	Substitute Needed	Last Name	First Name	Full Name	Job Description	Leave Type Requested	Sub Category	Leave Requested	Reason	Start Date	End Date	Trans Date ↓↑
Details		-	-	Exported	No	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	1,000 Day(s)	sick	08/07/2019 08:00AM	08/07/2019 04:00PM	08/30/2019 08:33AM

1 - 1

The next section will include request(s) that have been exported to USPS. You can click on details to see the complete request.

You can now filter leave requests by clicking on the Actions button

View/Print District Request(s)

You can view and print all district request(s) in this section.

When you first click on the View/Print District Request(s) the requests will be broken down into the following sections:

- View/Print District Unprocessed Request(s)
- View/Print Approved & Exported District Request(s)
- View/Print District Cancelled & Rejected Request(s)

View/Print District Unprocessed Request(s)

Unprocessed requests will include requests that are somewhere within the approval process.

View All Unprocessed Leave Requests for District

Start Date is in the last 1 months

	Show Approval Flow		Employee ID	Last Name	First Name	Full Name	Job Desc	Leave Type	Sub Category	Start Date	End Date	Leave Requested	Leave Unit	Status	Substitute Needed	Substitute Information	Scheduled Sub Last Name	Scheduled Sub First Name	Date of Last Activity	Approval Names and Dates
Details		-	HED000100	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	08/30/2019 07:00 AM	09/02/2019 03:00 PM	2,000	Day(s)	Flow Initiated Level 1	No	-	-	-	08/29/2019 08:45 AM	-
Details		\$	HED000100	Payroll	Grace	Grace C Payroll	Professional	-	-	08/20/2019 09:00 AM	08/22/2019 04:00 PM	2,500	Day(s)	Flow In-Process Level 2	No	-	-	-	08/27/2019 09:19 AM	Kevin Treasurer 08/27/2019
Details		-	HED000100	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	08/06/2019 07:00 AM	08/06/2019 03:00 PM	1,000	Day(s)	Flow In-Process Level 2	No	-	-	-	08/27/2019 10:48 AM	Kevin Treasurer 08/27/2019

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PRINT Unprocessed Filtered Requests Email Notification for Filtered Requests

You can now filter leave requests by clicking on the Actions button

Once you filter the requests, you have the option to send an email notification to those employees attached to the filtered requests. You can also export to a .csv file or printed.

View All Unprocessed Leave Requests for District

Start Date is in the last 1 months

	Show Approval Flow		Employee ID	Last Name	First Name	Full Name	Job Desc	Leave Type	Sub Category	Start Date	End Date	Leave Requested	Leave Unit	Status	Substitute Needed	Substitute Information	Scheduled Sub Last Name	Scheduled Sub First Name	Date of Last Activity	Approval Names and Dates
Details		-	HED000100	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	08/30/2019 07:00 AM	09/02/2019 03:00 PM	2,000	Day(s)	Flow Initiated Level 1	No	-	-	-	08/29/2019 08:45 AM	-
Details		\$	HED000100	Payroll	Grace	Grace C Payroll	Professional	-	-	08/20/2019 09:00 AM	08/22/2019 04:00 PM	2,500	Day(s)	Flow In-Process Level 2	No	-	-	-	08/27/2019 09:19 AM	Kevin Treasurer 08/27/2019
Details		-	HED000100	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	08/06/2019 07:00 AM	08/06/2019 03:00 PM	1,000	Day(s)	Flow In-Process Level 2	No	-	-	-	08/27/2019 10:48 AM	Kevin Treasurer 08/27/2019

1 - 3

PRINT Unprocessed Filtered Requests Email Notification for Filtered Requests

Send Notification

Subject:

KIOSK Notification:

Message

The email message will include individualized information about the request for each Employee.

Cancel Send Notification

View/Print Approved & Exported District Request(s)

The requests in this section will be requests that have the status of either approved or exported. When you first view these requests it will display requests from the last 30 days. If you want to see a different date range you can click on the Actions button and filter on a different date.

View All Approved & Exported Leave Requests for District

Start Date is in the last 1 months

	Show Approval Flow		Employee ID	Last Name	First Name	Full Name	Job Desc	Leave Type	Sub Category	Start Date	End Date	Leave Requested	Leave Unit	Status	Substitute Needed	Substitute Information	Scheduled Sub Last Name	Scheduled Sub First Name	Date of Last Activity	Approval Names and Dates
Details		-	HED000100	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	08/07/2019 08:00 AM	08/07/2019 04:00 PM	1,000	Day(s)	Exported	No	-	-	-	08/30/2019 08:33 AM	Kevin Treasurer 08/12/2019 Adam K Superintendent 08/12/2019
Details		-	HED000100	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	08/15/2019 08:00 AM	08/16/2019 04:00 PM	1,000	Day(s)	Approved	No	-	-	-	08/12/2019 10:27 AM	Kevin Treasurer 08/12/2019 Adam K Superintendent 08/12/2019

1 - 2

PRINT Approved/Exported Filtered Requests Email Notification for Filtered Requests

Once you filter the requests, you have the option to send an email notification to those employees attached to the filtered requests. You can also export to a .csv file or printed.

View All Approved & Exported Leave Requests for District

Start Date is in the last 1 months

	Show Approval Flow		Employee ID	Last Name	First Name	Full Name	Job Desc	Leave Type	Sub Category	Start Date	End Date	Leave Requested	Leave Unit	Status	Substitute Needed	Substitute Information	Scheduled Sub Last Name	Scheduled Sub First Name	Date of Last Activity	Approval Names and Dates
Details			HED000100	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	08/07/2019 08:00 AM	08/07/2019 04:00 PM	1,000	Day(s)	Exported	No	-	-	-	08/30/2019 08:33 AM	Kenn Treasurer 08/12/2019 Adrian R Superintendent 08/12/2019
Details			HED000100	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	08/16/2019 08:00 AM	08/16/2019 04:00 PM	1,000	Day(s)	Approved	No	-	-	-	08/12/2019 10:27 AM	Kenn Treasurer 08/12/2019 Superintendent 08/12/2019

PRINT Approved/Exported Filtered Requests Email Notification for Filtered Requests

Send Notification

Subject:

KIOSK Notification:

Message

The email message will include individualized information about the request for each Employee.

Cancel Send Notification

View/Print District Cancelled & Rejected Request(s)

The requests in this section will be requests that have the status of either cancelled or rejected. When you first view these requests it will display requests from the last 30 days. If you want to see a different date range you can click on the Actions button and filter on a different date.

View All Cancelled & Rejected Leave Requests for District

Start Date is in the last 1 months

	Show Approval Flow		Employee ID	Last Name	First Name	Full Name	Job Desc	Leave Type	Sub Category	Start Date	End Date	Leave Requested	Leave Unit	Status	Substitute Needed	Substitute Information	Scheduled Sub Last Name	Scheduled Sub First Name	Date of Last Activity	Approval Names and Dates
Details			HED000100	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	08/02/2019 08:00 AM	08/02/2019 04:00 PM	1,000	Day(s)	Cancelled	No	-	-	-	08/06/2019 10:18 AM	-
Details			HED000100	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	08/12/2019 08:00 AM	08/12/2019 04:00 PM	1,000	Day(s)	Cancelled	No	-	-	-	08/13/2019 08:14 AM	-

PRINT Cancelled/Rejected Filtered Requests Email Notification for Filtered Requests

Once you filter the requests, you have the option to send an email notification to those employees attached to the filtered requests. You can also export to a .csv file or printed.

View All Cancelled & Rejected Leave Requests for District

Start Date is in the last 1 months

	Show Approval Flow		Employee ID	Last Name	First Name	Full Name	Job Desc	Leave Type	Sub Category	Start Date	End Date	Leave Requested	Leave Unit	Status	Substitute Needed	Substitute Information	Scheduled Sub Last Name	Scheduled Sub First Name	Date of Last Activity	Approval Names and Dates
Details			HED000100	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	08/02/2019 08:00 AM	08/02/2019 04:00 PM	1,000	Day(s)	Cancelled	No	-	-	-	08/06/2019 10:18 AM	-
Details			HED000100	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	08/12/2019 08:00 AM	08/12/2019 04:00 PM	1,000	Day(s)	Cancelled	No	-	-	-	08/13/2019 08:14 AM	-

PRINT Cancelled/Rejected Filtered Requests Email Notification for Filtered Requests

District Staff Leave Request Analysis

The display will give you a quick snapshot of each employee(s) accrual, maximum accrual amount, used and balances for each leave type.

To see all the requests for a specific employee click on the See All Leave link.

District Employees																	
Q																	
Go Rows 10 Actions																	
See All Leave for Selected																	
Select All	Empid	Last Name	First Name	Middle Name	Sick Accrual	Sick Max	Sick Balance	Sick Approved not Exported	Vacation Accrual	Vacation Max	Vacation Balance	Vacation Approved not Exported	Personal Max	Personal Beginning Balance	Personal Balance	Personal Approved not Exported	Unit
<input type="checkbox"/>	See All Leave	Payroll	Grace	C	1.25	200.00	44.75	2	0.834	18.00	6.838	0	3.00	3.00	2.00	0	Daily
<input type="checkbox"/>	See All Leave	Principal	Marcia	Es	1.25	200.00	39.75	0	2.00	24.00	6.00	0	3.00	3.00	2.00	0	Daily
<input type="checkbox"/>	See All Leave	Secretary	Samantha	Es	1.25	200.00	190.75	0	1.00	12.00	6.00	0	3.00	3.00	1.00	0	Daily
<input type="checkbox"/>	See All Leave	Superintendent	Adam	K	1.25	200.00	143.75	0	1.67	20.00	15.00	0	3.00	3.00	3.00	0	Daily
<input type="checkbox"/>	See All Leave	Teacher	John	Hs	1.25	200.00	135.75	0	0.00	0.00	0.00	0	3.00	3.00	3.00	0	Daily
<input type="checkbox"/>	See All Leave	Treasurer	Kevin	-	1.25	200.00	138.75	0	1.25	15.00	5.00	0	3.00	3.00	3.00	0	Daily

You can also select multiple employees by putting a check in the box next to the employee name and then clicking See All Leave for Selected.

District Employee Leave Analysis											
Q											
Go Rows 25 Actions											
Employee ID	Status	Job	Start Date	End Date	Requested Date	Total Leave	Reason	Substitute Information	Last Activity	Date Exported	
HED000100	Flow Initiated	1 - Payroll Clerk	09/03/2012	09/03/2012	08/25/2012	1	sick	-	04/25/2014	-	
HED000100	Escalated	1 - Payroll Clerk	09/13/2019	09/13/2019	08/30/2019	1	Dr Appointment	-	08/30/2019	-	
HED000100	Flow Initiated	1 - Payroll Clerk	01/14/2013	01/14/2013	01/12/2013	1	Wanted to see what happened when entered from my phone	-	04/25/2014	-	
HED000100	Flow Initiated	1 - Payroll Clerk	01/25/2013	01/25/2013	01/25/2013	1	-	-	04/25/2014	-	
HED000100	Flow Initiated	1 - Payroll Clerk	01/24/2013	01/24/2013	01/25/2013	1	-	-	04/25/2014	-	
HED000100	Flow Initiated	1 - Payroll Clerk	04/15/2013	04/16/2013	04/12/2013	1.5	sick	-	04/25/2014	-	
HED000100	Approved	1 - Payroll Clerk	08/15/2017	08/15/2017	08/01/2017	1	test	-	08/12/2019	-	
HED000100	Flow In-Process	1 - Payroll Clerk	08/31/2017	08/31/2017	08/31/2017	1	TEST	-	08/27/2019	-	
HED000100	Flow In-Process	1 - Payroll Clerk	08/20/2019	08/22/2019	08/06/2019	2.5	PRofessional	-	08/27/2019	-	
HED000100	Exported	1 - Payroll Clerk	08/07/2019	08/07/2019	08/08/2019	1	sick	-	08/30/2019	08/30/2019	
HED000100	Flow In-Process	1 - Payroll Clerk	09/24/2019	09/26/2019	08/08/2019	2.5	pd	-	08/27/2019	-	
HED000100	Approved	1 - Payroll Clerk	08/16/2019	08/16/2019	08/12/2019	1	sick	-	08/12/2019	-	
HED000100	Flow In-Process	1 - Payroll Clerk	09/23/2019	09/25/2019	08/13/2019	2.5	vacation	-	08/27/2019	-	
HED000100	Flow In-Process	1 - Payroll Clerk	08/06/2019	08/06/2019	08/22/2019	1	sick	-	08/27/2019	-	
HED000100	Flow In-Process	1 - Payroll Clerk	09/16/2019	09/18/2019	08/22/2019	2.5	sick	-	08/28/2019	-	
HED000100	Flow Initiated	1 - Payroll Clerk	10/01/2019	10/03/2019	08/22/2019	2.5	sick	-	08/22/2019	-	
HED000100	Flow Initiated	1 - Payroll Clerk	07/12/2019	07/12/2019	08/23/2019	1	sick	-	08/23/2019	-	
HED000100	Flow Initiated	1 - Payroll Clerk	08/30/2019	09/02/2019	08/29/2019	2	sick	-	08/29/2019	-	
HED000100	Flow Initiated	1 - Payroll Clerk	09/19/2012	09/19/2012	09/20/2012	-5	reason	-	04/25/2014	-	

You have filter and download options by clicking on the Actions button.

