

# Employee Kiosk



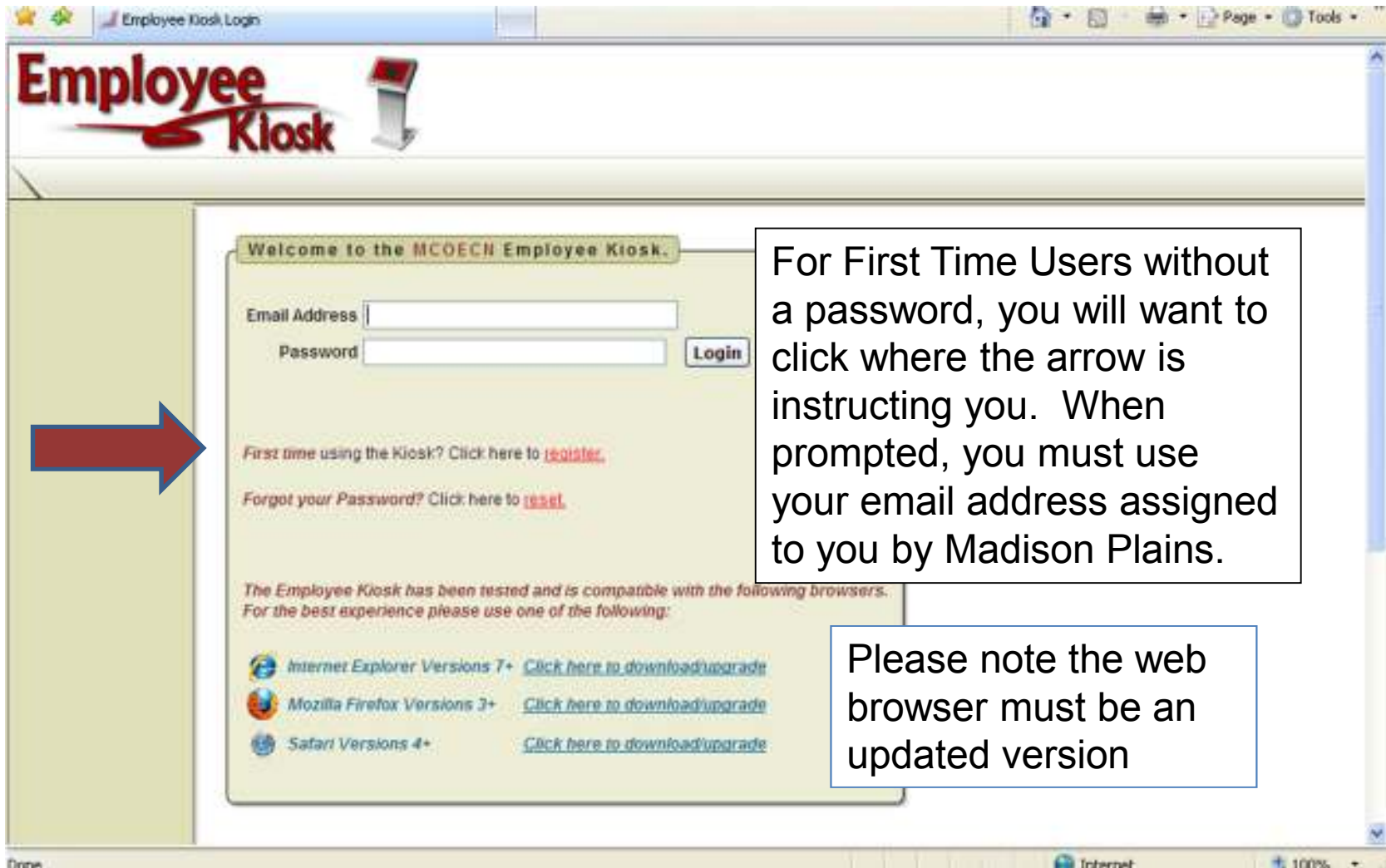
The screenshot shows the Madison-Plains Local School District website. The navigation bar includes: Schools, Parents / Students, District Office, Board of Education/Policies, Faculty & Staff, and Contact Us. A dropdown menu for 'Faculty & Staff' is open, showing options: Department/Teacher Sites Page, Health/Safety, Home to the Top, Staff Resources, and Student Handbook. Below this is a list of school levels: High School, Junior High, Intermediate, and Elementary. A second screenshot shows the 'Staff Resources' page with a list of links. A 'Kiosk' link is highlighted in the list.

