



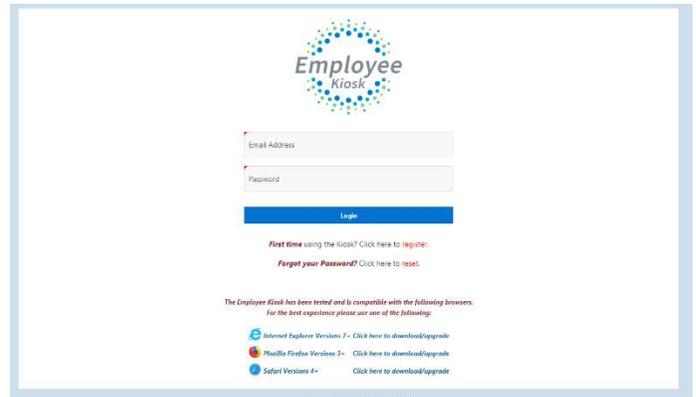
# Employee Kiosk Staff Manual

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## LOGGING IN

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

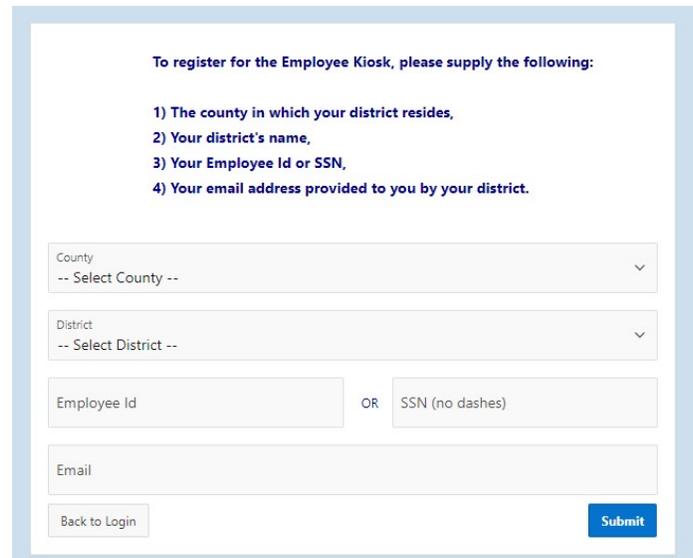


The image shows the Employee Kiosk login page. At the top center is the 'Employee Kiosk' logo, which consists of the word 'Employee' in a blue serif font and 'Kiosk' in a smaller blue sans-serif font, surrounded by a circular arrangement of blue dots. Below the logo are two input fields: 'Email Address' 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 note: 'The Employee Kiosk has been tested and is compatible with the following browsers. For the best experience please use one of the following.' followed by 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:

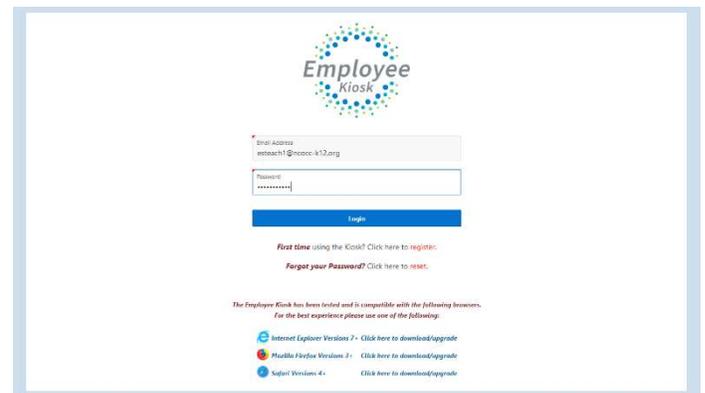
1. Either an employee id or social security number
2. Select the county where your district is located
3. Select your district
4. Enter your email address that is on your payroll record. You may need to check with your payroll department to verify the email address on file.



The image shows the registration form for the Employee Kiosk. At the top, it says '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) with 'OR' and 'SSN (no dashes)' (a text field) to its right, and 'Email' (a text field). 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.