District Staff Leave Request Analysis Paramertized

The display will give you a more details of each employee(s) accrual, maximum accrual amount, used and balances for each leave type.

Leave Expense

This report will list each employee and all of their individual requests that have expenses captured. The first screen will give you a quick summary of the expenses and a total for that request.

Leave Expense Details Report

Q Go Rows: All Actions

Last Name
 First Name
 Name

Last Name : Payroll, First Name : Grace, Name : Grace C Payroll

View Leave Detail	View/Print Leave Form	Employee ID	Job No.	Job Desc	Leave Type	Total Leave	Leave Unit	Start Date	End Date	Sub Last Name	Sub First Name	Registration Fees Amount	Registration Acct #	Lodging Amount	Meals Amount	Other Expenses Amount	Lodging Acct #	Mileage Amount
		HED000100	1	Payroll Clerk	Professional	1	Day(s)	08/31/2017	08/31/2017	-	-	\$0.00	-	\$0.00	\$25.00	\$0.00	-	\$35.00
		HED000100	1	Payroll Clerk	Professional	2.5	Day(s)	09/24/2019	09/26/2019	-	-	\$100.00	-	\$200.00	\$50.00	\$0.00	-	\$42.00
		HED000100	1	Payroll Clerk	Professional	2.5	Day(s)	08/20/2019	08/22/2019	-	-	\$100.00	-	\$100.00	\$50.00	\$0.00	-	\$42.00

Last Name : Secretary, First Name : Samantha, Name : Samantha Es Secretary

View Leave Detail	View/Print Leave Form	Employee ID	Job No.	Job Desc	Leave Type	Total Leave	Leave Unit	Start Date	End Date	Sub Last Name	Sub First Name	Registration Fees Amount	Registration Acct #	Lodging Amount	Meals Amount	Other Expenses Amount	Lodging Acct #	Mileage Amount
		DOW000100	1	Elementary Secretary	Professional	.5	Day(s)	04/20/2009	04/20/2009	-	-	\$0.00	-	\$0.00	\$0.00	\$0.00	-	\$12.00

Last Name : Teacher, First Name : Hammer, Name : Hammer Es Teacher

View Leave Detail	View/Print Leave Form	Employee ID	Job No.	Job Desc	Leave Type	Total Leave	Leave Unit	Start Date	End Date	Sub Last Name	Sub First Name	Registration Fees Amount	Registration Acct #	Lodging Amount	Meals Amount	Other Expenses Amount	Lodging Acct #	Mileage Amount
		PHI000100	1	Elementary School Teacher	Professional	1	Day(s)	09/14/2013	09/14/2013	-	-	\$0.00	-	\$100.00	\$25.00	\$0.00	-	\$40.00
		PHI000100	1	Elementary School Teacher	Professional	2	Day(s)	09/21/2012	09/24/2012	-	-	\$0.00	XREF12	\$0.00	\$0.00	\$0.00	XREF12	\$0.00
		PHI000100	1	Elementary School Teacher	Professional	4	Day(s)	09/14/2012	09/19/2012	-	-	\$0.00	-	\$0.00	\$0.00	\$0.00	-	\$0.00

Clicking on magnifying glass will display the actual leave request.

You have filter and download options by clicking on the Actions button.

Export Approved District Request(s) for Posting

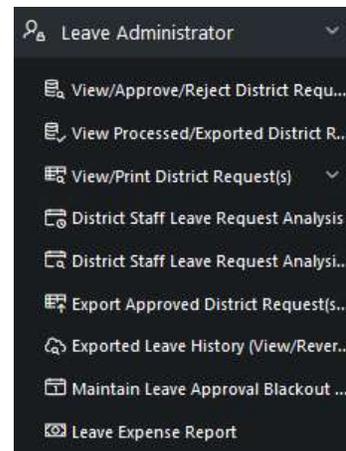
After leave requests have been through the complete approval process the request can be exported from Kiosk and loaded into USPS.

There are two roles that can be assigned to staff for exporting leave requests. As an administrator you can assign the roles to staff.

1. Click on District Administrator.
2. Click on Update/Delete District Users.
3. Search for the staff person, once you have found that person click on the IRN next to their name.
4. Click the check box next to the appropriate role.
 - Leave Export Administrator - This is the person that will export approved leave from the kiosk into payroll.
 - Leave Export Administrator with Notification - This is usually the backup person that will export approved leave from the kiosk into payroll when the Leave Export Administrator is unavailable. Receives notification when there is leave ready to be exported.
5. Click Apply Changes.

- Select Users Roles
- Announcement Board Administrator
 - District Link Administrator
 - HR Administrator
 - IPDP Committee Chairperson
 - IPDP Committee Member
 - IPDP District Administrator
 - IPDP Statewide Sub Committee Chairperson
 - IPDP Statewide Sub Committee Member
 - Leave Administrator
 - Leave Approval AWF
 - Leave Calendar - by Building
 - Leave Calendar - by Department Code
 - Leave Calendar - by District Building
 - Leave Calendar - by Pay Group
 - Leave Calendar - for District Staff
 - Leave Calendar - for Supervisor Staff
 - Leave Export Administrator
 - Leave Export Administrator w/Notification
 - Substitute Coordinator
 - Substitute Coordinator - View Only
 - Substitute Coordinator by Building
 - Substitute Coordinator by Building - View Only
 - Substitute Coordinator by Department Code
 - Substitute Coordinator by Pay Group
 - Treasurer

To export requests click on Export Approved District Request(s) for Posting



If you use any of the filter options you will need to click Go for those filters to take place. The leave Type of Other will not be exported unless you check the box to include it for export.

1. The starting date will be the oldest request starting date on requests waiting to be exported.

2. You can select the ending date for your export by clicking on the calendar icon. You may choose to change this date to match your pay period.

3. You can specify a specific building for your leave requests.

Start by Start Date / Request ID	Select All	Start Date	Start Time	End Date / Detail Leave Date	End Time	Employee ID	Employee Name	Job Desc	Leave Type	Sub Category	Leave Requested	Pay Group	Appointment Type
20170815 003811	<input type="checkbox"/>	08/15/2017	08:00 AM	08/15/2017	03:00 PM	HED000100	Grace C Payroll	Payroll Clerk	Sick Leave	-	1,000 Day(s)	CL	Classified
20190816 005397469	<input type="checkbox"/>	08/16/2019	08:00 AM	08/16/2019	04:00 PM	HED000100	Grace C Payroll	Payroll Clerk	Sick Leave	-	1,000 Day(s)	CL	Classified

4. You can export for a specific employee id.

5. You can export for a specific employee name.

6. You can specify a leave type or export all leave types.

7. You can specify a pay group or all pay groups.

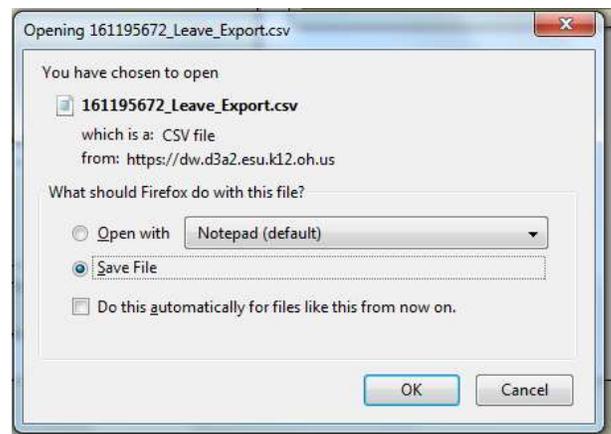
8. You can specify an appointment type or all types.

9. Click the boxes next to the leave request to export them or click select all.

10. Click Export Select Items.

11. You will be prompted to save the .csv file on your computer. Give the file a name that you can remember and can easily locate it.

12. Use your FTP software to transfer the .csv file from your computer to the USPS software. When you FTP the file make sure you transfer it in ASCII format.



13. Once you have the file transferred go into USPS and select USPS_MNT.

14. Select USPIMPORT

15. Select ATTEND

16. Enter the file name of the file you saved. Any errors during the load will be displayed in the ATTERR.TXT file. If you need further assistance with this load please contact your ITC.

```
ATTEND - Import Attendance Data
CSV import file          090310_LEAVE_EXPORT.CSV
Error output file:      ATTERR.TXT
What does 'Location code' represent?  I
Processing Options:
Post to UPDCAL Current, Future, None:  E
Pay account to charge:  D  Certified object:  ___  Classified object:  ___
```

```
Import attendance transactions 1 of
(Re) Execute          F10 Reset
F7 Help              F11 Save/Recall
F8 Exit
F9 Cancel
```

Exported Leave History (View/Revert/Re-Export)

Once you have exported leave requests into USPS you have the ability to go and see those files that were exported and export them again. You need to be careful about re-exporting files that may have been imported into USPS already. USPS will not allow more than one day to be added to any given date. For example if an employee had requested a half day absence that half day would be duplicated since both half days would equal a whole day. If a leave request was export by mistake, you have the ability to change that status back to approve by Reverting the request.

You can view the export file or click export to save and import the file again into USPS.

Export Again	View Details	Revert to Approved	Start Date	End Date	Date / Time Exported	Export Control No	Number Requests Exported	Exported By Employee ID	Exported By	Date/Time of Last Export	Employee ID Last Export	Last Exported By
Export	View	Revert Leave to Approved	08/07/2019	08/07/2019	08/30/2019 / 08:33:48 AM	334895395	1	HED000100	RHROLL@NCOCC.K12.OH.US	08/30/2019 / 08:33:50 AM	HED000100	RHROLL@NCOCC.K12.OH.US

Under Exported Leave History, the Leave Export Administrator will be able to view exported leave and change the status from exported to approved so that the leave request can be exported again.