Click on Faculty & Staff  
Then Staff Resources

Click on Kiosk

- Alternative Wireless
- Aesop
- Battle For Kids Portal
- DASL Login
- Eagle Email Access
- EVAAS Portal Access
- Faculty / Staff Intranet
- FISWeb
- Google Apps
- Kamico
- Kiosk
- Lexia Login
- MPLSD Moodle
- MPLSD VPN
- MPLSD YouTube Library
- Ohio Content Standards
- Ohio Department of Education
- Ohio Success Website
- ProgressBook Staff Access
- ProgressBook Special Services
- ProgressBook Support Docs
- Staff Directory
- Technology Service Desk
- Web Print

# Login



The screenshot shows a web browser window titled "Employee Kiosk Login". The page header features the "Employee Kiosk" logo and a kiosk icon. The main content area includes a welcome message, a login form with "Email Address" and "Password" fields, and a "Login" button. Below the form are links for "register" and "reset". At the bottom, there are browser compatibility instructions for Internet Explorer, Mozilla Firefox, and Safari. A large red arrow points to the "register" link. Two text boxes provide additional instructions: one for first-time users and another regarding browser requirements.

Welcome to the MCOECN Employee Kiosk.




Email Address

Password

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

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

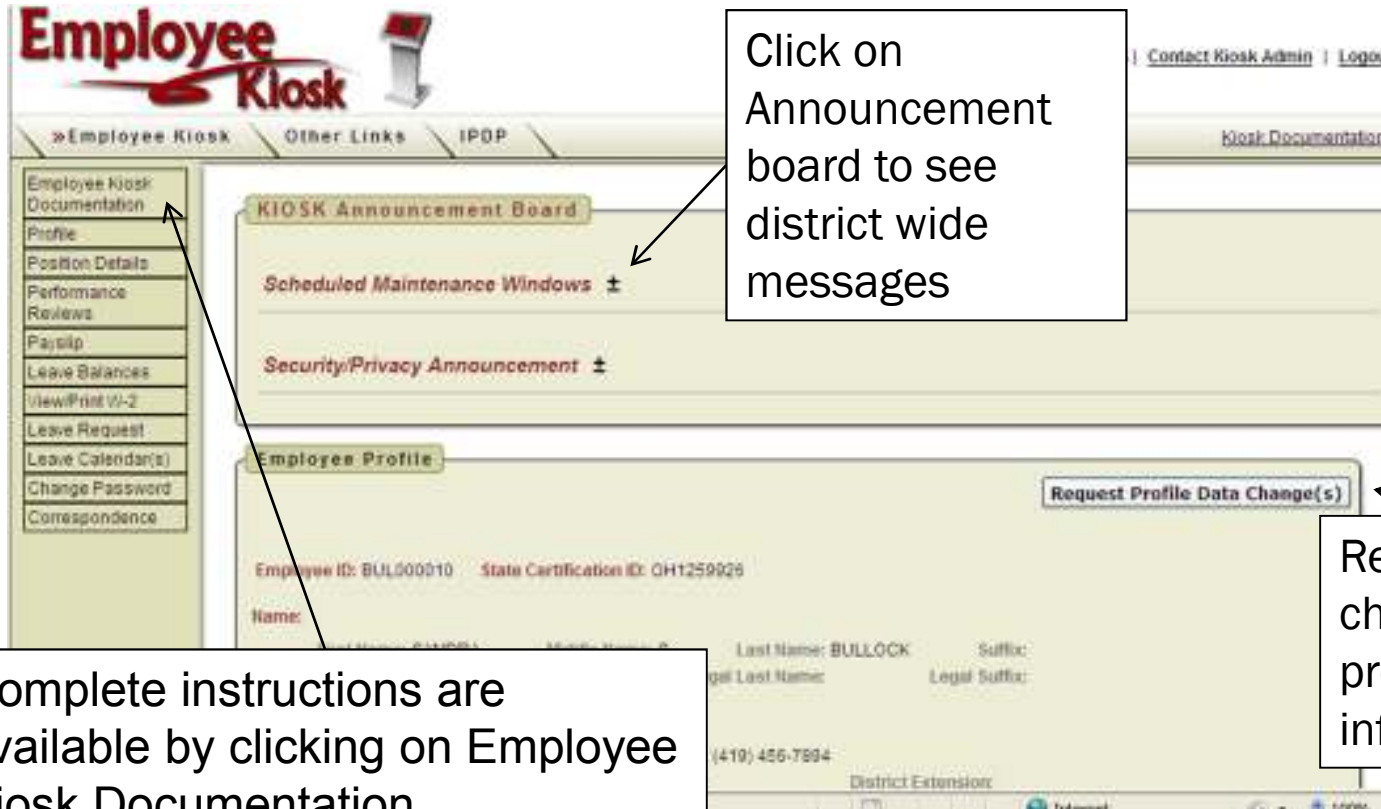
The Employee Kiosk has been tested and is compatible with the following browsers.  
For the best experience please use one of the following:

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

For First Time Users without a password, you will want to click where the arrow is instructing you. When prompted, you must use your email address assigned to you by Madison Plains.

Please note the web browser must be an updated version

# Employee Kiosk tab Announcement Board Employee PROFILE



Click on Announcement board to see district wide messages

Request changes to profile information here

Complete instructions are available by clicking on Employee Kiosk Documentation. Then click on Documentation. Select #8 Kiosk Staff Manual. Then click on STAFF MANUAL again.

# Functions available on each Menu option

Filter queried data by date range



Filter by Date Range

Starting Date  Ending Date

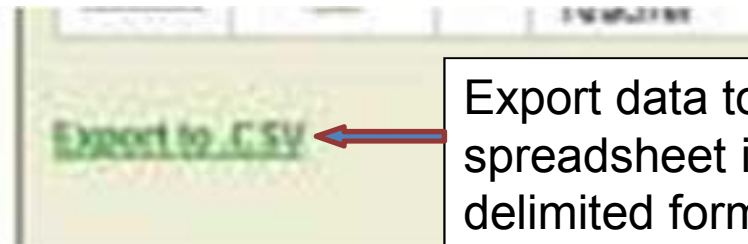
Leave Type All Status All

Define the number of rows of data that come into your query



Number of Rows Displayed 5

Print the filtered data



Export data to an excel spreadsheet in a delimited format

# Position Details

- This page will give you the details of your position. For example: hours per day, contract amount, pay per period and start date.

Employee Kiosk   Other Links   IPDP   [Visit Georgia](#)

Employee Kiosk  
Documentation  
Profile  
**Position Details**  
Performance  
Reviews  
Payroll  
Leave Balance  
View Print (1-2)  
Leave Request  
Leave Calendar  
Change Password  
Correspondence

**Current Positions**

Job Title	Job Status	
BUS DRIVER	Active	<a href="#">Click for Details</a>

[Export to CSV](#)

1-1

**Position Details**

Job Number	1				
Job Title	BUS DRIVER	Position Start Date	10/13/2002	Job Status	Active
Building #	47587				
Contract Amount	\$8,784.08	Daily Or Hourly	Daily	Daily Or Hourly Rate	\$53.174
Hours to Work Day	3.75	Pay Per Period	\$375.31	Rollin Hours	82.24
Work Days in Contract	194				
Salary Schedule Step	0	Salary Schedule Column 3			
Eligible for Sick Leave	Yes				
Eligible for Personal Leave	Yes				
Eligible for Vacation Leave	No				

Done   Internet

# Leave Balances

- This is where you view your leave balances.
- You can see your leave detail and filter, sort and export the information to a CSV file (Excel).
- All balances do not include leave in process

The screenshot displays a web-based HR system interface. On the left is a navigation menu with options like 'Employee Home', 'Profile', 'Position Details', 'Performance', 'Records', 'Payroll', 'Leave Balances', 'View Paid W/L', 'Leave Request', 'Leave Calendar', 'Change Password', and 'Correspondence'. The main content area is titled 'Leave Balances' and contains a table with columns: Monthly Accrual, Unit, Accum. Bal, Begn. Bal, and Balance. The table lists three types of leave: Personal Leave, Sick Leave, and Vacation Leave. Below the table is a red notice: 'NOTE: Sick and Vacation Balances may not reflect current activity due to payroll timing.' To the right of the main table is a 'Filter Detail Leave Activity' section with dropdown menus for Category, Job No, and Trans Type, and input fields for Start Date and End Date. Below that is a 'Detail Leave Activity' section showing a table of leave activity with columns: Category, Job No, Trans Type, Length of Absence, Unit, and Activity Date. The table lists several entries for Personal and Sick leave. At the bottom right, there is a green link that says 'Export detail activity to CSV'.

