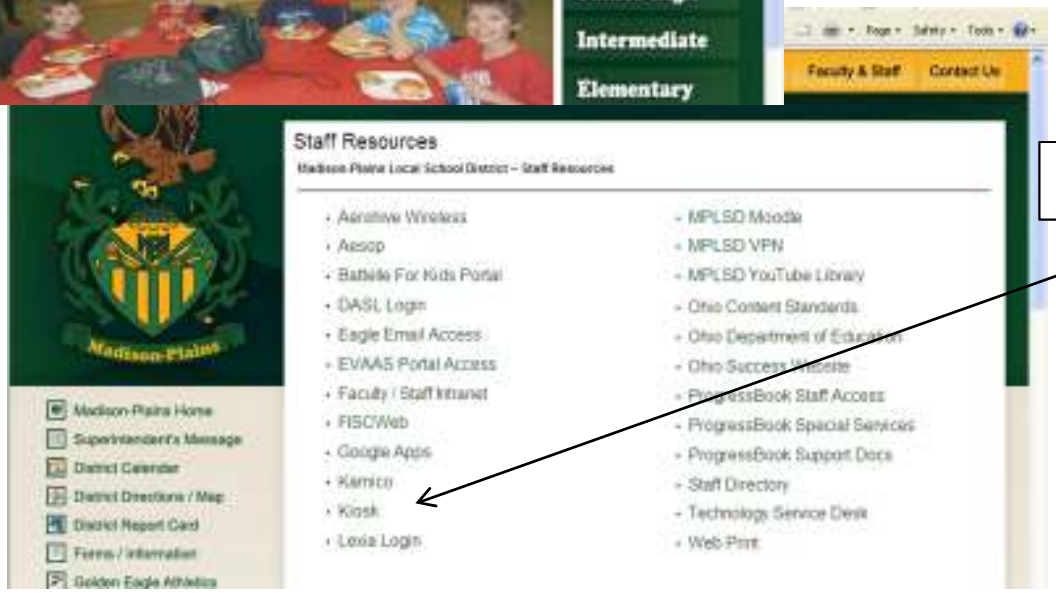
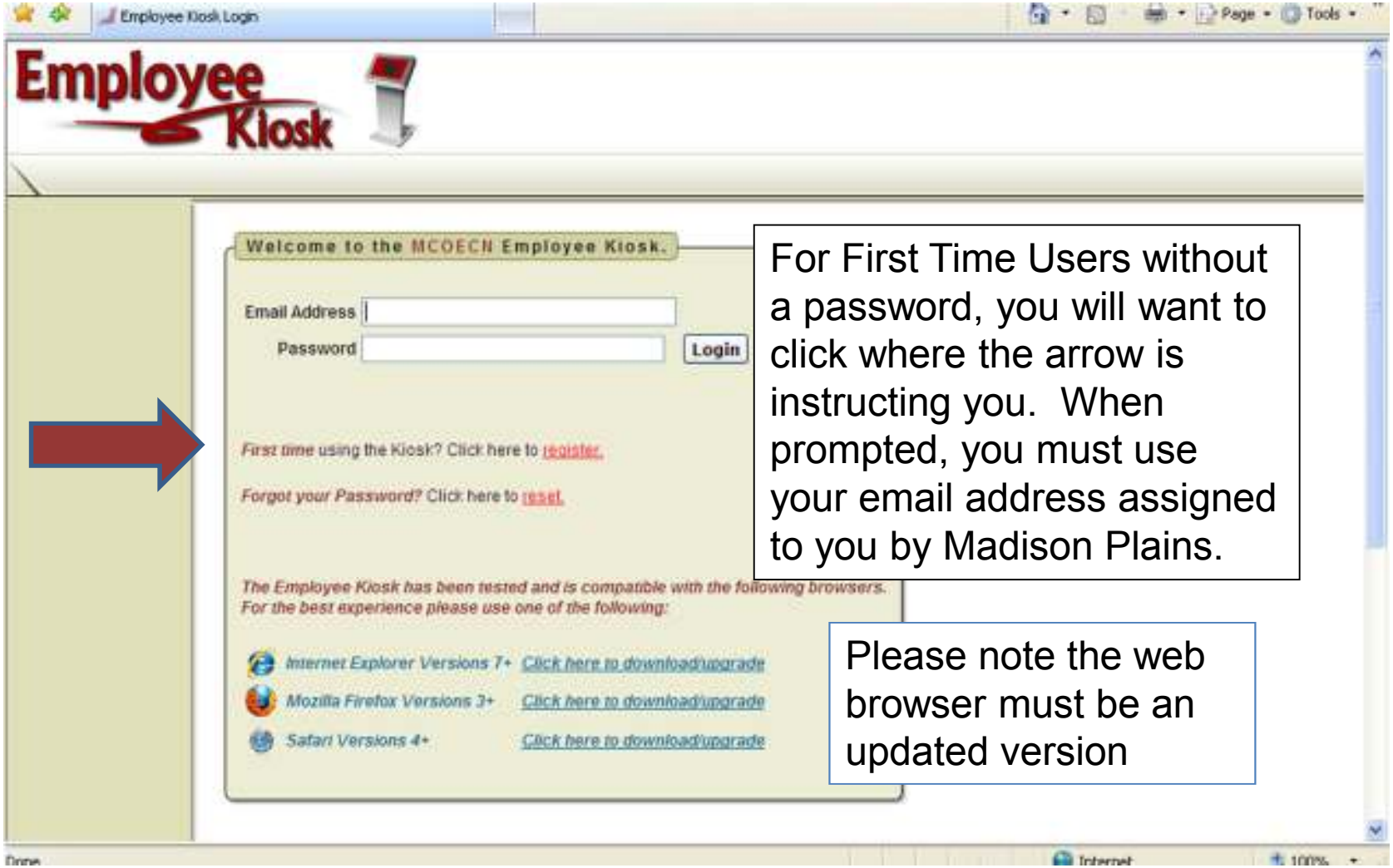
Employee Kiosk