1. Click on Revert Leave to Approved on the date that has the exported leave request in it.

Export Again	View Details	Revert to Approved	Start Date	End Date	Date / Time Exported	Export Control No	Number Requests Exported	Exported By Employee ID	Exported By	Date/Time of Last Export	Employee ID Last Export	Last Exported By
Export	View	Revert Leave to Approved	08/07/2019	08/07/2019	08/30/2019 / 08:33:48 AM	334895395	1	HED000100	RHROLL@NCOCC.K12.OH.US	08/30/2019 / 08:33:50 AM	HED000100	RHROLL@NCOCC.K12.OH.US

2. Once the leave requests are displayed, check the box for the leave request that needs an approved status.

3. Click Remove Exported Status Flag from Selected Records.

Sort by	T%	Select All	Startdate	Start Time	End Date / Detail Leave Date	End Time	Employee ID	Employee Name	Job Desc	Leave Type	Leave Requested	Date Exported	Pay Group	Appointment Type
20190807	005395296	<input type="checkbox"/>	08/07/2019	08:00 AM	08/07/2019	04:00 PM	HED000100	Grace C Payroll	Payroll Clerk	Sick Leave	1.000 Day(s)	30-AUG-19 08:33:48:953952 AM	CL	Classified

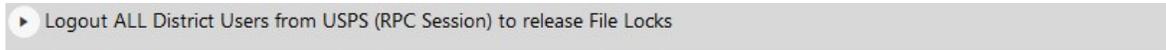
Number of Rows Displayed: 5

Remove Exported Status Flag from Selected Records

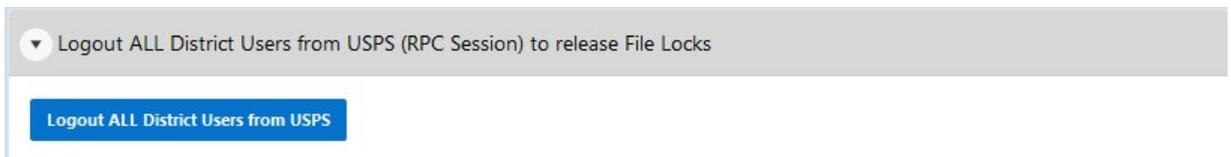
Logout All District Users from USPS

When processing payroll you may receive an error that files are locked by users. Employees accessing Kiosk could be one of the causes to the locked files. You can logout all your district users to complete the payroll process.

1. To logout users click on Administrative Leave Reports.
2. Click on Export Approved District Request(s) for Posting.
3. Click on arrow to open window.

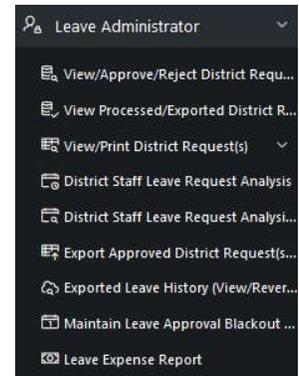


4. Click on Logout All District Users from USPS.



Maintain Leave Approval Blackout Dates

If your district has a policy that leave cannot be taken before a holiday or 2 weeks before schools ends then Blackout Dates will help maintain those policies. Your staff will still be able to create a request for a blackout date but the staff person will receive a message that the request is during a blackout date and it will require them to click Ok before the request can be submitted.



When you select maintain leave approval blackout dates if you have entered blackout dates you will see a quick summary of those blackout dates.

If you need to edit a blackout date click on the pencil icon.

Blackout Dates for District: 926												Create
	Label	Enabled	Escalate	Start Date	End Date	Employee ID	Job Number	Building IRN	Pay Group	Leave Type	Department Code	
	Day Before Christmas Break	Yes	No	12/19/2014	12/19/2014	*	*	*	CL	*	*	
	2015 Thanksgiving break	Yes	No	11/25/2015	11/25/2015	*	*	*	*	Personal Leave	*	
	Thanksgiving Break	Yes	No	11/23/2011	11/23/2011	*	*	*	*	*	*	
	Day After Spring Break	Yes	No	04/25/2011	04/25/2011	*	*	*	*	*	*	
	Day Before Spring Break	Yes	Yes	04/15/2011	04/15/2011	*	*	*	*	*	*	
	Friday Before Memorial Day	Yes	No	05/25/2012	05/25/2012	*	*	*	*	Personal Leave	*	
	Friday Before Labor Day	Yes	No	09/02/2011	09/02/2011	*	*	*	*	Personal Leave	*	
	Memorial Day	Yes	Yes	05/28/2012	05/28/2012	*	*	*	*	*	*	
	Labor Day	Yes	No	09/03/2012	09/03/2012	*	*	*	*	*	*	
	President's Day	Yes	No	02/17/2014	02/17/2014	*	*	*	*	*	*	
	February 21	Yes	Yes	02/21/2014	02/21/2014	*	*	*	*	Personal Leave	*	

To create a new blackout date click on Create.

1. Give your blackout date a label. For example you could enter End of Year. This would allow you to enter a date range for the last two weeks of school.

2. Select yes if you want the blackout date to be enabled.

3. Select yes if you want the request to be escalated to the leave admin. By selecting no, when the employee creates the request it will go through the normal approval process. Selecting yes will have the request go directly to the leave admin for approval.

The screenshot shows a web form titled "Create/Edit Leave Blackout Date". The form contains the following fields and options:

- Label:** A text input field with a blue "1" next to it.
- Enabled:** A dropdown menu with "Yes" selected and a blue "2" next to it.
- Escalate:** A dropdown menu with "Yes" selected and a blue "3" next to it.
- Start Date:** A date picker field with a blue "4" next to it.
- End Date:** A date picker field with a blue "4" next to it.
- Employee ID:** A dropdown menu with "*" selected and a blue "5" next to it.
- Job Number:** A dropdown menu with "*" selected and a blue "6" next to it.
- Building IRN:** A list box with three options: "119768 - Cherokee Elementary School", "000091 - Adams Elementary School", and "002923 - Edgewood Elementary School Ele". A blue "7" is next to the first option.
- Dept Code:** A list box with three options: "001", "002", and "003". A blue "8" is next to the first option.
- Pay Group:** A list box with three options: "AD", "CL", and "J". A blue "9" is next to the first option.
- Leave Type:** A list box with three options: "Calamity", "Compensatory Time", and "Dock". A blue "10" is next to the first option.

At the bottom of the form, there are "Cancel" and "Create" buttons.

4. Enter a start and end date for you blackout.

5. Enter a specific employee id for this blackout or use the * for all employees.

6. Enter a specific job number for this blackout or use the * for all jobs.

7. Click on a specific building for this blackout or use the * for all buildings. You can hold the ctrl key down to select multiple buildings.

8. Click on a specific department code for this blackout or use the * for all departments. You can hold the ctrl key down to select multiple departments.

9. Click on a specific pay group for this blackout or use the * for all pay groups. You can hold the ctrl key down to select multiple pay groups.

10. Click on a specific leave type for this blackout or use the * for all leave types. You can hold the ctrl key down to select multiple leave types.

11. Click Create.

When staff enters a request that falls on a blackout date, they will receive a message where they can continue to submit the request or cancel the request.

The screenshot shows a "Blackout Date Notice" dialog box. The text inside reads:

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

- Day Before Thanksgiving (11/27/2019)

Please proceed with my request anyway?

Yes No

[Blackout Date Exception](#)

If they continue with the request, the supervisor will see that the request is on a blackout date on the supervisor summary screen.

If you do not want any requests to go through for blackout dates you can select Disallow Blackout Dates on the District Configuration under Leave Types. When an employee creates a request on a blackout date they will not be able to submit the request. They will receive an error message.

Leave Types (ON/OFF)

Select Check Box(es) under "Reason Required?" If a REASON is required when requesting this Leave Type. Select Check Box(es) under "Default Substitute Needed?" if SUBSTITUTE NEEDED is to be selected by default when requesting this Leave Type. Select Check Box(es) under "Capture Expense?" for Leave Types that require associated expenses to be captured when requesting this Leave Type. Select the Check Box(es) next to the Leave Type(s) that are to be available to your district users.

Available Leave Types	Reason Required?	Default Substitute Needed?	Capture Expense?	Sub Category Required?	Disallow Blackout Date?	Require Cancellation Reason?
<input type="checkbox"/> Calamity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Compensatory Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Holiday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Jury Duty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Military	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Personal Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Professional	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Sick Leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Unknown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Vacation Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Apply Changes](#)

MAINTAIN LEAVE APPROVAL AUTOMATED WORK FLOWS

Currently leave requests in your district follow a certain path for the approval process. You can duplicate those paths within Kiosk. Creating and maintaining those paths or flows are done in Maintain Leave Approval Automated Work Flows.

To create work flows you will need to turn on the Leave Approval AWF in district configuration.

1. Click on District Administrator.
2. Click on Configure District Options.
3. In the Kiosk Functionality section click Leave Approval AWF.
4. Click Apply Changes.

KIOSK Functionality (ON/OFF)

Select the Check Box(es) next to the KIOSK Function(s) that are to be available to your district users.

- Announcement Board
- Leave Requests
- Leave Export
- Leave Approval AWF
- Leave Analysis Parameters
- Pay Slips (USPS)
- Pay Slips (PDF)
- Performance Reviews
- Substitute Needed
- Individual Professional Development Plan (IPDP)
- ITC Individual Professional Development Plan (IPDP)
- Employee TimeSheet
- W-2 Wage and Tax Statements

Once you have activated the functionality you will need to decide who will be assigned the role of

- Leave Approval AWF
This is the person that maintains the work flow of the requests for the district.

These roles can be assigned to multiple people.

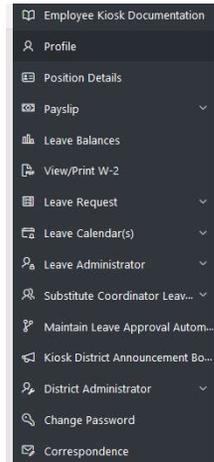
1. Click on District Administrator.
2. Click on Update/Delete District Users.
3. Search for the employee and click the IRN next to the employee name.
4. Click the check box next to the appropriate role.
5. Click Apply Changes.

Select Users Roles

- Announcement Board Administrator
- District Link Administrator
- HR Administrator
- IPDP Committee Chairperson
- IPDP Committee Member
- IPDP District Administrator
- IPDP Statewide Sub Committee Chairperson
- IPDP Statewide Sub Committee Member
- Leave Administrator
- Leave Approval AWF
- Leave Calendar - by Building
- Leave Calendar - by Department Code
- Leave Calendar - by District Building
- Leave Calendar - by Pay Group
- Leave Calendar - for District Staff
- Leave Calendar - for Supervisor Staff
- Leave Export Administrator
- Leave Export Administrator w/Notification
- Substitute Coordinator
- Substitute Coordinator - View Only
- Substitute Coordinator by Building
- Substitute Coordinator by Building - View Only
- Substitute Coordinator by Department Code
- Substitute Coordinator by Pay Group
- Treasurer

Creating a Work Group

1. Click on Maintain Leave Approval Automated Work Flows.
2. When you enter this section for the first time you will need to create Approval Work Groups. The Work Groups will be made up of staff within the district that will be responsible for approving or receiving notification of a request that needs approval.
3. To start a new Work Group click on Create New Approval Group.



Define Approval Group(s) for District IRN: 926

[Create New Approval Group](#)

Edit	View Hierarchy	Group Name	Group Type	Members
		OH HS - Principal	OR	2
		OH School - Superintendent	OR	1
		OH School - Treasurer	OR	1
		OH MS - Principal	OR	2
		OH ES - Principal	OR	2

1 - 5 >

4. Enter the name of your Group. This could be any name you want to give the group. If you were creating a work group that included the high school principal and the high school secretary you may choose to call this group High School.
5. Click on the drop down arrow to select a Group Type. Your options are AND/OR.
 - If you select AND that means if you put more than one person in this work group as an approver, Kiosk will require that both approvers take action on the request.
 - If you select OR as the type and you have more than one approver for the work group either approver can take action on the request.