Monthly Accrual	Unit	Accum. Bal	Begn. Bal	Balance
Personal Leave	Day	3.00	0.00	3.00
Sick Leave	Day	212.00	104.00	5.00
Vacation Leave	Day	0.00	0.00	0.00

Category	Job No.	Trans Type	Length of Absence	Unit	Activity Date
Sick	1	Absence	1	Day	04/02/04
Sick	8	Accumulation	125	Day	04/02/04
Sick	1	Absence	25	Day	04/01/04
Sick	1	Absence	25	Day	04/01/04
Sick	1	Absence	25	Day	04/01/04
Sick	1	Absence	1	Day	04/01/03
Personal	1	Absence	5	Day	02/06/03
Sick	1	Absence	1	Day	03/21/03
Personal	8	Accumulation	3	Day	03/01/03
Sick	8	Accumulation	10	Day	03/01/03

# Pay Slip -USPS

- There are 2 ways of viewing pay slips
  - View USPS pay slips- must enter date selection
  - Click VIEW and the detailed pay slip will populate under the pay slip list
  - This pay slip doesn't include Year to date totals
  - Pay slip can be printed or list can be exported to a CSV file

The screenshot displays the USPS Pay Slip interface. At the top, there is a 'Payslip' menu with options to 'View USPS Payslip' and 'View/Print Pay Slip (PDF)'. Below this is a 'Load Payslips for Date Range' section with 'Starts Date' (11/02/10) and 'Ends Date' (02/04/11) fields and a 'Load Payslips' button. A 'Pay Slip Summary' section shows 'Number of Hours Employed: 5000'. The main area is a table titled 'Pay Slip Summary' with columns for 'Pay Slip', 'Employee', 'Check Num', 'Gross', 'Net', 'Direct Deposit', 'Sick Used', 'Vac Used', 'Pers Used', 'Sick Bal', 'Vac Bal', and 'Park Bal'. The table contains 10 rows of data. At the bottom left, there is a 'Download CSV' link with a red arrow pointing to it.

Pay Slip	Employee	Check Num	Gross	Net	Direct Deposit	Sick Used	Vac Used	Pers Used	Sick Bal	Vac Bal	Park Bal
02/02/1000-100001			\$1,922.06	\$1,405.86	Y	0	0	0	12.75	0	0
02/03/0000-500007			\$1,262.06	\$1,488.86	Y	0	0	0	12.75	0	0
02/04/0004-500029			\$1,138.40	\$888.10	Y	0	0	0	12.75	0	0
02/06/0004-500004			\$1,138.40	\$888.10	Y	0	0	0	12.75	0	0
04/23/0004-500076			\$1,138.40	\$888.10	Y	0	0	0	12.75	0	0
04/26/0004-500004			\$1,138.40	\$888.10	Y	0	0	0	4	0	0
12/04/0003-500029			\$1,138.40	\$888.10	Y	0	0	0	4	0	0
12/12/0003-500004			\$1,138.40	\$888.10	Y	0	0	0	4	0	0
11/26/0003-500079			\$1,138.40	\$888.10	Y	0	0	0	4	0	0
11/16/0003-500004			\$1,138.40	\$888.10	Y	0	0	0	4	0	0
10/31/0003-500029			\$1,138.40	\$888.10	Y	0	0	0	4	0	0
10/17/0003-500004			\$1,138.40	\$888.10	Y	0	0	0	4	0	0
10/03/0003-500079			\$1,138.40	\$888.10	Y	0	0	0	4	0	0
08/19/0003-500004			\$1,138.40	\$888.10	Y	0	0	0	4	0	0
08/05/0003-500029			\$1,138.40	\$888.10	Y	0	0	0	4	0	0

# Pay Slip –View/Print Pay Slip (PDF)

List of Available Payslips			
			1 - 1
View and/or Print Payslip	Download & Save Payslip	Pay Date	Check Number
		01282011	588680
			1 - 1

- This selection allows you to VIEW, PRINT or SAVE the pay slip in pdf format
  - Includes YTD total as of the pay date