Click on Faculty & Staff
Then Staff Resources



Click on Kiosk

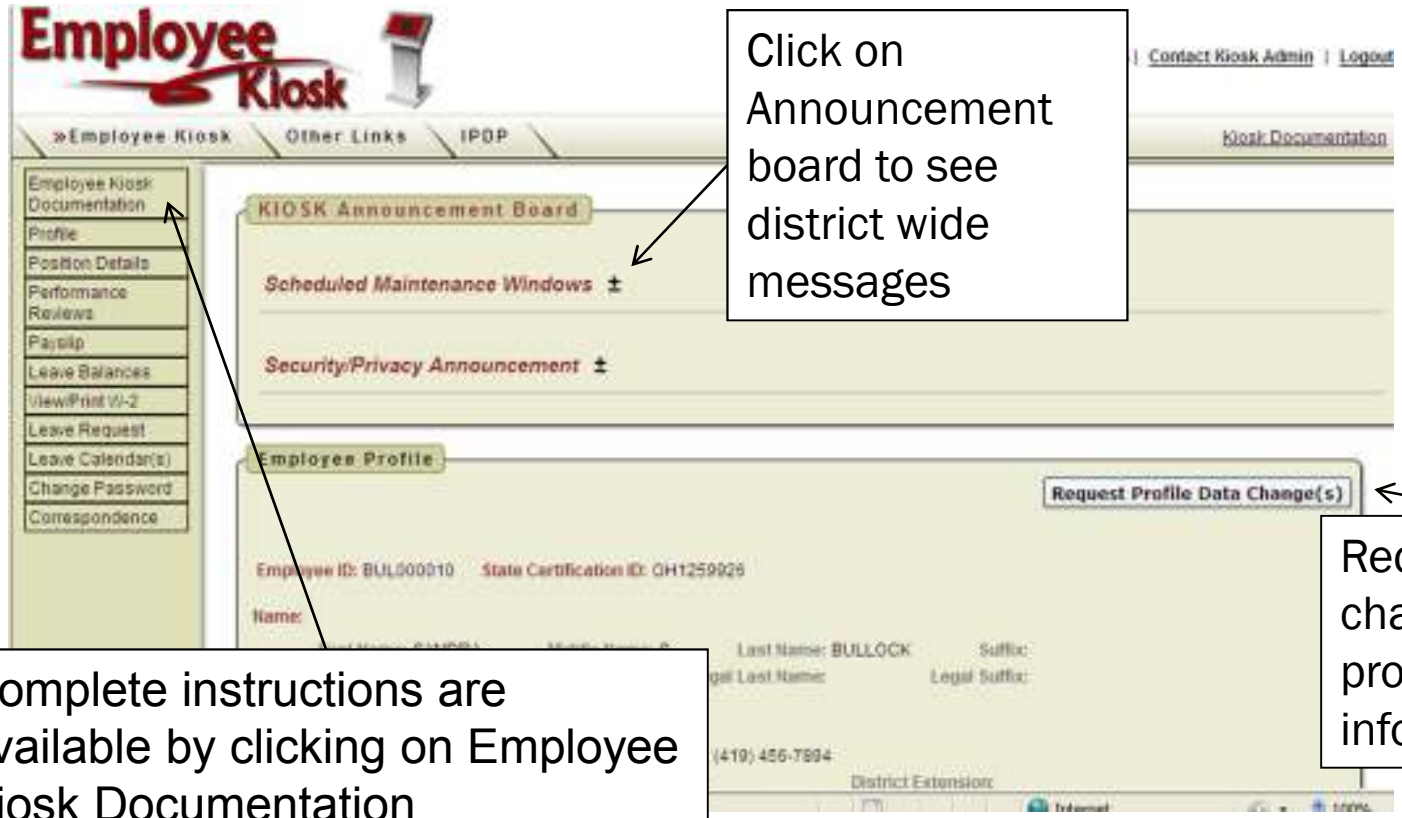
Login



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

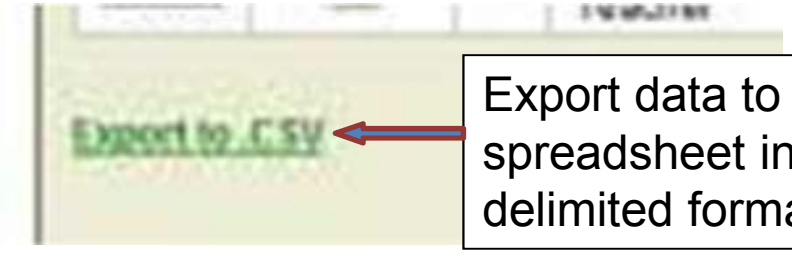
Complete instructions are available by clicking on Employee Kiosk Documentation
Then click on Documentation.
Select #8 Kiosk Staff Manual.
Then click on STAFF MANUAL again.

Functions available on each Menu option

Filter queried data by date range

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

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.

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

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

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

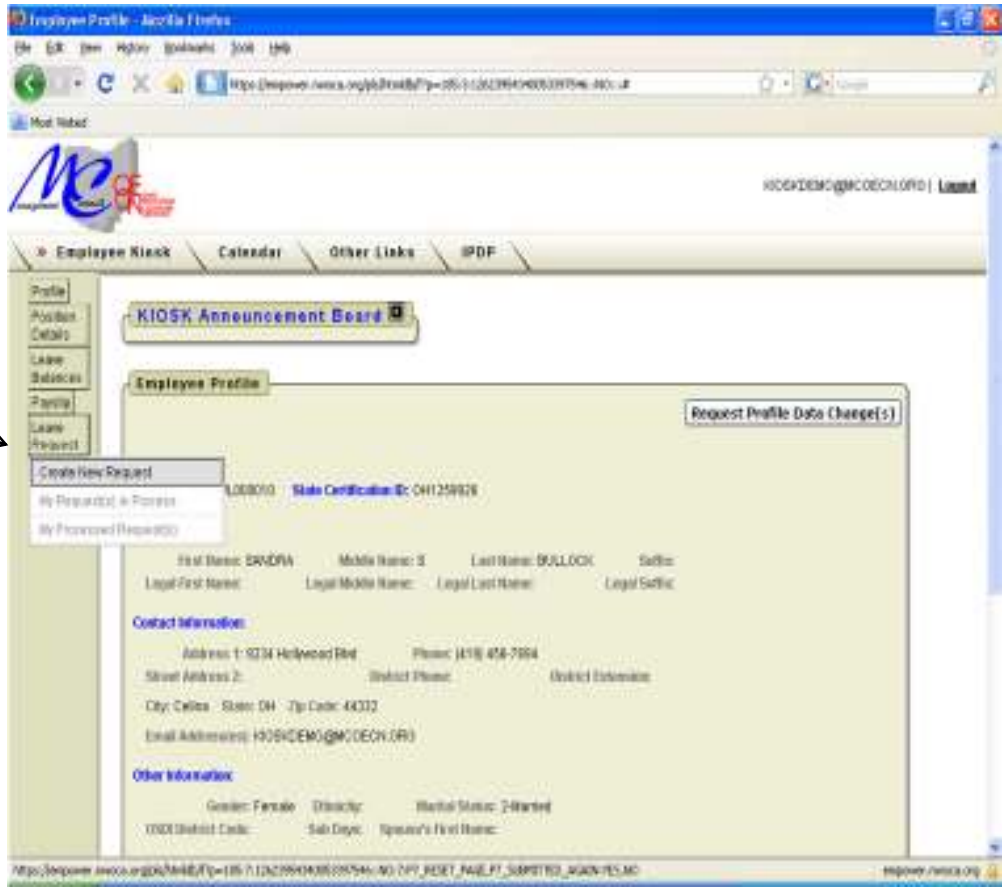
- You can view and/or print your W2 from the Kiosk. Click on **View/Print W2s**

Leave Request

- Click on Leave Request
- Click on **Set Leave Time starting and ending preferences**.
- Add your start and end time for <u>your</u> 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.



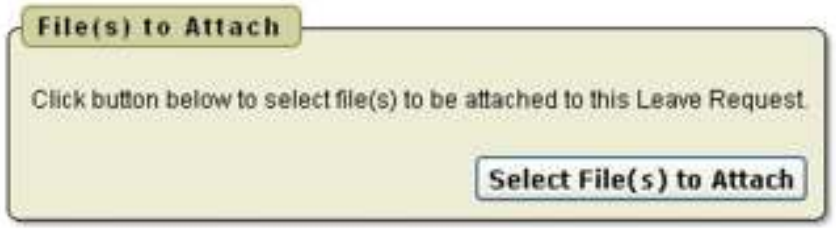
New Leave Request

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

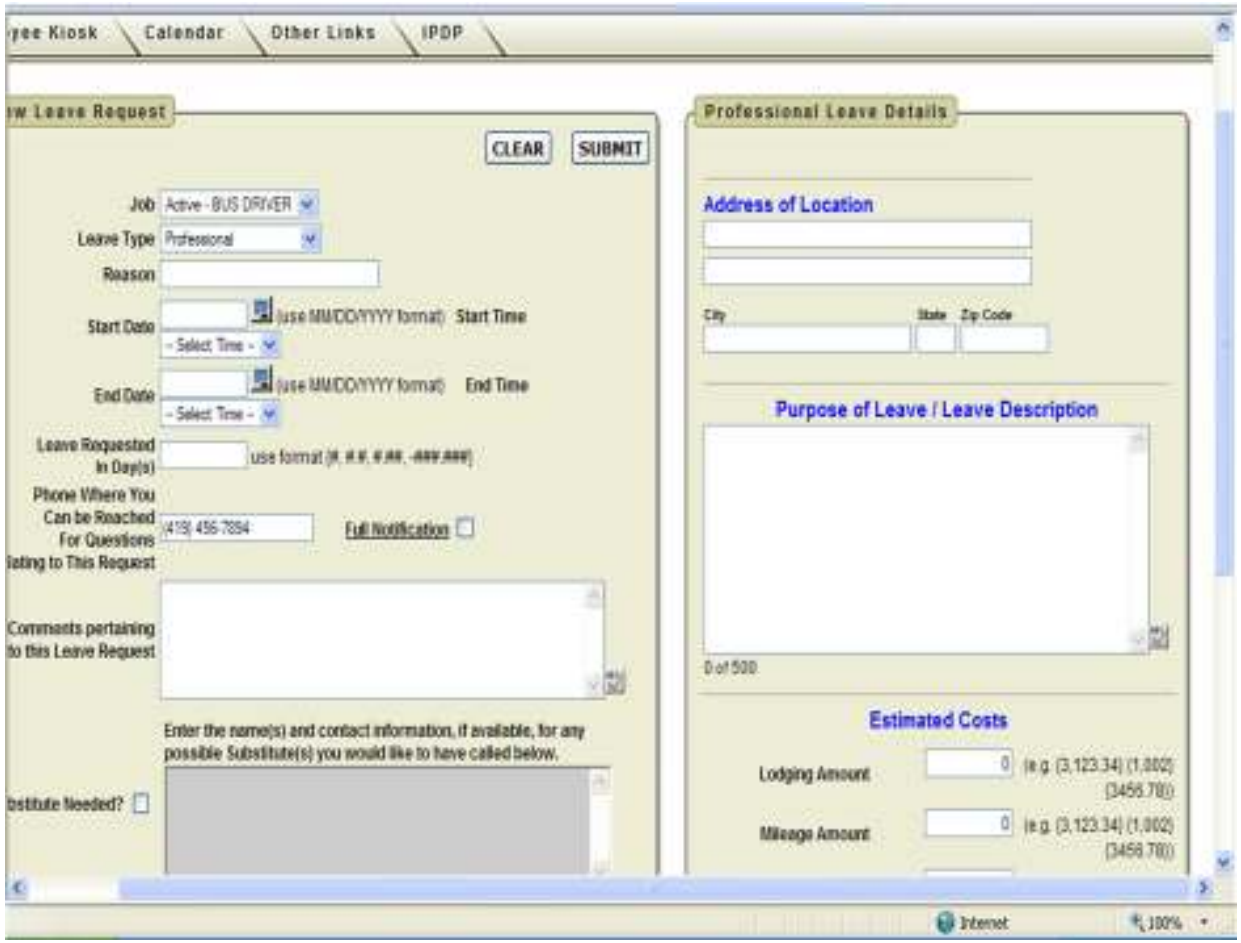
New Leave Request

- 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



Professional Leave Requests



- 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

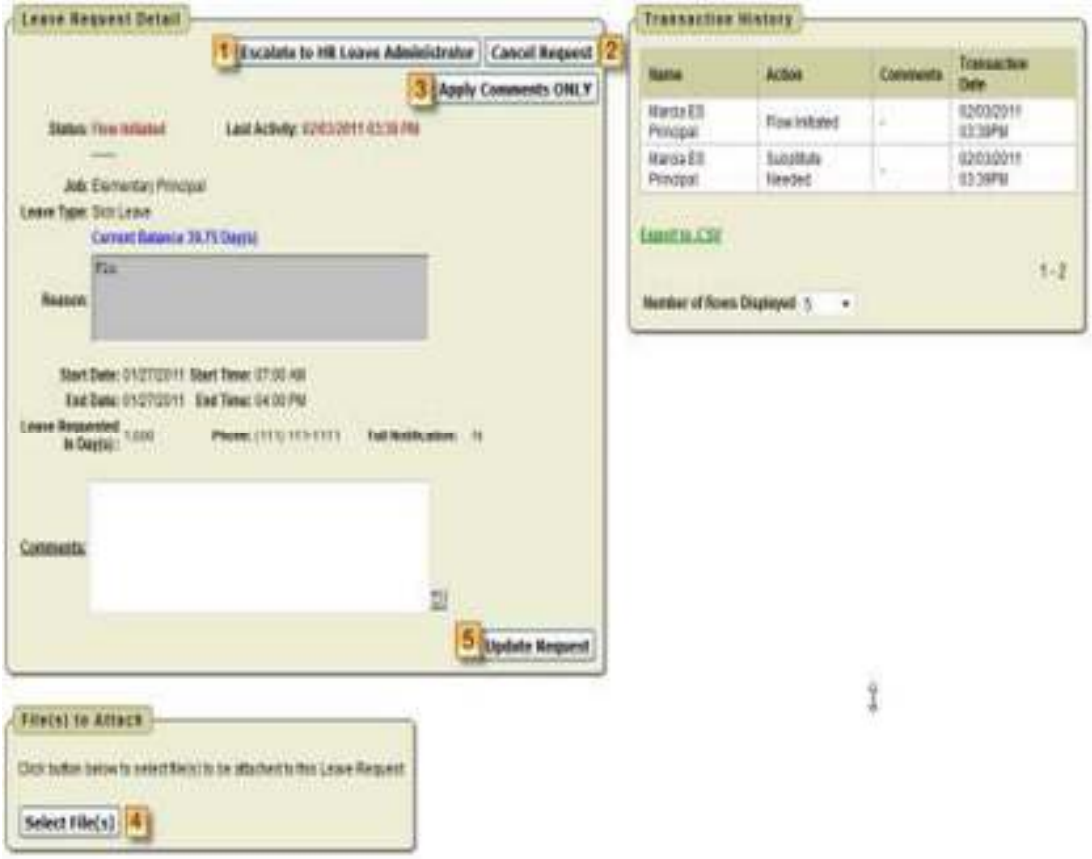
Modifying/Canceling Leave Requests

- 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

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



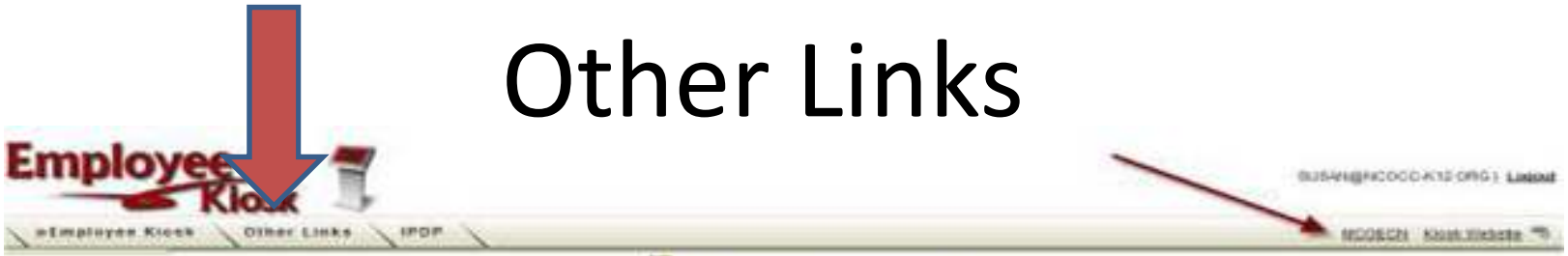
Modifying/Canceling Leave Requests

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

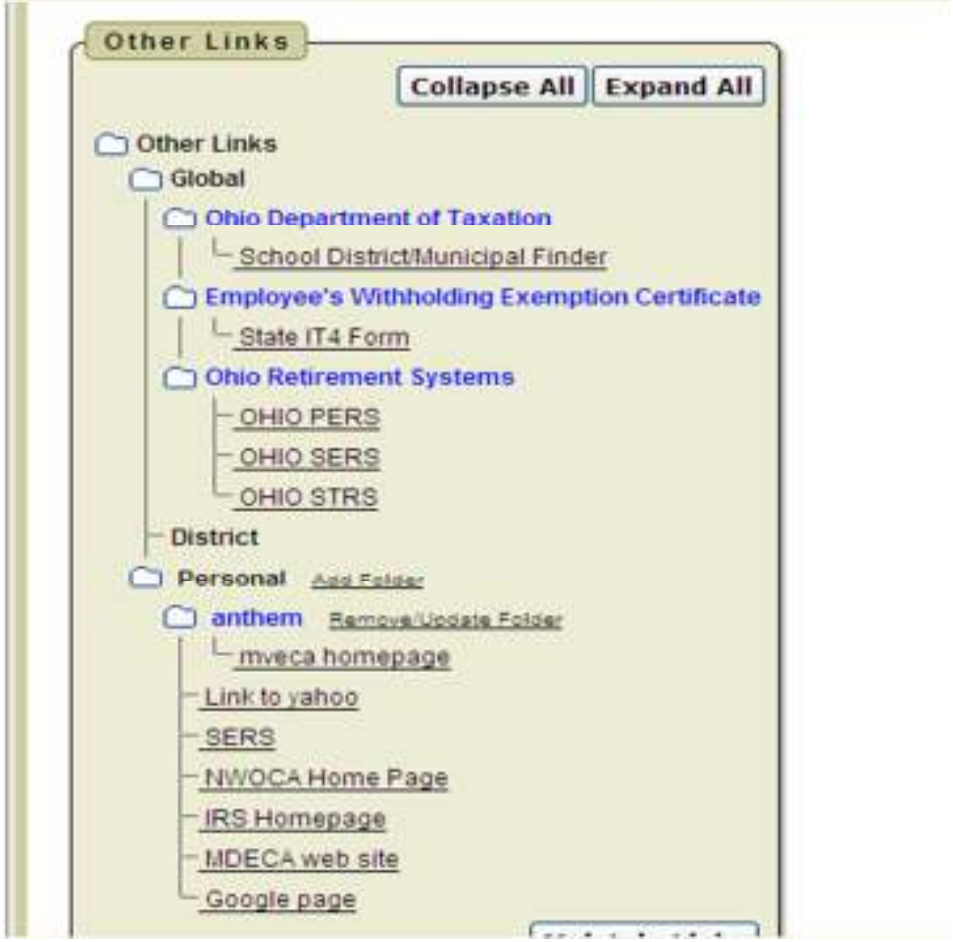
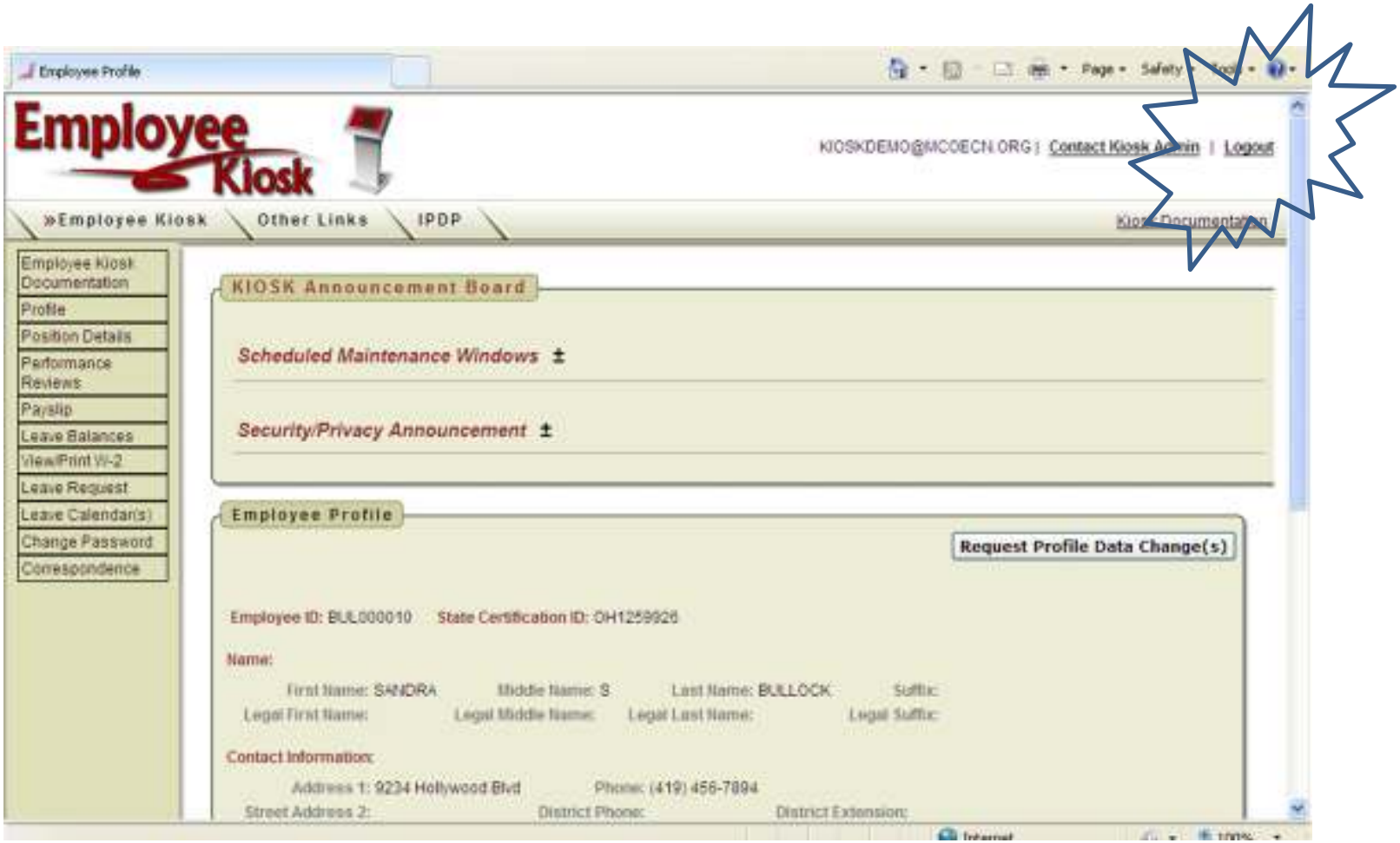
Leave Calendar

- The Leave Calendar/ My Leave Calendar menu option allows you to view leave over a 30 day period
- Leave requests are colo 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