6. Click on the drop down arrow to select a Group Type. Your options are AND/OR.

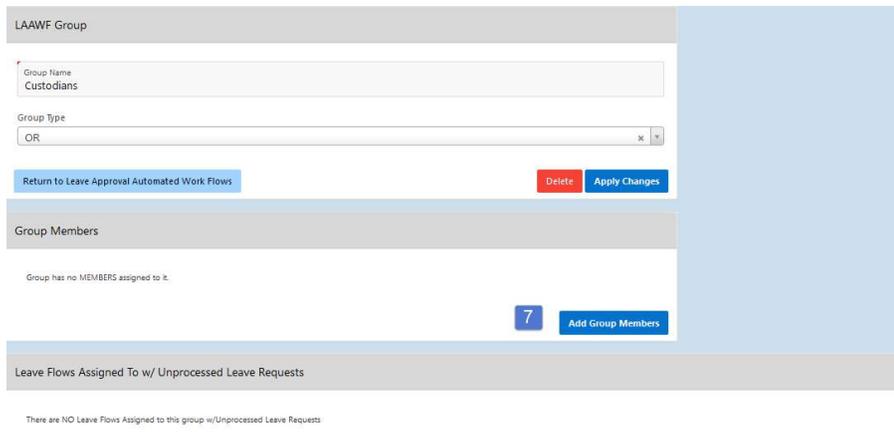
LAAWF Group

Group Name
Custodians 4

Group Type
Select Group Type 5

[Return to Leave Approval Automated Work Flows](#) 6 [Create Group](#)

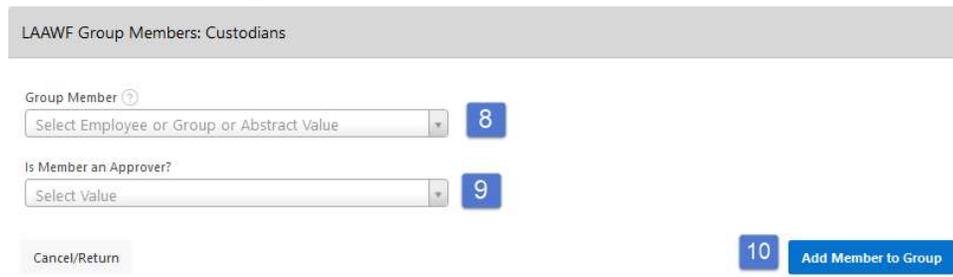
7. Click Add Create Group Members.



8. Click on the Group Member drop down menu. A list of registered Kiosk staff will be displayed. You can select the employee name that will be added to this group.

If you select Supervisor for the group member, Kiosk will look at the Supervisor field that was loaded into Kiosk from USPS. So a leave request that was entered will go to the supervisor listed.

If you select Manager for the group member it will include any User within the District that is assigned to the "Leave Administrator" Role.



9. Once you have selected the employee or supervisor, you will need to assign why type of member they are.

- No
This means the staff person is not an approver but is allowed to view the request.
- No & Notify
This means that the staff person is not an approver but will be sent email notification when a leave request needs approval.
- Yes
This means that the staff person is an approver and will be sent email notification when a request is waiting for approval.

You must have a least one approver in the group before you can create a work group.

10. Click Add Member to Group

11. Click Add Group Members if you need to add more staff to this work group. For example you may need to add a secretary who will not be approving requests but will be able to view them and be notified about requests. So you would add that secretary as another member to the group.

12. Once you have added all the members you can click Return to Leave Approval Automated Work Flows.

13. You will see your new group in the list of work groups.

LAAWF Group

Group Name
Custodians

Group Type
OR

[Return to Leave Approval Automated Work Flows](#) **12** [Apply Changes](#)

Group Members

Edit	Member Id	Member Name ↑	Approver	Approver Type
	Supervisor	Supervisor	Y	Approver

1 - 1

11 [Add Group Members](#)

Define Approval Group(s) for District IRN: 926

[Create New Approval Group](#)

Q Go Rows: 20 Actions

Edit	View Hierarchy	Group Name	Group Type	Members
		OH HS - Principal	OR	2
		OH School - Superintendent	OR	1
		OH School - Treasurer	OR	1
		OH MS - Principal	OR	2
		OH ES - Principal	OR	2
		OH - Maintenance Supervisor	OR	1
		OH - Assistant Treasurer	OR	1
		OH - Payroll	OR	1
		OH - Food Service	OR	1
		OH - Transportation	OR	1
		Abstract	OR	
		Custodians	OR	1
		Supervisor	OR	2
		Text	OR	2
		Supervisor 2	OR	

1 - 15

Creating a Work Flow

1. Once you have all your work groups created you can now create a New Flow.

Leave Approval Automated Work Flows for District IRN: 926

[Create New Flow](#)

Sequence	Priority Seq	Edit It	Define It	See It	Leave Flow Name	Employee ID	Job No.	Building IRN(s)	Department Code(s)	Pay Group(s)	Leave Type(s)	Employees Matching
	1				Text	*	*	*	*	AD	Sick Leave	
	2				OH HS Teacher - Professional	*	*	002923	*	T	Professional	
	3				OH ES Teacher - Professional	*	*	000091	*	T	Professional	No Match Found
	4				OH MS Teacher - Professional	*	*	004069	*	T	Professional	No Match Found
	5				OH HS Teacher	*	*	002923	*	T	*	
	6				OH ES Custodian	*	*	000091	*	J	*	No Match Found
	7				OH ES Teacher	*	*	000091	*	T	*	No Match Found
	8				OH MS Teacher	*	*	004069	*	T	*	No Match Found
	9				OH MS Custodian	*	*	004069	*	J	*	No Match Found
	10				OH HS Cook	*	*	002923	*	C	*	No Match Found
	11				OH MS Cook	*	*	004069	*	C	*	No Match Found
	12				OH Bus Driver	*	*	*	*	B	*	No Match Found

2. Give your new work flow a name. For example if the flow is for the high school you may call it HS or if the work flow is for HS professional leave you may call it HS – Professional. Just make sure that whatever you name the work flow that it makes sense to you.
3. If this work flow is going to be for a specific employee click the drop down arrow to select that employee's name. If it is for a group of employees leave the * for this field.
4. Enter a specific job number or use the * for all jobs.
5. Click on a specific building or use the * for all buildings. You can hold the ctrl key down to select multiple buildings.
6. Click on a specific department code or use the * for all departments. You can hold the ctrl key down to select multiple departments.
7. Click on a specific pay group or use the * for all pay groups. You can hold the ctrl key down to select multiple pay groups.
8. Click on a specific leave type or use the * for all leave types. You can hold the ctrl key down to select multiple leave types.
9. Click Create.
10. Once you have created the work flow you will need to define it. Define it means that you are going to add work groups to this flow. Click on the pencil icon.

Create/Edit Leave Approval Automated Work Flow

[Cancel/Return](#)

Leave Flow Priority Seq
20

Leave Flow Name
Custodians 2

Employee ID
* 3

Job No
* 4

Building IRN(s)
* 5

Department Code(s)
* 6

Pay Group(s)
* 7

Leave Type(s)
* 8

9

[De-Activate](#) [Delete](#) [Create](#)

Leave Approval Automated Work Flows for District IRN: 926

[Create New Flow](#)

Sequence	Priority Seq	Edit It	Define It	See It	Leave Flow Name	Employee ID	Job No.	Building IRN(s)	Department Code(s)	Pay Group(s)	Leave Type(s)	Employees Matching
↑ ↓	1		↓	Not Defined	Custodians	*	*	*	003	*	*	
▲ ▼	2			HS	Prof	*	*	*	*	AP	Cust Leave	

11. Click Add Next Level.

Define LEVEL(s) of the Work Flow: Custodians

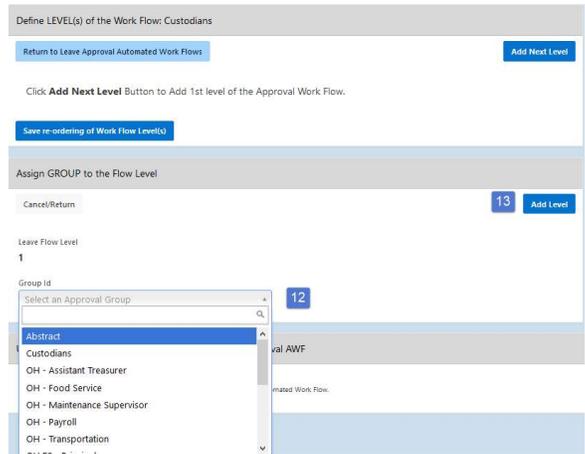
11 [Add Next Level](#)

[Return to Leave Approval Automated Work Flows](#)

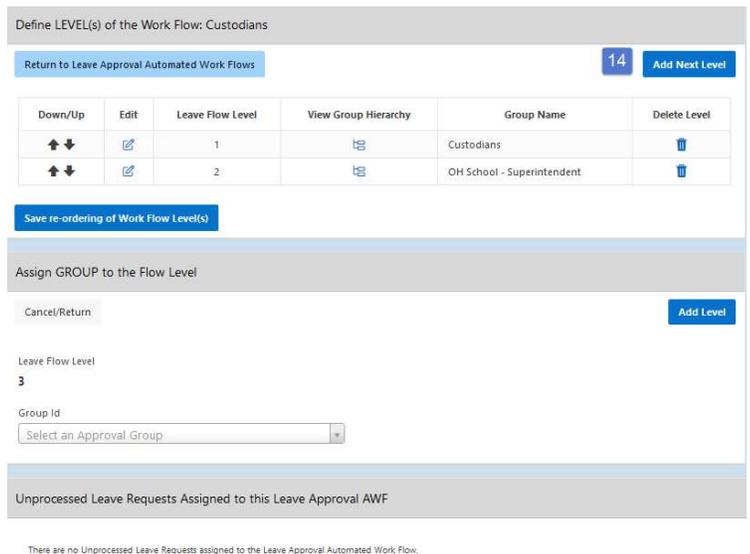
Click **Add Next Level** Button to Add 1st level of the Approval Work Flow.

[Save re-ordering of Work Flow Level\(s\)](#)

- Click on the Group ID drop down menu and select the group that will be the first approvers in this work flow.
- Click Add Level.



- To add another level for this work flow Add Next Level. For example the first level you just added may be the supervisor for the leave request and the superintendent needs to be the next level for the request. By selecting Add Next Level you can select the Superintendent from the work group list so after the supervisor has approved the request it will go to the superintendent next.



You will see in the example above what it would look like if you added the superintendent as the next level.

Once all levels of the approval process have been added to the work flow you can set the priority for your flows.

Work flows that are specific like for a certain building irn or pay group will need to be at the top. When a request is created, Kiosk will go through the work flows you have created to see which work flow matches the request. It will compare the employee id, job number, building irn, etc... to see which flow will match. Kiosk starts at the top of the work flows as it looks to see which flow matches the request.

- You can change the sequence by clicking on the arrows and dragging your mouse to the place where you want the work flow to go and then letting go. You can move the work flows around into the correct sequence.

Leave Approval Automated Work Flows for District IRN: 926

Sequence	Priority Seq	Edit It	Define It	See It	Leave Flow Name	Employee ID	Job No.	Building IRN(s)	Department Code(s)	Pay Group(s)	Leave Type(s)	Employees Matching
↑ ↓	1				Custodians	*	*	*	003	*	*	
↑ ↓	2				Test	*	*	*	*	AD	Sick Leave	
↑ ↓	3				OH HS Teacher - Professional	*	*	002923	*	T	Professional	No Match Found
↑ ↓	4				OH ES Teacher - Professional	*	*	000091	*	T	Professional	No Match Found
↑ ↓	5				OH MS Teacher - Professional	*	*	004069	*	T	Professional	No Match Found

16. Once you have moved the work flow click update priority sequence to keep the change.

17. You can also view the employees who will be affected by this work flow when you click on the View in the Employees Matching column.

Leave Approval Automated Work Flows for District IRN: 926

[Create New Flow](#)

Sequence	Priority Seq	Edit It	Define It	See It	Leave Flow Name	Employee ID	Job No.	Building IRN(s)	Department Code(s)	Pay Group(s)	Leave Type(s)	Employees Matching
↕	1				Custodians	*	*	*	003	*	*	
↕	2				Test	*	*	*	*	AD	Sick Leave	
↕	3				OH HS Teacher - Professional	*	*	002923	*	T	Professional	No Match Found
↕	4				OH ES Teacher - Professional	*	*	000991	*	T	Professional	No Match Found
↕	5				OH MS Teacher - Professional	*	*	004069	*	T	Professional	No Match Found

Kiosk will give you a list of employees.