# W2

- You can view and/or print your W2 from the Kiosk. Click on **View/Print W2s**

The screenshot shows the 'Employee Kiosk' interface. At the top left is the logo 'Employee Kiosk' with a kiosk icon. To the right is the text 'KIOSKEM'. Below the logo is a navigation bar with four tabs: 'Employee Kiosk', 'Other Links', 'IPDP', and 'Scheduler'. On the left side, there is a vertical menu with the following items: 'Employee Kiosk Documentation', 'Profile', 'Position Details', 'Performance Reviews', 'Payslip', 'View/Print W-2', 'Leave Balances', 'Leave Request', and 'Substitute'. The main content area displays a table titled 'List of Available W-2 Wage and Tax Statements'. The table has four columns: 'View and/or Print W2', 'Download & Save W2', 'Tax Year', and 'Control Number'. The first row of data shows a checked box in the 'View and/or Print W2' column, a checked box in the 'Download & Save W2' column, the year '2007' in the 'Tax Year' column, and an empty 'Control Number' column. The page number '1 - 1' is displayed in the top right corner of the table area.

View and/or Print W2	Download & Save W2	Tax Year	Control Number
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2007	

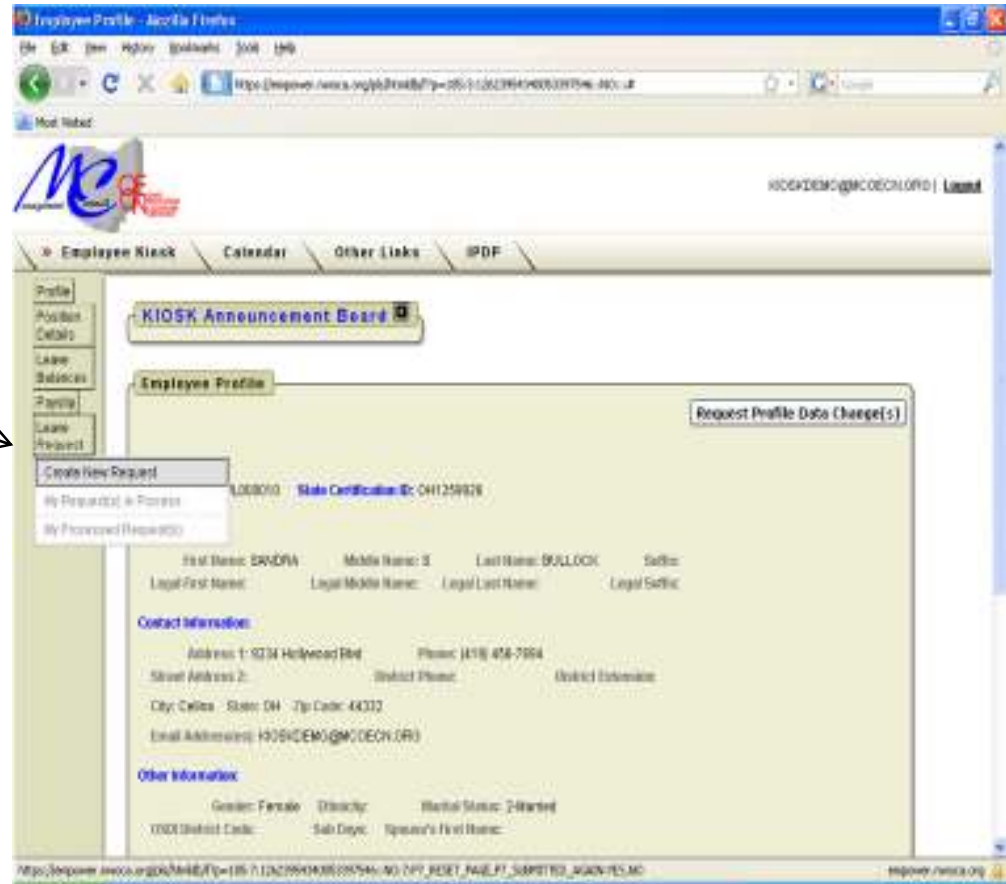
# Leave Request

- Click on Leave Request
- Click on **Set Leave Time starting and ending preferences.**
- Add your start and end time for your work day



# Leave Request

- ▶ Click on Leave Request. A drop-down menu will appear...choose **“Create New Request”**.
- ▶ You can also view your requests in process and requests already processed.