The image shows the Employee Kiosk login page, similar to the first image. The 'Email Address' field is pre-filled with 'embaach1@moor-k12.org'. The 'Password' field is empty. The 'Login' button is blue. Below the button are the same registration and password reset links as in the first image. At the bottom, there is a note: 'The Employee Kiosk has been tested and is compatible with the following browsers. For the best experience please use one of the following.' followed by three browser icons and links: Internet Explorer Versions 7+, Mozilla Firefox Versions 3+, and Safari Versions 4+.



# 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@weccc.k12.oh.us	Zip Code:	44444		

**Education / Qualifications**

Degree Type:	Bachelors	ICE 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	ODHS 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 payroll staff 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:	-

**Employee Profile**

Employee ID: HED000100 State Certification ID: ZT9601021

**Name**

First Name:	Grace	Middle Name:	C	Last Name:	Payroll	Suffix:	-
New First Name:	<input type="text"/>	New Middle Name:	<input type="text"/>	New Last Name:	<input type="text"/>	New Suffix:	<input type="text"/>
Legal First Name:	-	Legal Middle Name:	-	Legal Last Name:	-	Legal Suffix:	-
New Legal First Name:	<input type="text"/>	New Legal Middle Name:	<input type="text"/>	New Legal Last Name:	<input type="text"/>	New Legal Suffix:	<input type="text"/>

\*\*\* 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:	<input type="text"/>	New Phone:	<input type="text"/>

## POSITION DETAILS

This is a brief view of your contract information.

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

**Current Positions**

Job Title	Calendar Start Date	Job Status	
Payroll Clerk	08/04/1999	Active	<a href="#">Display Details</a>

1 - 1

**Position Details**

Job Number **1**      Job Title **Payroll Clerk**

Building Name **Cherokee Elementary School**

Contract Amount **\$50,000.00**

Hours In Work Day **8**

Pay Per Period **\$1,925.00**

Work Days in Contract **260**      Calendar Start Date **08/04/1999**

Salary Schedule Step **0**

Salary Schedule Column **0**

Eligible for Sick Leave **Yes**

Eligible for Personal Leave **Yes**

Eligible for Vacation Leave **Yes**

Supervisor Name **Kevin Treasurer**      Supervisor Email **treasurer@ncocc.k12.oh.us**

## PERFORMANCE REVIEWS

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

Performance Reviews ▼

- View My Performance Reviews
- Process Employee Performance Reviews
- View ALL Processed Performance Revi...

**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	-

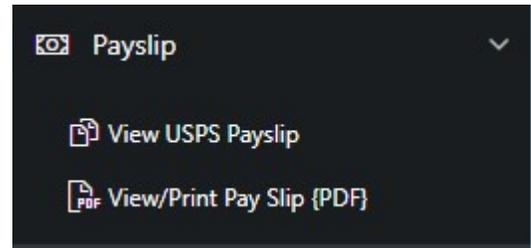
**Associated Performance Review Files**

No files have been associated to this Performance Review.

## PAYSLIP

There are now 2 options for viewing payslips.

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

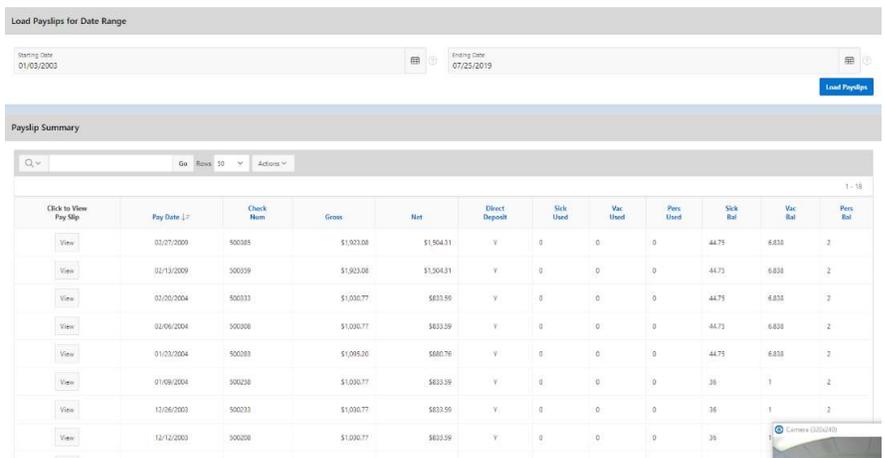


The main difference between the two options is that when you view the USPS Payslip you will not see the year-to-date totals on these payslips. The PDF payslips contain the actual year-to-date totals.