Return to Leave Approval Automated Work Flows

Q Go Rows 15 Actions

Employee ID	Job Number	Building IRN	Pay Group	Department Code	Username	Leave Type	Last Name	First Name
FOS000100	1	002923	T	003	hsteach1@ncocc.k12.oh.us	Jury Duty	Teacher	John
FOS000100	1	002923	T	003	hsteach1@ncocc.k12.oh.us	Other	Teacher	John
FOS000100	1	002923	T	003	hsteach1@ncocc.k12.oh.us	Personal Leave	Teacher	John
FOS000100	1	002923	T	003	hsteach1@ncocc.k12.oh.us	Professional	Teacher	John
FOS000100	1	002923	T	003	hsteach1@ncocc.k12.oh.us	Sick Leave	Teacher	John

1 - 5 of 5

Return to Leave Approval Automated Work Flows

Editing Work Groups

1. If you need to edit a work group click on the pencil icon next to the group you want to change.
2. Click on the pencil icon to select another employee.
3. A list of all employee requests are affected by this work group be displayed.

Define Approval Group(s) for District IRN: 926

[Create New Approval Group](#)

Q Go Rows 20 Actions

Edit	View Hierarchy	Group Name	Group Type	Members
		OH HS - Principal	OR	2
		OH School - Superintendent	OR	1
		OH School - Treasurer	OR	1
		OH MS - Principal	OR	2
		OH ES - Principal	OR	2
		OH - Maintenance Supervisor	OR	1

LAAWF Group

Group Name
Custodians

Group Type
OR

Return to Leave Approval Automated Work Flows [Apply Changes](#)

Group Members

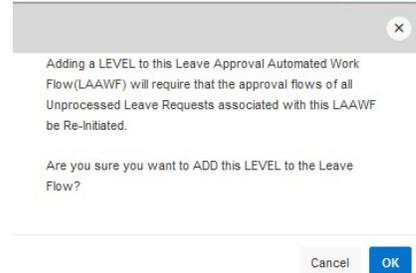
Edit	Member Id	Member Name ↑	Approver	Approver Type
	Supervisor	Supervisor	Y	Approver

1 - 1

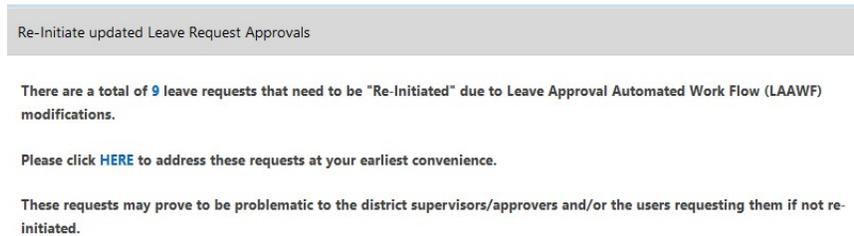
[Add Group Members](#)

that will

- Adding or removing group members may require you to re-initiate leave requests. Re-initiate means that the requests will go through the approval process again. Even if the request is at the second or third level for approval the requests will start over at the first level and go through the approval process again. If that is required you will receive the following message.



- Once you click Ok you will be prompted to click here if you want to address the requests that need to be re-initiated.



- You then will see a screen that displays all the affected requests and you can click on Re-Initiate listed Leave Requests. The requests will then be re-initiated and you will receive a message that it was successful.

Leave Requests to be Re-Initiated											
Re-Initiate listed Leave Requests											
Id	See It	Employee ID	Name	Job Description	Leave Type	Start Date	End Date	Status	Substitute Needed	Transaction Date	Rebuild Necessary
3848507		HED000100	Grace C Payroll	Payroll Clerk	Professional	08/31/2017	08/31/2017	Flow In-Process Level 2	No	08/27/2019	Yes
5393036		HED000100	Grace C Payroll	Payroll Clerk	Professional	08/20/2019	08/22/2019	Flow In-Process Level 2	No	08/27/2019	Yes
5395300		HED000100	Grace C Payroll	Payroll Clerk	Professional	09/24/2019	09/26/2019	Flow In-Process Level 2	No	08/27/2019	Yes
5398942		HED000100	Grace C Payroll	Payroll Clerk	Vacation Leave	09/23/2019	09/25/2019	Flow In-Process Level 2	No	08/27/2019	Yes

NOTE: When a district is using the Abstract Supervisor in work flows and the supervisor is changed in USPS any pending requests needing the new supervisor’s approval will be re-initiated when the employee logs into Kiosk. This will allow the new supervisor to approve the request.

Editing Work Flows

1. If you need to change the building, pay group, department code, or leave type associated with this work flow then you will need to click the pencil icon in the Edit column.

If you no longer need a work flow you can click on Edit and De-activate it.

2. If you want to change the approval levels you will need to click on the pencil icon in the Define It column.

3. If you want to just view the approval work flow you can click on the tree icon in the See It column.

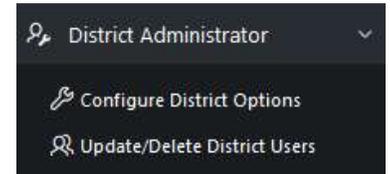
Leave Approval Automated Work Flows for District IRN: 926 [Create New Flow](#)

Sequence	Priority Seq	Edit It	Define It	See It	Leave Flow Name	Employee ID	Job No.	Building IRN(s)	Department Code(s)	Pay Group(s)	Leave Type(s)	Employees Matching
↕	1				Custodians	*	*	*	003	*	*	
↕	2				Text	*	*	*	*	AD	Sick Leave	
↕	3				OH HS Teacher - Professional	*	*	002923	*	T	Professional	No Match Found
↕	4				OH ES Teacher - Professional	*	*	000091	*	T	Professional	No Match Found
↕	5				OH MS Teacher - Professional	*	*	004069	*	T	Professional	No Match Found

DISTRICT ADMINISTRATOR

In District Administrator you have the ability to Configure District Options. The configuration is discussed in the appropriate sections in this document.

You can also Update/Delete District Users. This would be the place where you can assign roles to your staff, reset their password, or delete their account.



You need to be careful about deleting user accounts. If a user is an approver and is tied to a work flow you can cause some problems within Kiosk.

Update/Delete District Users

Once you click on Update/Delete District Users, you will see a list of registered Kiosk users in your district.

You can search for users by

- Their user login
- Privileges (Roles) they have been assigned
- User Name (either last or first name)

Search for User

User Login Admin Privileges User Name

You can also sort the list of employees by clicking on the underlined column headings.

Matching User(s)

Rows: 100 Actions: 1 - 6 of 6

IRN	Employee ID	User Login	Admin Privs	User Last Name	User First Name	User Full Name	Last Activity Date <u>↓</u>
926	HED000100	payroll@ncocck12.oh.us	District Link Administrator HR Administrator Leave Administrator Leave Approval AWF Leave Calendar - by Building Leave Calendar - by Department Code Leave Calendar - by District Building Leave Calendar - by Pay Group Leave Calendar - for District Staff Leave Calendar - for Supervisor Staff Leave Support Administrator Substitute Coordinator District Kiosk Administrator Announcement Board Administrator	Payroll	Grace	Grace C Payroll	08/30/2019
926	MAR000100	treasurer@ncocck12.oh.us	Announcement Board Administrator District Kiosk Administrator Leave Administrator Leave Calendar - by Building Leave Calendar - by Department Code Leave Calendar - by District Building Leave Calendar - by Pay Group Leave Calendar - for District Staff Leave Calendar - for Supervisor Staff Substitute Coordinator Treasurer	Treasurer	Kevin	Kevin Treasurer	08/30/2019
926	YOU000100	supt@ncocck12.oh.us	District Kiosk Administrator HR Administrator Leave Administrator Leave Approval AWF	Superintendent	Adam	Adam K Superintendent	08/12/2019

Once you have located the employee, you can click on the IRN number next to their name to display their roles.

You can click on the check boxes to assign roles to the staff person and then click Apply Selected Roles.

Update User Role(s) / Delete User

Name: Grace C Payroll

Username: payroll@ncocck12.oh.us

Last Activity Date: 08/30/2019

Date Deleted:

Assign / Unassign Kiosk User Roles below

Assigned Roles

- Announcement Board Administrator
- District Kiosk Administrator
- District Link Administrator
- HR Administrator
- Leave Administrator
- Leave Approval AWF
- Leave Calendar - by Building
- Leave Calendar - by Department Code
- Leave Calendar - by District Building
- Leave Calendar - by Pay Group

Select Users Roles

- Announcement Board Administrator
- District Link Administrator
- HR Administrator
- IPDP Committee Chairperson
- IPDP Committee Member
- IPDP District Administrator
- IPDP Statewide Sub Committee Chairperson
- IPDP Statewide Sub Committee Member
- Leave Administrator
- Leave Approval AWF
- Leave Calendar - by Building

Reset User Password

New Password

Reset Password

You can also type in a new password and click Reset Password.

This will reset the employee's password and the employee will receive an email message with the new password.

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.

Please enter old and new passwords.

Old/Temporary Password

New Password (must be at least 8 characters)

Re-Enter New Password

Cancel

Change Password

As an administrator, you have the ability to decide what is turned on for your district.

1. Click on District Administrator
2. Click on Configure District Options
3. In the Password Security Requirements sections you can set the following:

Password Security Requirements

Require password to contain:

- At least one special character
- At least one numeric character
- At least one capital letter

Password Expiration: No Expiration

Apply Changes

- At least one special character
If you turn this requirement on your staff will have to include at least one special character like !\$%*() in their password. Special characters will make passwords more secure.
- At least one numeric character
If you turn this requirement on your staff will have to include at least one numeric character like at 123456789 in their password. Numeric characters will make passwords more secure
- At least one capital letter
If you turn this requirement on your staff will have to include at least one capital letter their password. Capital letters will make passwords more secure
- Password Expiration
You can have passwords expire every 30, 90 or 180 days. Staff will be prompted when they have reached the expiration to change their password. If you do not require passwords to be changed you can leave this field set to No Expiration.

You check multiple boxes. If you require your staff to have one capital letter and one numeric character in their password you can check both boxes.

4. Click Apply Changes

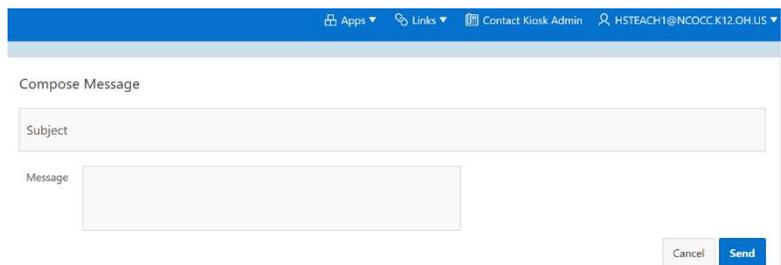
CORRESPONDENCE

This feature will allow staff to communicate with the HR Admin within the Kiosk software.

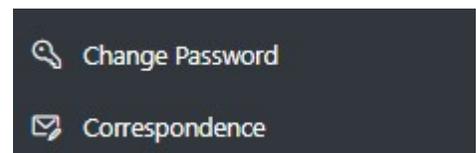
Staff will see the link below to send messages to the person who has the HR Administrator role.



When they click on Contact Kiosk Admin a message box will display for them to type a message that will be sent to the Kiosk Admin. They will click Send when done typing their message.



When you click on Correspondence you will see a list of the messages that have been sent.



Click on the magnifying glass to see the message.

Correspondence

Status
Open

	Opened ↓	Subject	Status	Last Message
	09/03/2019 12:21:33PM	I think my sick balance is wrong	Pending	My last slip showed I have 20 days of sick leave but Kiosk shows 15 days available. Why is there a difference between the Kiosk and my pay slip?

1 - 1

You will see a history of the correspondence and have the ability to send a new message.

Compose Message

Subject
I think my sick balance is wrong

Message

Archive Correspondence

Cancel Send

History

Date : 09/03/2019 12:21:33PM
From : HSTEAGH1@NCOCC.K12.OH.US

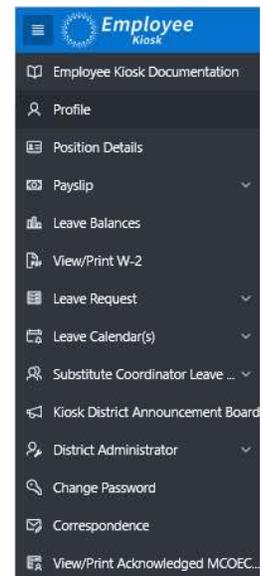
My last slip showed I have 20 days of sick leave but Kiosk shows 15 days available. Why is there a difference between the Kiosk and my pay slip?