# New Leave Request

1. If you have multiple jobs, select the applicable job.
2. Choose the leave type from the drop down box.
3. Enter a reason, if required
4. Enter the start and ending date by clicking on the calendar.
5. Change the start and ending time if different from your default times
6. Enter the amount of time you are requesting in days. Leave must be entered in half day increments. Example: .5, 1, 1.5
7. Your phone number will come in from your profile
8. Check Full Notification to receive emails each time there is activity on your request.
9. Add any comments

The screenshot shows a web form titled "New Leave Request" with the following fields and callouts:

- 1**: Job dropdown menu (Active - Elementary School Teacher)
- 2**: Leave Type dropdown menu (Personal Leave)
- 3**: Reason text area (0 of 1000)
- 4**: Start Date calendar picker (use MM/DD/YYYY format)
- 5**: Start Time dropdown (01:00 AM)
- 6**: Leave Requested in Day(s) input field (use format (X.XX, X.XX, -XXX.XXX))
- 7**: Phone Where You Can be Reached For Questions (444) 444-4444
- 8**: Full Notification checkbox
- 9**: Comments pertaining to this Leave Request text area (0 of 4000)

Buttons: Cancel, CLEAR, SUBMIT

# New Leave Request

- Attach any document to your request, if needed  
i.e. doctor's excuse
- If requesting leave for multiple days, you will be asked to confirm the leave detail by day
- Change detail by clicking in the box
- Accept Leave Details

**File(s) to Attach**

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

**Select File(s) to Attach**

**Leave Request Information**

Start Date	Start Time	End Date	End Time	Total Leave Days(s)
07/25/2011	07:30 AM	07/26/2011	04:30 PM	1.5

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

**Week One**

Sunday, July 24, 2011	Monday, July 25, 2011	Tuesday, July 26, 2011	Wednesday, July 27, 2011	Thursday, July 28, 2011	Friday, July 29, 2011	Saturday, July 30, 2011
0	1	5	0	0	0	0

**Accept Leave Details** **Cancel**

# Professional Leave Requests

The screenshot shows a web browser window with a navigation bar at the top containing 'Employee Kiosk', 'Calendar', 'Other Links', and 'IPDP'. The main content area is divided into two columns. The left column, titled 'New Leave Request', contains the following fields: 'Job' (dropdown menu showing 'Active - BUS DRIVER'), 'Leave Type' (dropdown menu showing 'Professional'), 'Reason' (text input), 'Start Date' (calendar icon and text '(use MM/DD/YYYY format) Start Time'), 'End Date' (calendar icon and text '(use MM/DD/YYYY format) End Time'), 'Leave Requested In Day(s)' (text input with text '(use format (M, #M, #MM, -MMM))'), 'Phone (Where You Can be Reached For Questions Pertaining to This Request)' (text input showing '(419) 456-7894' and a 'Full Notification' checkbox), 'Comments pertaining to this Leave Request' (text area), and 'Substitute Needed?' (checkbox). The right column, titled 'Professional Leave Details', contains: 'Address of Location' (text input), 'City' (text input), 'State' (text input), 'Zip Code' (text input), 'Purpose of Leave / Leave Description' (text area), and 'Estimated Costs' (Lodging Amount and Mileage Amount, each with a text input and a note '(e.g. (3,123.34) (1,000) (3456.78)')'). The browser's status bar at the bottom shows 'Internet' and '100%' zoom.

- Requests for Professional leave will open another window
- Complete the professional leave form.

# Successfully Submitted!

- Click SUBMIT
- You will see a message at the top of the screen that says “Your leave request has been successfully submitted. You should receive a confirmation email shortly.” if you completed all fields correctly.
- If unsuccessful, errors will be displayed with suggested corrections



The screenshot displays a web application interface for submitting a leave request. At the top, a navigation bar includes 'Employee Kiosk', 'Calendar', 'Other Links', and 'IFOP'. A central message box states: 'Your leave request has been successfully submitted. You should receive a confirmation email shortly.' Below this is the 'New Leave Request' form, which includes fields for Job (Active - BUS DRIVER), Leave Type (Select Leave Type), Reason, Start Date, End Date, Leave Requested in Days (with a note 'Use format (M, D, H, P, AM, PM)'), Phone/Where You Can be Reached For Questions (with a note '(111) 255-1794'), Full Notification checkbox, and a text area for 'Comments pertaining to this Leave Request'. The form has 'CLEAR' and 'SUBMIT' buttons.