### View USPS Payslip

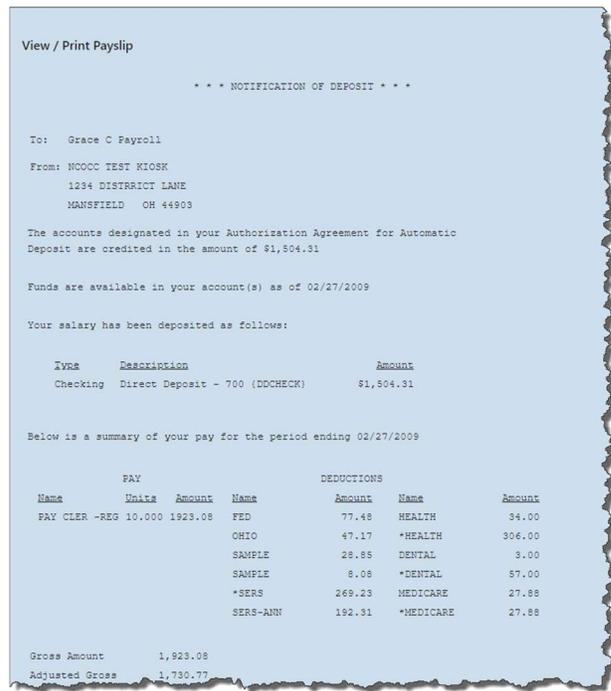
Viewing USPS Payslip permits the user to view past pay slips.

1. When you first select the USPS Payslip option you are prompted with a starting and ending date.
2. The default is the last 3 months of pay.
3. You can click on the calendar icon to change the date range.
4. Once you have your date range entered you can click Load Payslips.
5. You then are presented with a list of payslips. Click view icon to see the payslip detail.
6. The data may be exported to a .csv file (spreadsheet), not requiring you to contact payroll to get this information.
7. The number of payslips that are displayed can be changed by selecting the drop down arrow and setting the display to another number.

A form titled 'Load Payslips for Date Range'. It has two input fields for 'Starting Date' and 'Ending Date', each with a calendar icon. A 'Load Payslips' button is on the right. Below is a 'Payslip Summary' section with a search bar and a 'Go' button.

Click to View Pay Slip	Pay Date	Check Num	Gross	Net	Direct Deposit	Sick Used	Vac Used	Pers Used	Sick Bal	Vac Bal	Pers Bal
View	02/27/2009	500385	\$1,003.08	\$1,504.31	Y	0	0	0	44.75	6.838	2
View	02/13/2009	500399	\$1,903.08	\$1,504.31	Y	0	0	0	44.75	6.838	2
View	02/20/2004	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	500283	\$1,095.20	\$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	12/26/2003	500233	\$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.



## View/Print Pay Slip {PDF}

1. When you first select the View/Print Pay Slip {PDF} option you can
  - View and/or Print Payslip
  - Download & Save Payslip
2. View and/or Print will open your payslip as a PDF file.
3. Download & Save will give you the option to save the pay slip to your PC.

List of Available Payslips			
<input type="text"/> <input type="button" value="Go"/> Rows 15 <input type="button" value="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

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



## LEAVE BALANCES

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

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

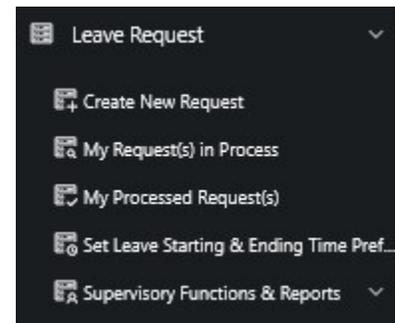
Each column that is underlined gives you the ability to sort the information based on that column. To sort on Activity Date so that the most recent dates are at the top click on the Activity Date.

Detail Leave Activity					
<input type="text"/>		Go	Rows 100	Actions	
<input type="checkbox"/>	<input type="checkbox"/>	Activity Date = 01/01/2000	✕		
<input type="checkbox"/>	<input type="checkbox"/>	Activity Date between 01/01/2000 and 01/31/2000	✕		
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

There are 4 areas under Leave Request:

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



### Create New Leave Request.

1. 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.