VIEW/PRINT ACKNOWLEDGED NWOCA/SSDT HR DATA RELEASE AGREEMENT

Once a year the person who has been assigned the role of treasurer will need to acknowledge the release agreement.

Click on View/Print Acknowledged NWOCA/SSDT HR Data Release Agreement.

You will see a prompt to accept the license.



Employee Kiosk

- Employee Kiosk Documentation
- Profile
- Position Details
- Payslip
- Leave Balances
- View/Print W-2
- Leave Request
- Leave Calendar(s)
- Substitute Coordinator Leave ...
- Kiosk District Announcement Board
- District Administrator
- Change Password
- Correspondence
- View/Print Acknowledged MCOEC...

MANAGEMENT COUNCIL -- OHIO
EDUCATION COMPUTER NETWORK
AGREEMENT FOR LIMITED INFORMATION PROCESSING SERVICES

This Agreement is hereby entered into by and between the **MANAGEMENT COUNCIL -- OHIO EDUCATION COMPUTER NETWORK**, hereinafter referred to as **MCOECN** or the **Council**, and the **NCIOC TEST KIOSK** hereinafter referred to as **BOARD**. In consideration of the following covenants, the parties agree as follows:

1. Terms of Agreement

This Agreement is effective for all services covered herein from July 1, 2007 until terminated in writing by one or both parties. This Agreement may be terminated by either party upon 60 days written notice to the other party.

2. Services Provided

MCOECN agrees to furnish and **BOARD** agrees to utilize information processing services subject to the terms and conditions contained in this Agreement. The services to be furnished are those defined herein. These services are offered to **BOARD** subject to availability (to be determined by capacity limitations, prior sale, other use, and the combined requirements of all customers served by **MCOECN**). **MCOECN** will notify **BOARD** of the days and hours during which individual services are normally available.

HR Kiosk Application Hosting Services As part of this Agreement **MCOECN** will provide HR Kiosk application and related data hosting services to **BOARD**. **BOARD** will be responsible for controlling access to the application through account security roles and passwords. Data access will be made available to **BOARD** and its employees via a secure socket layer (SSL) web-based connection. This service requires that **BOARD** utilizes the latest version of the USPS software and the USPSweb software available through the State Software Development team (SSDT), and implemented and managed by the regional Information Technology Center (ITC) utilized by **BOARD**.

Separately and apart from this Agreement, **BOARD** agrees to obtain at its own expense the additional service(s) and equipment or device(s) necessary for transmission or receipt of computer service(s) at its location(s), excluding those specifically supplied herein; these referenced additional services and items include, but are not limited to, microcomputers, suitable data sets, and internet service or other applicable data communications facilities including connections to other facilities of **BOARD**.

3. Service To Be Billed

By having access to the services described herein, **BOARD** agrees to abide with all applicable laws and any rules or provisions specified by **MCOECN**. There are no fees directly payable by **BOARD** for services described herein.

4. User Access and Security

If appropriate, **MCOECN** will assign **BOARD** identification codes, account numbers, and any other mandatory access feature(s) required to gain access to its computing system(s). **MCOECN** will safeguard **BOARD** data placed in computer storage units to the same extent that **MCOECN** safeguards similar stored data of its own.

MCOECN is not responsible for the loss of **BOARD** data. Under this Agreement **BOARD** should maintain the primary (master) copy of all data, and provide only a copy of the data to **MCOECN**. However, to provide protection against the loss of service to **BOARD**, **MCOECN** will normally store a current on-line file for a reasonable period in an off-line storage location.

BOARD may use such optional entry or application passwords or other codes and/or sequences as are permitted by the system. However, **BOARD** is solely responsible for their use. **MCOECN** has no obligation to furnish information about them or to reconstruct files or data as a result of such use.

BOARD will be responsible for all usage incurred on its identification codes and/or account numbers, according to the logging method in use for the service(s) provided.

MCOECN agrees not to disclose any materials, information, or other data relating to the operation of **BOARD**, to other individuals, districts, or governmental agencies, without prior consent from **BOARD** except as required by a lawful court order or to report inappropriate or illegal activities to law enforcement officials.

All stored data shall remain the property of **BOARD** per ORC 149.011 (G) and OAC 3301-3-06 (A). In the event this Agreement is terminated, **MCOECN** agrees to return all available data to **BOARD** or to destroy it within thirty (30) days if not instructed to return it.

5. Standard of Service

The services covered under this agreement are scheduled to be available 24 hours per day, 7 days per week except for a maintenance window every Tuesday from 6:00AM to 8:00AM, and every Sunday from 10:00AM to 6:00PM. Maintenance windows are not utilized every week, and an announcement will be placed on the application portal when maintenance windows are expected to cause service outages. The services provided herein are also subject to the terms and conditions of any maintenance windows or planned services outages associated with the Information Technology Center (ITC) utilized by **BOARD** for the hosting of USPS and USPSweb and related data.

In order to offer the best service possible to all its customers, **MCOECN** may, from time to time, make changes in the rules of operation, languages, schedules, devices, equipment, storage facilities, identification codes and procedures, and other elements which are involved in the services referenced herein.

6. Force Majeure

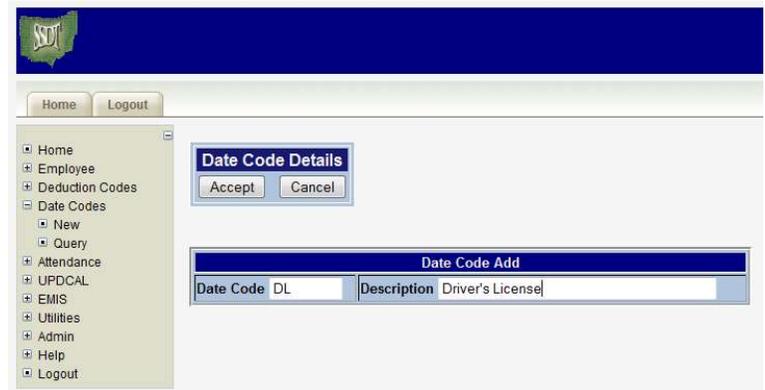
Neither party shall be liable to the other for any loss or damage which may be suffered by the other party, or for any failure to perform its obligations under the Agreement to the extent that such damage or failure is due to any cause beyond the first party's reasonable control including without limitation any act of God, inclement weather, failure or shortage of power supplies, flood, drought, lightning or fire, strike, lock-out, trade dispute or labor disturbance, the act or omission of Government, highway authorities, public telecommunications operators or other competent authority, war, terrorist activities, military operations, or riot, difficulty, delay or failure in manufacture, production or supply

DATE CODE MAINTENANCE

Kiosk allows you to configure date reminders for your staff. For example if you staff is required to have a background check completed every 4 years, you can configure Kiosk to look at the employee date code in USPS and send notification reminders and display reminders within Kiosk when the employees logs in.

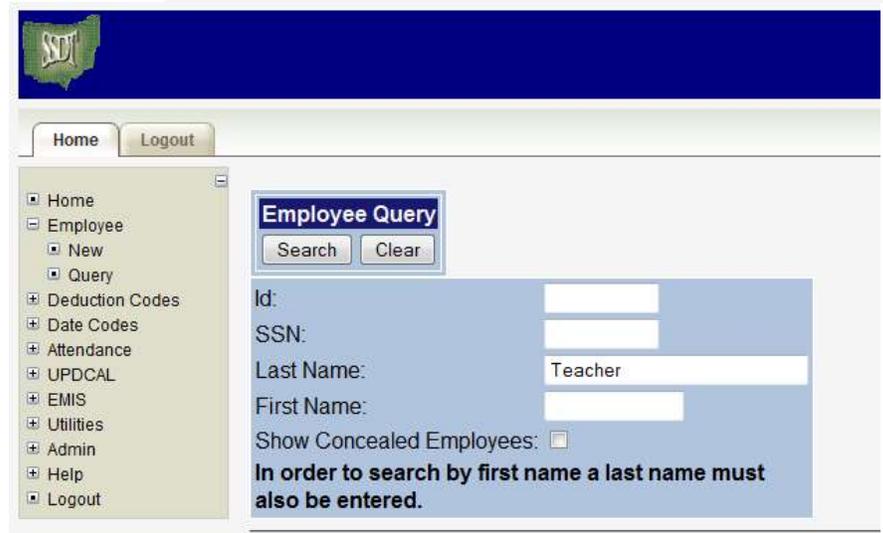
The first part of the configuration must be done in USPSWeb.

1. Login to USPSWeb
2. Click the + next to Date Codes
3. Click on New
4. Enter Date Code
5. Enter Description
6. Click on Accept



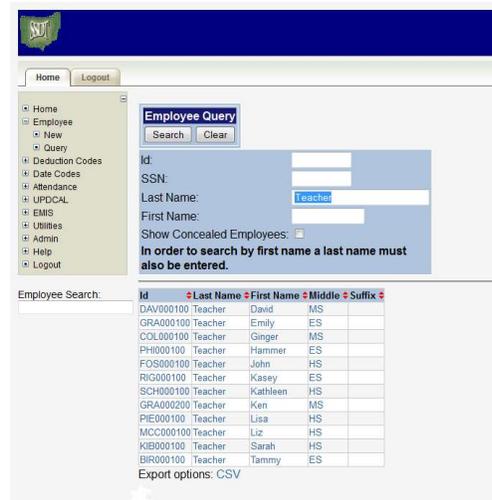
The screenshot shows the USPSWeb interface with the 'Date Code Details' form. The left navigation menu is expanded to 'Date Codes' and 'New'. The 'Date Code Details' form has 'Accept' and 'Cancel' buttons. Below it is the 'Date Code Add' form with fields for 'Date Code' (containing 'DL') and 'Description' (containing 'Driver's License').

7. Click on the + next to Employee
8. Click on Query
9. Enter employee's name
10. Click Search



The screenshot shows the USPSWeb interface with the 'Employee Query' form. The left navigation menu is expanded to 'Employee' and 'Query'. The 'Employee Query' form has 'Search' and 'Clear' buttons. Below the buttons are input fields for 'Id:', 'SSN:', 'Last Name:' (containing 'Teacher'), and 'First Name:'. There is a checkbox for 'Show Concealed Employees:'. A message below the form reads: 'In order to search by first name a last name must also be entered.'

11. Click on the employee's name



The screenshot shows the USPSWeb interface with the 'Employee Query' form and a list of search results. The left navigation menu is expanded to 'Employee' and 'Query'. The 'Employee Query' form has 'Search' and 'Clear' buttons. Below the form is a table of search results with columns for 'Id', 'Last Name', 'First Name', 'Middle', and 'Suffix'. The table contains 10 rows of data. Below the table is the text 'Export options: CSV'.

Id	Last Name	First Name	Middle	Suffix
DAV000100	Teacher	David		MS
GRA000100	Teacher	Emily		ES
COL000100	Teacher	Ginger		MS
PH000100	Teacher	Hammer		ES
FOS000100	Teacher	John		HS
RIG000100	Teacher	Kasey		ES
SCH000100	Teacher	Kathleen		HS
GRA000200	Teacher	Ken		MS
PEE000100	Teacher	Lisa		HS
MCC000100	Teacher	Liz		HS
KIB000100	Teacher	Sarah		HS
BIR000100	Teacher	Tammy		ES

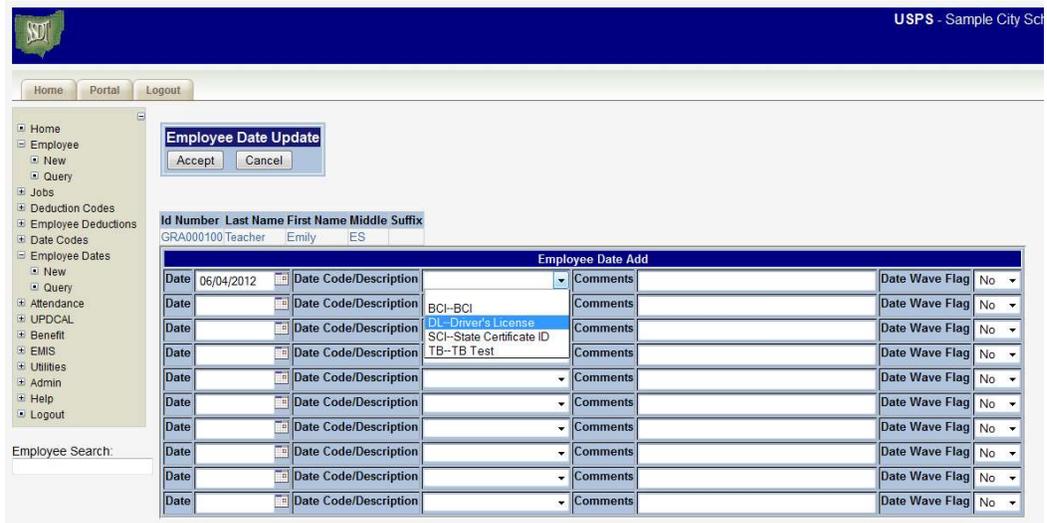
12. Click on the + next to Employee Dates

13. Click New



14. Enter the date the item was completed

15. Select what date code this employee date is associated with.



16. Entering comments is optional

17. The Date Wave Flag gives the ability to wave a required date for an employee. If a date code is created that all employees are required to have stored on file, but an employee has previously met the requirement at another district, for example, the requirement for the date can be waved. No - the required date has not been waved for this employee. Yes - the required date has been waved for this employee

18. Click Accept

The second part of the configuration must be done in Kiosk.

Once a date has been entered for an employee for a specific date code that code will appear on the District Date Code Maintenance.

1. Click on District Administrator
2. Click on Configure District Options
3. Locate the District Date Codes Section. A summary of the current date codes that have been created will be displayed.
4. Click on Perform District Maintenance button

District Date Codes

Perform District Date Code Maintenance

Date Code ↑	Date Code Description	Expiration Term In Days	Number of Days Prior to Expiration to Notify	Notification Message	Status
BCI	BCI	30	30	Please have background check completed. Thank you.	Active
DL	Driver's License	-	-	-	Active
SCI	State Certificate ID	-	-	-	Active
TB	TB Test	-	-	-	Active

1 - 4

Perform District Date Code Maintenance

5. Enter the expiration term in days. This is the number of days the DATE CODE is VALID. For example, if a district has background checks due every year then they would use 365. If they have background checks every two years then they would enter 730.
6. Enter the number of days you want the employee to be notified prior to the expiration of the date. Therefore, if this value is 180 and Expiration Term in Days is set to 365 then notification would be sent at day 185 and every day thereafter until the Date is updated.

District Date Code Maintenance

Return to District Configuration
Cancel/Refresh Apply Changes

Date Code	Date Code Description	Expiration Term In Days	Number of Days Prior to Expiration to Notify	Notification Message	Status	Last Updated By	Last Updated Datetime
BCI	BCI	<input type="text" value="30"/>	<input type="text" value="30"/>	Please have background check completed. Thank you.	Active ▼	TREASURER@NCOCC.K12.OH.US	08/30/2019 02:08:21.101585000 PM
TB	TB Test	<input type="text"/>	<input type="text"/>		Active ▼	TREASURER@NCOCC.K12.OH.US	08/30/2019 02:08:21.107729000 PM
SCI	State Certificate ID	<input type="text"/>	<input type="text"/>		Active ▼	TREASURER@NCOCC.K12.OH.US	08/30/2019 02:08:21.105710000 PM
DL	Driver's License	<input type="text"/>	<input type="text"/>		Active ▼	TREASURER@NCOCC.K12.OH.US	08/30/2019 02:08:21.103755000 PM

1 - 4

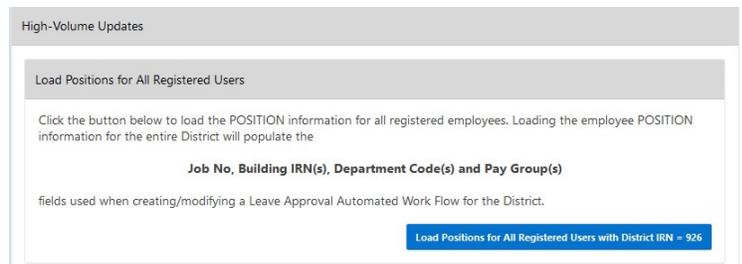
7. Type in the message you want to send with the notification.
8. Select if you want the date code notification active or inactive.
9. Last Updated By and Last Updated Date/Time will be updated when you click apply changes.

ADDITIONAL DISTRICT CONFIGURATION OPTIONS

Load Positions for All Registered Users

When changes are made in USPS for an employee, Kiosk will be updated with those changes when the employee logs into Kiosk after the change was made. If you want to force the update, you can in District Configuration.

1. Click on District Administrator.
2. Click on Configure District Options.
3. Click on Load Positions for All Registered Users button.



User Account Expiration

Kiosk allows you to configure when employee accounts will automatically be deleted after so many days of no activity. You can choose from 90, 180, 270 or never delete.

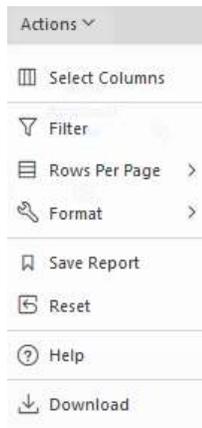
1. Click on District Administrator.
2. Click on Configure District Options.
3. Select the numbers of days of no activity.
4. Click Apply Changes.



User Login Attempts

Kiosk is configured that after 20 attempts to try to login, it will disable the account and not allow the employee to login for 24 hours.

Actions

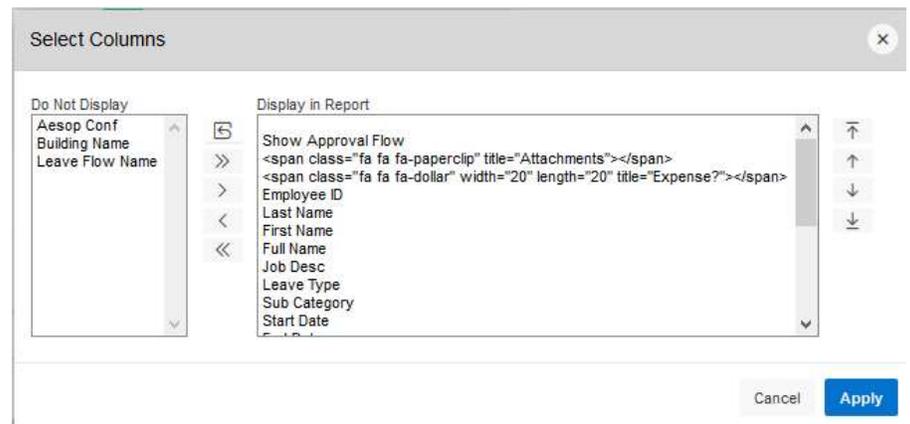


Select Columns

Select Columns will allow you to which columns are displayed in your report.

The columns that are currently not being displayed on the report are displayed on the left.

Moving them to the right allows that column to be displayed and filtered on.



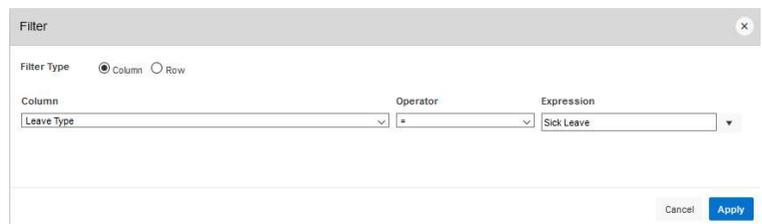
Filter

Filter will allow you to take the columns that you see in the report and narrow your results based on those columns.

Under column you choose what you want to filter on, such as start date, end date, leave type, substitute needed, etc.

Based on the column filter you use you then will be prompted to select an operator like =, >, <, etc...

You can have multiple filters. In the example below, the filter was used to display just requests for sick leave that were greater than 1 day. To remove a filter you can click on the red X.



View All Approved & Exported Leave Requests for District

Q Go Actions

Leave Type = 'Sick Leave'
Status = 'Approved'

	Show Approval Flow			Employee ID	Last Name	First Name	Full Name	Job Desc	Leave Type	Sub Category	Start Date	End Date	Leave Requested	Leave Unit	Status	Substitute Needed	Substitute Information	Scheduled Sub Last Name	Scheduled Sub First Name	Date of Last Activity	Approval Names and Dates
Details				DOW000100	Secretary	Samantha Es	Samantha Es Secretary	Elementary Secretary	Sick Leave	-	01/13/2014 07:00 AM	01/13/2014 03:00 PM	1.000	Day(s)	Approved	Yes				02/26/2014 04:15 PM	Marcia ES Principal 02/21/2014 Adam K Superintendent 02/21/2014
Details				GRA000100	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Sick Leave	-	04/30/2014 08:00 AM	04/30/2014 03:00 PM	7.000	Hour(s)	Approved	No				02/26/2014 04:15 PM	Adam K Superintendent 02/21/2014 Grace C Payroll 02/21/2014
Details				GRA000100	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Sick Leave	-	05/25/2011 08:00 AM	05/26/2011 03:00 PM	-14.000	Hour(s)	Approved	Yes				07/14/2017 01:34 PM	Grace C Payroll 07/14/2017
Details				HED000100	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	08/15/2017 08:00 AM	08/15/2017 03:00 PM	1.000	Day(s)	Approved	Yes				08/12/2019 10:27 AM	Kevin Treasurer 08/12/2019 Adam K Superintendent 08/12/2019
Details				HED000100	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	08/16/2019 08:00 AM	08/16/2019 04:00 PM	1.000	Day(s)	Approved	No				08/12/2019 10:27 AM	Kevin Treasurer 08/12/2019 Adam K Superintendent 08/12/2019

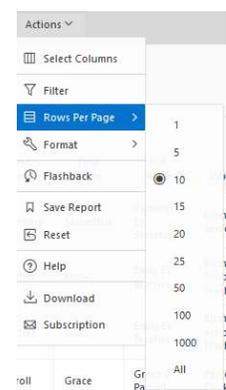
1 - 5

PRINT Approved/Exported Filtered Requests Email Notification for Filtered Requests

Rows Per Page

Select Columns will allow you to select the number of rows that are displayed on the current report you are viewing.

The rows per page preference is not saved when you exit the report.



Format Options

Sort

Sort will allow you to take the display that you see in the employee leave analysis section and sort your results.

You can have multiple sorts on the information.

Control Break

Control Break will allow you to take the display that you see in the employee leave analysis section and create breaks in the data. For example if you do a control break on leave type, each leave will have a heading and all requests for the leave type will be displayed under that heading. You can have multiple control breaks on the information.