# Modifying/Canceling Leave Requests

- Click on Leave Request and select My Request(s) in Process
  - Leave listed in this area is not fully approved
  - Status will indicate where the leave is in the approval process

Update	View Approval Status	Job Description	Leave Type Requested	Status	Substitutes Needed	Last Activity Date	Start Date	End Date
<a href="#">Details</a> <a href="#">Update</a>		SOFTWARE SPECIALIST	Vacation Leave	Flow Initiated Level 1	No	06/09/2011 07:22AM	06/15/2011 07:36AM	06/17/2011 04:03PM

Leave with 'Flow Initiated' status will have an UPDATE button. Click update to modify the leave request



# Modifying/Canceling Leave Requests

- Click on Details to see the complete leave request
  1. If your supervisor is not available to approve the leave click Escalate to HR Leave Administrator
  2. Click Cancel to cancel leave that is not yet fully approved
  3. Add any comments
  4. Add attachment
  5. If request status is 'Initiated' click Update Request if changes are needed to the details

The screenshot displays a web-based interface for managing leave requests. The main panel is titled 'Leave Request Detail' and contains the following information:

- Status:** Flow Initiated
- Last Activity:** 02/03/2011 03:38 PM
- Job:** Elementary Principal
- Leave Type:** Sick Leave
- Current Balance:** 39.75 Days
- Reason:** (Text input field)
- Start Date:** 01/27/2011 **Start Time:** 07:00 AM
- End Date:** 01/27/2011 **End Time:** 04:00 PM
- Leave Requested In Days:** 1.000
- Phone:** (112) 112-1111
- Full Notification:** (checkbox)
- Comments:** (Text area)
- Buttons:** 'Escalate to HR Leave Administrator' (1), 'Cancel Request' (2), 'Apply Comments ONLY' (3), and 'Update Request' (5).


To the right, the 'Transaction History' panel shows a table of actions:

Name	Action	Comments	Transaction Date
Randa El Principal	Flow Initiated	-	02/03/2011 03:38PM
Randa El Principal	Substitute Needed	-	02/03/2011 03:38PM

Below the table, there is a 'Last Modified' field, a 'Number of Rows Displayed' dropdown set to 5, and a '1-2' indicator.

At the bottom, a 'File(s) to Attach' panel includes a 'Select File(s)' button (4) and a note: 'Click below to select file(s) to be attached to this Leave Request'.

# Modifying/Canceling Leave Requests

- Click on Leave Request and select My Processed Requests
  - Leave with EXPORTED status can be cancelled by click the big red 

Approved & Exported Leave Request(s)

rows() 1 - 5 of 10 • [Add](#) 

	View Approval Status		Job Description	Leave Type Requested	Status	Substitute Needed	Left Activity Date	Start Date	End Date	Total Leave	Cancel
<a href="#">Details</a>		-	Elementary School Teacher	Sick Leave	Exported	Yes	08/10/2010 03:33PM	07/07/2010 07:00AM	07/07/2010 03:00PM	7.000 Hours(s)	
<a href="#">Details</a>		-	Elementary School Teacher	Sick Leave	Exported	Yes	08/10/2010 03:33PM	05/13/2010 07:00AM	05/13/2010 03:00PM	8.000 Hours(s)	
<a href="#">Details</a>		-	Elementary School Teacher	Compensatory Time	Approved	No	08/13/2010 03:31PM	08/13/2010 03:00PM	08/13/2010 05:00PM	2.000 Hours(s)	-
<a href="#">Details</a>		-	Elementary School Teacher	Compensatory Time	Approved	No	08/13/2010 03:31PM	08/23/2010 03:00PM	08/23/2010 06:00PM	3.000 Hours(s)	-
<a href="#">Details</a>		-	Elementary School Teacher	Sick Leave	Approved	Scheduled	08/23/2010 12:44AM	08/23/2010 07:00AM	08/23/2010 03:00PM	15.000 Hours(s)	-

[Export to CSV](#)

rows() 1 - 5 of 10 • [Test](#) 

Number of Rows Displayed: 5 

[PRINT Filtered Requests](#)