11

10

9

8

7

6

5

4

3

2

1

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

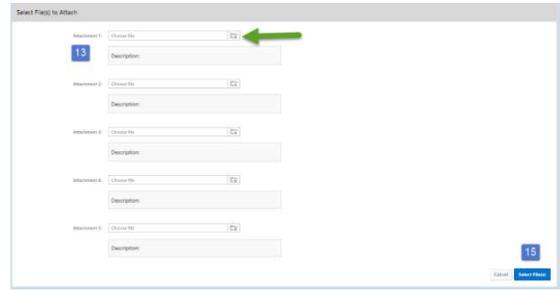
6. Start and End Times are both required – if you forget the time, you will be prompted to add it upon submitting your request. This can be set as a preference. See Set Leave Starting & Ending Time Preferences section.
7. Enter amount of time you are requesting off. If your district uses hours you will enter your time in hours. If your district uses days you will enter your request in increments of .25.
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 browse 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. If your district requires you to enter the vendor information in the instance when a purchase order needs to be made out to the vendor.
3. Enter any information that you want about the request. For example who the purchase order should be made out to for registration or if you are sharing expenses with a co-worker.
4. Enter your expenses. Enter the miles of the proposed trip and the tool will calculate the mileage amount to be reimbursed based on the district entered rate.

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

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

**Professional Leave Request Form**

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

Name: Emily Es Teacher

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

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

Total Leave requested: 1 Day(s)

Reason from Leave Request: Meeting

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

Purpose of Meeting: Meeting

Vendor Location: ODE  
Columbus, OH 43221

		EXPENSES	
		Estimated	Actual
Travel:	150 miles @0.400 per mile:	\$60.00	
	Lodging Amount:	\$0.00	
	Meals Amount:	\$15.00	
	Registration Fees:	\$50.00	
	Other Expenses Amount:	\$10.00	
	<b>Total Expenses Amount:</b>	<b>\$135.00</b>	

\*\* 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
0	1	1	1	1	1	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. Escalate (this will send a notification to the HR Admin)
2. Cancel the Request
3. Make Comments
4. Add Attachment
5. Update Request. As long as the first approver has not taken action on your request you have the ability to click update request and make changes to your request and then click the apply changes button. Once a request has had action taken on the request you will not be able to update it.

Leave Request Detail
1 Update Request

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

Absences PSTD: **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 Day(s): **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 Select File(s)

Further to the right you will see the approval process.

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

Leave Request(s) in Process													
		Go	Actions		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

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

Absence 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: **Sick**

Start Date: **08/07/2019** Start Time: **08:00 AM**

End Date: **08/07/2019** End Time: **04:00 PM**

Leave Requested in Day(s): **1** (1.000 Day(s))

Phone Where You Can Be Reached: **(440) 555-9999**

Comments pertaining to this Leave Request:

Substitute Needed?

Supervisor's Name: **Kevin Treasurer** Supervisor's Email: **treasurer@ncocc.k12.oh.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 and are probably in the past. These requests would include those that have been approved and exported to USPS or those requests that have been rejected or cancelled.

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

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

Approved & Exported Leave Request(s)													
Q v Go Actions v													
	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)													
Q v Go Actions v													
	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"/> <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.

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.

New Leave Request

Absences FYTD  
**18.5 Day(s)**

Job  
Active - Payroll Clerk

Leave Type  
Sick Leave

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

Cancellation for Request #:  
5395296

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

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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

## Set Leave Starting & Ending Time Preference

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

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

The screenshot shows a form titled "Set Default 'Start Time' and 'End Time' for Leave Requests". It contains two main sections for "Starting Time" and "Ending Time". Each section 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 next to each section. At the bottom, there are two buttons: "Clear DEFAULT Time Preferences" and "Set DEFAULT Time Preferences".

## Using the Actions Functionality within Reports

### Actions

The screenshot shows a dropdown menu titled "Actions". The menu items are: "Select Columns", "Filter", "Rows Per Page", "Format", "Save Report", "Reset", "Help", and "Download".

### 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.

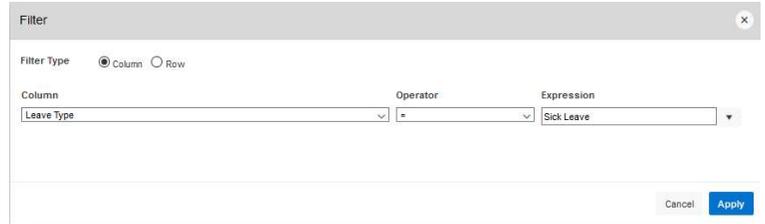
Moving them to the right allows that column to be displayed and filtered on.

The screenshot shows a dialog box titled "Select Columns". It has two main panes: "Do Not Display" on the left and "Display in Report" on the right. In the "Do Not Display" pane, the following items are listed: "Aesop Conf", "Building Name", and "Leave Flow Name". In the "Display in Report" pane, the following items are listed: "Show Approval Flow", "<span class='fa fa fa-paperclip' title='Attachments'></span>", "<span class='fa fa fa-dollar' width='20' length='20' title='Expense?'></span>", "Employee ID", "Last Name", "First Name", "Full Name", "Job Desc", "Leave Type", "Sub Category", and "Start Date". There are arrow buttons between the panes to move items back and forth. At the bottom right, there are "Cancel" and "Apply" buttons.

## 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

Search: [ ] Go Actions [ ]

Filters: 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	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

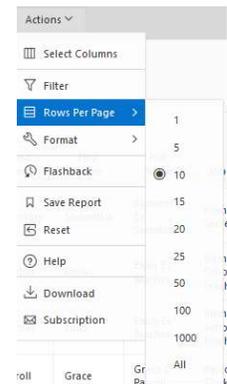
1 - 5

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

View All Approved & Exported Leave Requests for District

Q Go Actions

Status = Approved

Leave Type

Leave Type : Compensatory Time

	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

	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		-	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	P2 -	04/15/2011 07:00 AM	04/15/2011 03:00 PM	8,000	Hour(s)	Approved (Blackout)	No	-	-	-	05/19/2015 11:30 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

Highlight Type

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

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

Highlight Condition

Column	Operator	Expression
Leave Type	=	Sick Leave

Cancel Apply

View All Approved & Exported Leave Requests for District

Q Go Actions

Status = Approved  
 Leave Type  
 Leave Type = Compensatory Time

Leave Type: Compensatory Time

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 03:00 PM	2,000	Hour(s)	Approved	No	-	-	-	08/13/2010 03:31 PM	Grace C Payroll Adam K Supertr 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 Supertr Marcia ES Princ

Leave Type: Personal Leave

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	ABL000100	Principal	Marcia	Marcia Es Principal	Elementary Principal	-	06/04/2015 12:00 PM	06/06/2015 04:00 PM	1,500	Day(s)	Approved	Scheduled	-	<nobr>Smith</nobr>	<nobr>Jim</nobr>	12/03/2015 11:09 AM	Adam K Supertr Adam K Supertr Adam K Supertr	
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	Keypad	Functions / Operators
A. Show Approval Flow	( ) * /	= < >
B. Leave Flow Name	7 8 9 +	<= >=
C. Employee ID	4 5 6 *	=
D. Full Name	1 2 3 /	>
E. Last Name	0 . /	>=
	space .	ABS

Create a computation using column aliases. Examples:

- (B+C)\*100
- INITCAP(B)||', '||INITCAP(C)
- CASE WHEN A = 10 THEN B + C ELSE B END
- SQUARE(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.

The Chart dialog box includes a 'Chart Type' section with icons for horizontal bar, vertical bar, pie, and line. Below this are dropdown menus for 'Label', 'Value', 'Function', and 'Sort'. To the right, there are input fields for 'Axis Title for Label' and 'Axis Title for Value', and a dropdown for 'Orientation' set to 'Vertical'. 'Cancel' and 'Apply' buttons are at the bottom right.

### Group By

Group by will allow 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.

The Group By dialog box features a dropdown for 'Select Group By Column' with an 'Add Group By Column' link. Below is a table with columns: Functions, Column, Label, Format Mask, and Sum. The first row contains dropdowns for 'Select Function' and 'Select Column', followed by empty input fields for Label and Format Mask, and a checked 'Sum' checkbox. An 'Add Function' link is below the table. 'Cancel' and 'Apply' buttons are at the bottom right.

### 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 has sections for 'Pivot Columns' and 'Row Columns', each with a dropdown and an 'Add' link. Below is a table with columns: Functions, Column, Label, Format Mask, and Sum. The first row contains dropdowns for 'Select Function' and 'Select Column', followed by empty input fields for Label and Format Mask, and a checked 'Sum' checkbox. An 'Add Function' link is below the table. 'Cancel' and 'Apply' buttons are at the bottom right.

### 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 a text area with the message: 'A flashback query allows you to view the data as it existed at a previous point in time. As of [input field] minutes ago.' 'Cancel' and 'Apply' buttons are at the bottom right.

## 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.



A dialog box titled "Save Report" with a close button (X) in the top right corner. It contains two input fields: "Name" with the text "My Report" and "Description" which is empty. At the bottom right, there are two buttons: "Cancel" and "Apply".

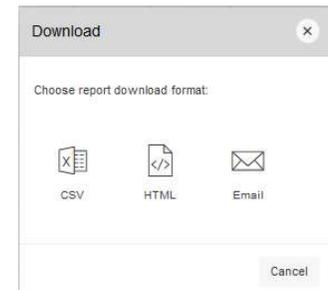
The next time you go into the interactive reports, the report you will saved will be available on a tab for you to view.

## 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.



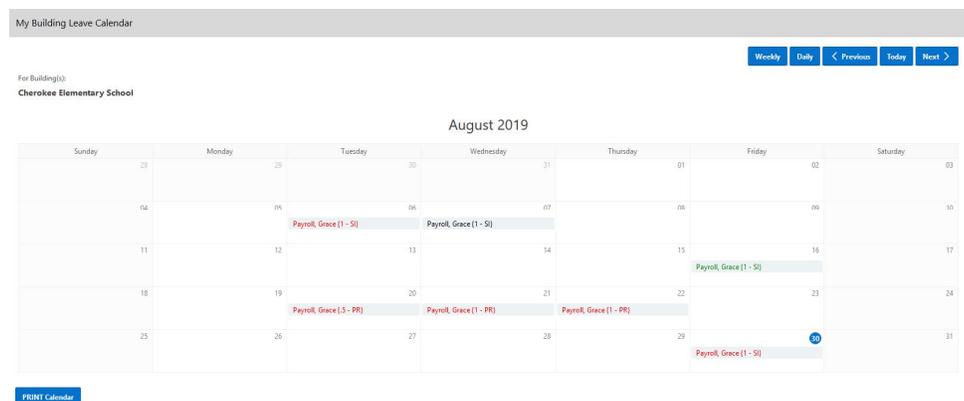
A dialog box titled "Download" with a close button (X) in the top right corner. It contains the text "Choose report download format:" and three icons with labels: a CSV icon labeled "CSV", an HTML icon labeled "HTML", and an Email icon labeled "Email". At the bottom right, there is a "Cancel" button.

## VIEW CALENDARS

Based on your role in the district it will determine what calendars you will be able to view.

## My Calendar

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



My Building Leave Calendar

For Building(s)  
Cherokee Elementary School

Weekly Daily < Previous Today Next >

August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	29	30	31	01	02	03
04	04	04 Payroll, Grace (1 - SI)	07 Payroll, Grace (1 - SI)	08	09	10
11	12	13	14	15	16 Payroll, Grace (1 - SI)	17
18	19 Payroll, Grace (5 - PR)	20 Payroll, Grace (1 - PR)	21 Payroll, Grace (1 - PR)	22 Payroll, Grace (1 - PR)	23	24
25	26	27	28	29	30 Payroll, Grace (1 - SI)	31

PRINT Calendar

## CHANGE PASSWORD

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

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

Your password must be 8 characters in length.

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

Please enter old and new passwords.

Old/Temporary Password

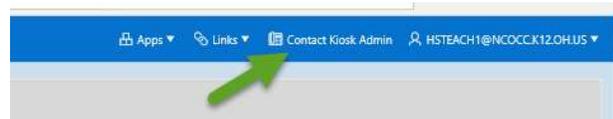
New Password (must be at least 8 characters)

Re-Enter New Password

Cancel Change Password

## CORRESPONDENCE

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



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

Compose Message

Subject

Message

Cancel Send

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

Correspondence

Status  
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

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

Compose Message

Subject  
I think my sick balance is wrong

Message

Archive Correspondence Cancel **Send**

---

History

**Date** : 09/03/2019 12:21:33PM  
**From** : HSTEACH1@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?