Control Break

Column	Status
1 - Select Column -	Enabled
2 - Select Column -	Enabled
3 - Select Column -	Enabled
4 - Select Column -	Enabled
5 - Select Column -	Enabled
6 - Select Column -	Enabled

Cancel Apply

Show Approval Flow		Employee ID	Last Name	First Name	Full Name	Job Desc	Sub Category	Start Date	End Date	Leave Requested	Leave Unit	Status	Substitute Needed	Substitute Information	Scheduled Sub Last Name	Scheduled Sub First Name	Date of Last Activity	Approval N
Details		GRA000100	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	-	08/13/2010 03:00 PM	08/13/2010 05:00 PM	2.000	Hour(s)	Approved	No	-	-	-	08/13/2010 03:31 PM	Grace C Payroll Adam K Superin Marcia ES Princ
Details		GRA000100	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	-	08/23/2010 03:00 PM	08/23/2010 06:00 PM	3.000	Hour(s)	Approved	No	-	-	-	08/13/2010 03:31 PM	Grace C Payroll Adam K Superin Marcia ES Princ
Leave Type: Personal Leave																		
Details		ABL000100	Principal	Marcia	Marcia Es Principal	Elementary Principal	-	06/04/2013 12:00 PM	06/06/2013 04:00 PM	1.500	Day(s)	Approved	Scheduled	-	<nobr>Smith</nobr>	<nobr>Jim</nobr>	12/03/2015 11:09 AM	Adam K Superin Adam K Superin Adam K Superin
Details	Default Approval	GRA000100	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	-	02/21/2014 08:00 AM	02/22/2014 03:00 PM	7.000	Hour(s)	Approved (Blackout Date)	No	-	-	-	05/19/2015 11:31 AM	Grace C Payroll
Details	Default Approval	GRA000100	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	P2 -	04/15/2011 07:00 AM	04/15/2011 03:00 PM	8.000	Hour(s)	Approved (Blackout Date)	No	-	-	-	05/19/2015 11:32 AM	Grace C Payroll

Highlight

Highlight will allow you to take the display that you see in the employee leave analysis section and highlight the specific data. You can select the background and text color and whether or not you want a row or cell highlighted. For example if you want to highlight all the sick leave you would select the column of sick leave and use the operator of = and the expression of sick leave. All the sick leave would be highlighted with the colors you chose.

Highlight ✕

Name:

Sequence:

Enabled: Yes No

Highlight Type:

Background Color: [yellow] [green] [blue] [orange] [red]

Text Color: [yellow] [green] [blue] [orange] [red]

Highlight Condition

Column: Operator: Expression:

Cancel

Show Approval Flow		Employee ID	Last Name	First Name	Full Name	Job Desc	Sub Category	Start Date	End Date	Leave Requested	Leave Unit	Status	Substitute Needed	Substitute Information	Scheduled Sub Last Name	Scheduled Sub First Name	Date of Last Activity	Approval N
Details		GRA000100	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	-	08/13/2010 03:00 PM	08/13/2010 05:00 PM	2.000	Hour(s)	Approved	No	-	-	-	08/13/2010 03:31 PM	Grace C Payroll Adam K Superin Marcia ES Princ
Details		GRA000100	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	-	08/23/2010 03:00 PM	08/23/2010 06:00 PM	3.000	Hour(s)	Approved	No	-	-	-	08/13/2010 03:31 PM	Grace C Payroll Adam K Superin Marcia ES Princ
Leave Type: Personal Leave																		
Details		ABL000100	Principal	Marcia	Marcia Es Principal	Elementary Principal	-	06/04/2013 12:00 PM	06/06/2013 04:00 PM	1.500	Day(s)	Approved	Scheduled	-	<nobr>Smith</nobr>	<nobr>Jim</nobr>	12/03/2015 11:09 AM	Adam K Superin Adam K Superin Adam K Superin
Details	Default Approval	GRA000100	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	-	02/21/2014 08:00 AM	02/22/2014 03:00 PM	7.000	Hour(s)	Approved (Blackout Date)	No	-	-	-	05/19/2015 11:31 AM	Grace C Payroll
Details	Default Approval	GRA000100	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	P2 -	04/15/2011 07:00 AM	04/15/2011 03:00 PM	8.000	Hour(s)	Approved (Blackout Date)	No	-	-	-	05/19/2015 11:32 AM	Grace C Payroll

You can have multiple highlights. To remove a highlight you can click on the X.

Compute

Compute will allow you to take the display that you see in the employee leave analysis section and computed columns to your report.

Compute

Computation: - New Computation -

Column Label: Format Mask:

Computation Expression:

Columns: A, B. Show Approval Flow, C. Leave Flow Name, D. Employee ID, E. Full Name, F. Last Name

Keypad: (,), ., |, 7, 8, 9, -, 4, 5, 6, +, 1, 2, 3, *, 0, ., /, space

Functions / Operators: <, <=, =, >, >=, ABS

Create a computation using column aliases. Examples:

- (B+C)*100
- DISTCAP(B)||', '||INTEGR(C)
- CASE WHEN A = 10 THEN B + C ELSE B END
- ROUND(C / 1000000)

Cancel Apply

Aggregate

Aggregate will allow you to take the display that you see in the employee leave analysis section and select specific functions such as count, sum, average, etc. You can use the aggregate multiple times with the same information. Once you choose your function, your information will be displayed on the last line. See example below where a count was done on Total Leave.

Aggregate

Aggregation: - New Aggregation -

Function: Sum

Column: - Select Column -

Cancel Apply

Chart

Chart will allow you to take the display that you see in the employee leave analysis section and see that data as a chart. The available chart types are horizontal bar, vertical bar, pie or line.

Chart

Chart Type: Bar Pie Line

Label: - Select Column - Axis Title for Label:

Value: - Select Column - Axis Title for Value:

Function: - Select Function - Orientation: Vertical

Sort: Default

Cancel Apply

Group By

Group by will all you to group the data on your report by a specific column and then create a sum, average, median, maximum, or count on that data.

Group By

1 - Select Group By Column -

Add Group By Column

Functions	Column	Label	Format Mask	Sum
1 - Select Function -	- Select Column -	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Add Function

Cancel Apply

Pivot

Pivot reports transpose rows into columns to generate results in a crosstab format.

Select pivot columns and rows and then provide the functions to be represented in the pivot report

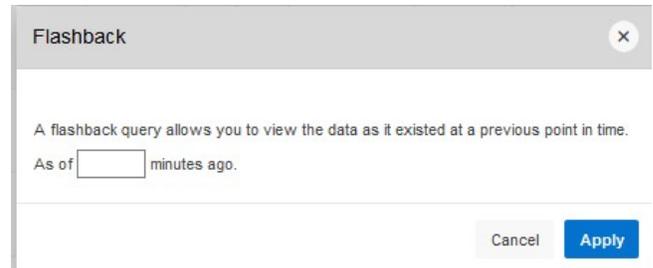


The Pivot dialog box contains the following sections:

- Pivot Columns:** A dropdown menu with the text "- Select Pivot Column -" and an "Add Pivot Column" link below it.
- Row Columns:** A dropdown menu with the text "- Select Row Column -" and an "Add Row Column" link below it.
- Functions:** A table with columns for "Functions", "Column", "Label", "Format Mask", and "Sum". The first row contains "- Select Function -", "- Select Column -", an empty text box, an empty text box with a "Sum" checkbox, and a "Sum" checkbox.

Flashback

Flashback will allow you to view data as it existed at a previous point in time. Enter the time in minutes and you will see the data as it appeared at that point.



The Flashback dialog box contains the following text:

A flashback query allows you to view the data as it existed at a previous point in time.

As of minutes ago.

Buttons: Cancel, Apply

Save Report

Once you have generated a report with the results you want, you have the option to save the report for future use. Once you click on the save report you will be prompted to enter a report name and description.



The Save Report dialog box contains the following fields:

- Name:** A text input field containing "My Report".
- Description:** An empty text input field.

Buttons: Cancel, Apply

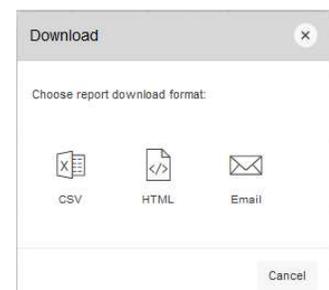
The next time you go into the interactive reports, the report you will saved will be available on a tab for you to view.

Reset

Reset will reset the report to its default settings in case you just need to start over.

Download

Download will allow you to save the report as a csv, html, email, or PDF. These options vary based on the report you are viewing.



The Download dialog box contains the following options:

Choose report download format:

- CSV
- HTML
- Email

Buttons: Cancel

SUMMARY OF ROLES AND RESPONSIBILITIES

All roles can be assigned to multiple users within the Districts.

Announcement Board Administrator (Page 7)

- This is the person that can post district wide announcements, such as: district office will be closed..., W2's will be mailed..., etc.

District Kiosk Administrator (Page 73)

- This person has access to all aspects/functions of the Kiosk.
- This person has the ability to turn on and off functions that are available to the district.
- If the district is using the leave module, this person has the ability to turn on and off functions of the leave module.
- This person has the ability to assign all of the other administrator roles to district employees and delete employee access to the Kiosk.
- This person has the ability to change password for everyone in the district.
- Receives notifications when someone has used the Contact Administrator Link.

District Link Administrator (Page 10)

- This is the person who maintains the district links under Other Link and Custom Link.
- Other Links is an actual tab on the horizontal bar and can be divided into categories.
- Custom Links will be actual URL links that are displayed on the horizontal bar under the Logout icon.

HR Administrator (Page 14)

- This includes the ability to track and perform Performance Evaluations when necessary.
- This user will receive all requests for "Profile Data Changes".
- Receives notifications when there is a "Profile Data Change."

Leave Administrator (Page 50)

- This is the person or persons who have the final leave approval on cancellation requests.
- This person also has access to the administrative leave reports for the district.
- Receives notifications when a leave request is ready for their approval if they are in the work flow and if a leave request has been cancelled
- Receives notifications when a request has been escalated to HR Leave Admin.

Leave Approval Automated Work Flow Administrator (Page 64)

- This is the person who will create and maintain the automated work flows for leave approval.

Leave Export Administrator (Page 57)

- This is the person that will export approved leave from the kiosk into payroll

Leave Export Administrator w/Notification (Page 57)

- This is usually the backup person that will export approved leave from the kiosk into payroll when the Leave Export Administrator is unavailable.
- Receives notification when there is leave ready to be exported.

Leave Calendar – by Building (Page 46)

- This calendar will list all of the requested leaves for a building.
- This role would be assigned to the principal and/or secretary.

Leave Calendar – by Department Code (Page 47)

- This calendar will give you the option to select employees to be displayed by their USPS Department Code.
- This role would be assigned to a person that needs to see leave that is filtered on department codes such as a food service director with staff in different buildings but are assigned to the cafeteria staff department code.
-

Leave Calendar – by District Building (Page 46)

- This calendar will give you the option to select the building to be displayed.
- This role would be assigned to a person that needs to see leave for multiple buildings such as a superintendent.

Leave Calendar – by Pay Group (Page 48)

- This calendar will give you the option to select employees to be displayed by their USPS Pay Group.
- This role would be assigned to a person that needs to see leave that is filtered on pay groups such as a food service director with staff in different buildings but are assigned to the cafeteria staff pay group.

Leave Calendar – for District Staff (Page 47)

- This calendar lists all district personnel in alphabetical order.
- Individual employees can be selected.

Leave Calendar – for Supervisor Staff (Page 48)

- This calendar lists all employees that are assigned to a supervisor.
- This role would be assigned to bus supervisor, food service supervisor, etc.

Substitute Coordinator (Page 40)

- This is the person or persons that will assign substitutes as needed.
- Receives notification when a leave has been cancelled.

Substitute Coordinator – View Only (Page 40)

- This is a person who needs access to the Substitute Coordinator information but will not be assigning substitutes.

Substitute Coordinator by Building (Page 40)

- This is the person or persons that will assign substitutes as needed by building.
- Receives notification when a leave has been cancelled.

Substitute Coordinator by Building – View Only (Page 40)

- This is a person who needs access to the Substitute Coordinator by Building information but will not be assigning substitutes.
- This is usually the building principal and/or secretary.

Substitute Coordinator by Department Code (Page 40)

- This is the person or persons that will assign substitutes as needed. This person will have the option to filter the leave requests by an employee's USPS Department Code.
- Receives notification when a leave has been cancelled.

Substitute Coordinator by Pay Group (Page 40)

- This is the person or persons that will assign substitutes as needed. This person will have the option to filter the leave requests by an employee's USPS Pay Group.
- Receives notification when a leave has been cancelled.

Treasurer (Page 76)

- This is the person that must sign the HR Data Release Agreement. This agreement expires every year. The Treasurer will receive an email letting him/her know when the agreement is due to expire. If the agreement lapses, your kiosk will be locked until the agreement has been signed. No one in the district will be able to log in to the system.
- Receives notifications when License Agreement needs to be accepted.