# Leave Calendar

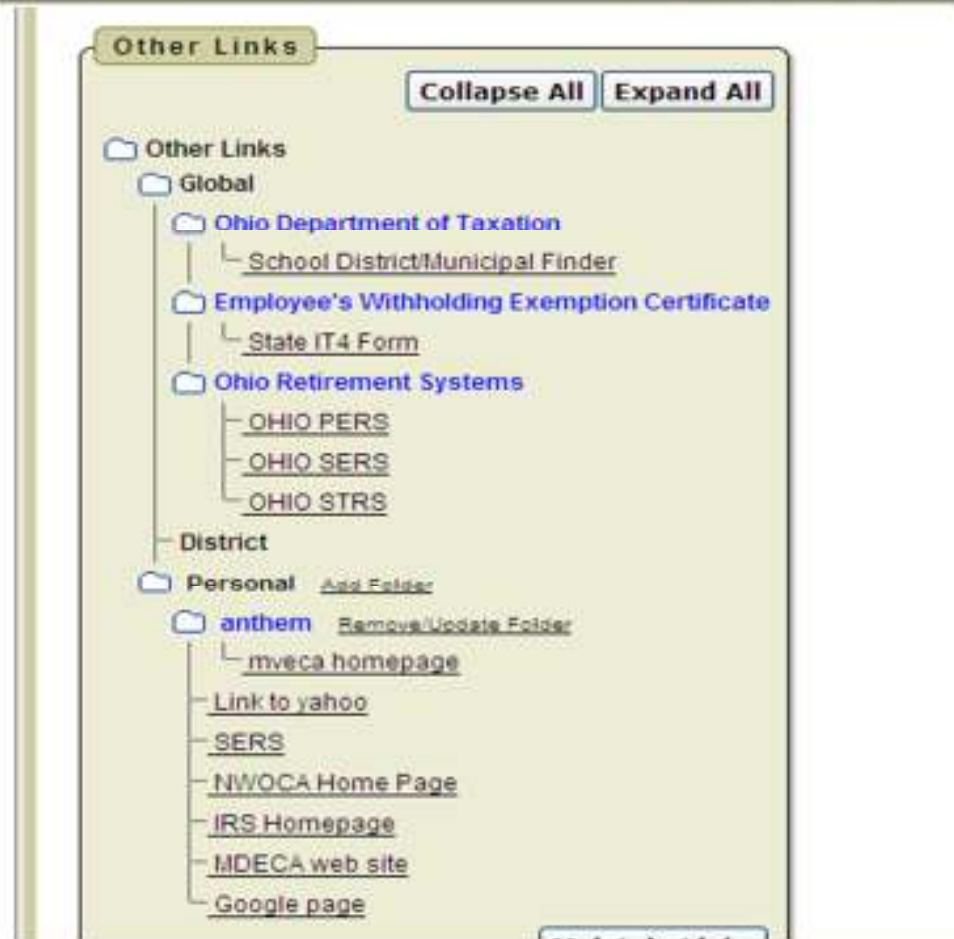
- The Leave Calendar/ My Leave Calendar menu option allows you to view leave over a 30 day period
- Leave requests are color coded
  - Red is leave in process
  - Green is fully approved leave



# Other Links



- Click on the Other Links Tab across the top of the window to see quick links to other websites.
- Add your own personal links if you want a quick way to navigate away from the kiosk
- Personal Links are added to the tool bar at the top of the page for easy access
- Click on the Employee Kiosk tab to return to the kiosk



ALWAYS CLICK ON LOGOUT. DO NOT  
CLICK ON THE  TO END THE SESSION

Employee Profile

Employee Kiosk

KIOSKDEMO@MCOECH.ORG | Contact Kiosk Admin | Logout

»Employee Kiosk | Other Links | IPDP | Kiosk Documentation

**KIOSK Announcement Board**

*Scheduled Maintenance Windows* ±

*Security/Privacy Announcement* ±

**Employee Profile** Request Profile Data Change(s)

Employee ID: BUL00010 State Certification ID: OH1259926

**Name:**  
First Name: SANDRA Middle Name: S Last Name: BULLOCK Suffix:  
Legal First Name: Legal Middle Name: Legal Last Name: Legal Suffix:

**Contact Information:**  
Address 1: 9234 Hollywood Blvd Phone: (419) 456-7894  
Street Address 2: District Phone: District Extension: