LOGGING IN

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

To create a Kiosk Account, click on the First time user link at the login page and the Screen on the right will display. You will be required to enter the following:

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

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

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

EMPLOYEE KIOSK DOCUMENTATION

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

KIOSK ANNOUNCEMENT BOARD

Announcements for staff from administrators will be placed in the Kiosk Announcement Board. To see the full announcement, click (+) symbol next to the announcement title.
Clicking the (–) symbol will close the announcement.

OTHER LINKS

If your district is using the Other Links functionality of the Kiosk you will see links to other websites on your horizontal bar that have been placed there by district administrators. You can click on these links at anytime to go to that website. The employees also have the ability to add any favorite links.

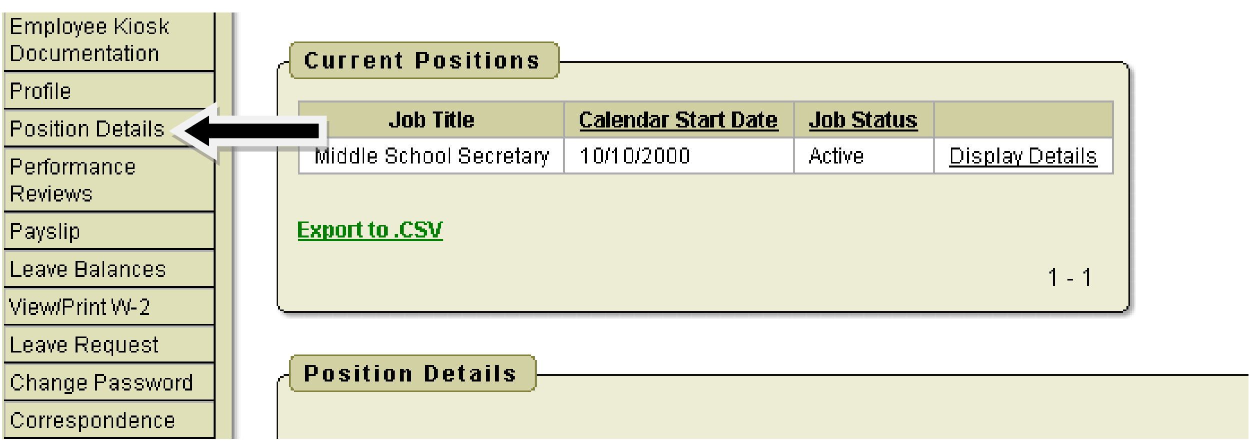
PROFILE

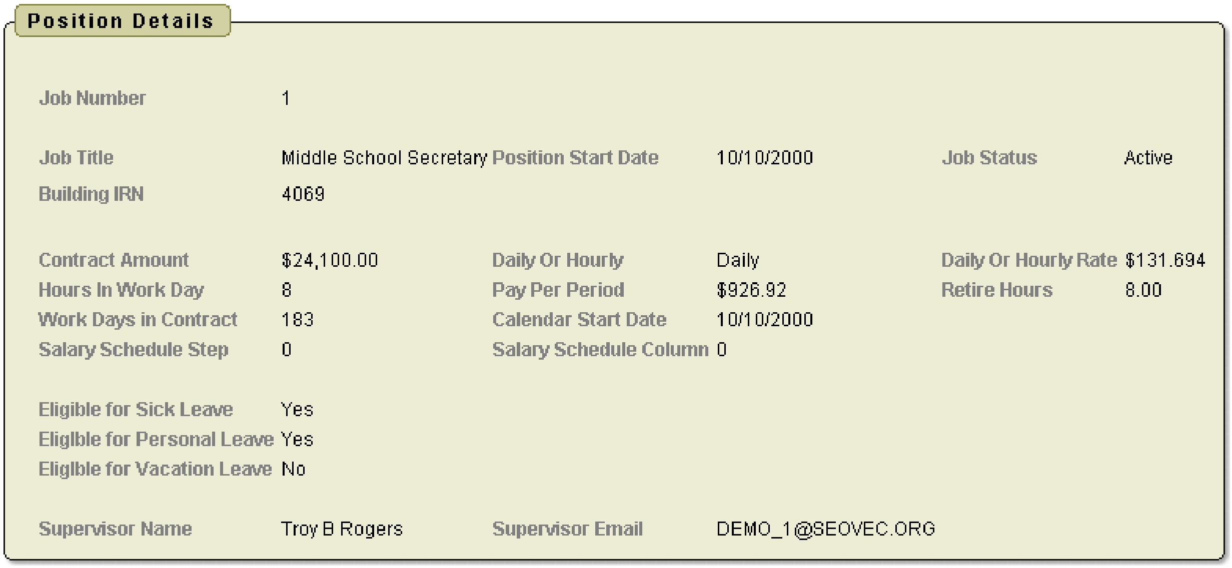
The profile page gives the user the personal information drawn from USPS (Uniform School Payroll System).

If the information is in error you may Request Profile Data changes by clicking on the link in the top right hand corner. You can then enter your change in the white box next to that field that needs the correction and then click Submit Change Request. A request is sent to the payroll staff and they will manually update the payroll system.

POSITION DETAILS

This is a brief view of your contract information. If you have multiple positions you can select the position from under the Current Positions section and the contract information for that position will display below.





Position Details

Job Number	1				
Job Title	Middle School Secretary	Position Start Date	10/10/2000	Job Status	Active
Building IRN	4069				
Contract Amount	$24,100.00	Daily Or Hourly	Daily	Daily Or Hourly Rate	$131.694
Hours In Work Day	8	Pay Per Period	$926.92	Retire Hours	8.00
Work Days in Contract	183	Calendar Start Date	10/10/2000		
Salary Schedule Step	0	Salary Schedule Column	0		
Eligible for Sick Leave	Yes				
Eligible for Personal Leave	Yes				
Eligible for Vacation Leave	No				
Supervisor Name	Troy B Rogers	Supervisor Email	DEMO_1@SEOVEC.ORG		

PAYSLIP

There are now 2 options for viewing payslips.

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

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

View USPS Payslip

Load Payslips for Date Range

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

Load Payslips

Payslip Summary

row(s) 1 - 5 of 13 Next

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

Export to .CSV

row(s) 1 - 5 of 13 Next

Number of Rows Displayed 5

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

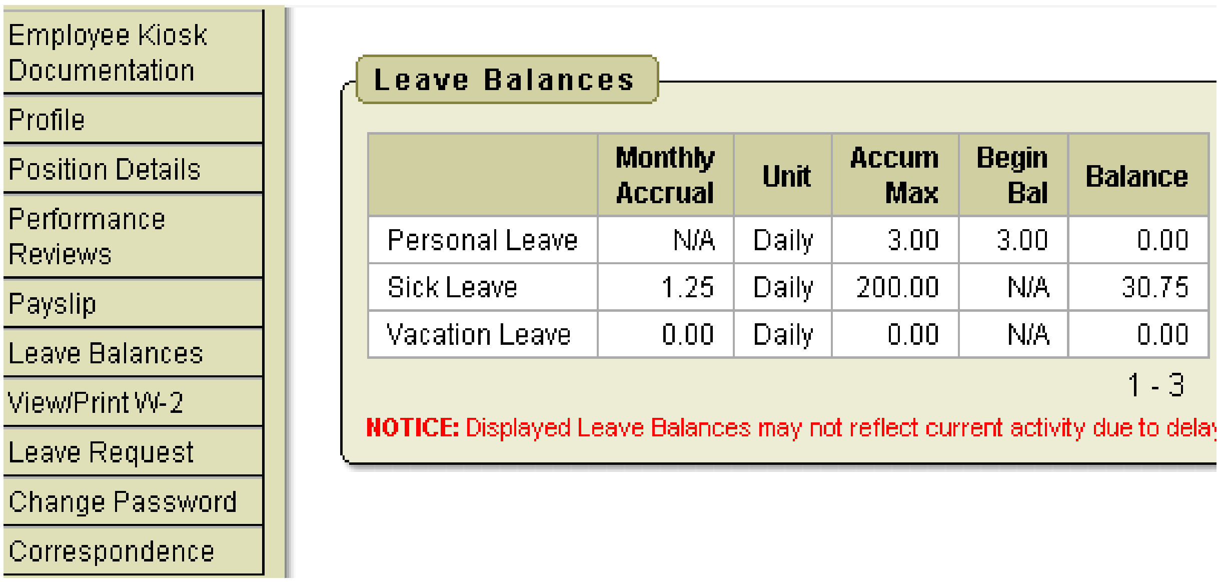
View/Print Pay Slip {PDF}

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

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

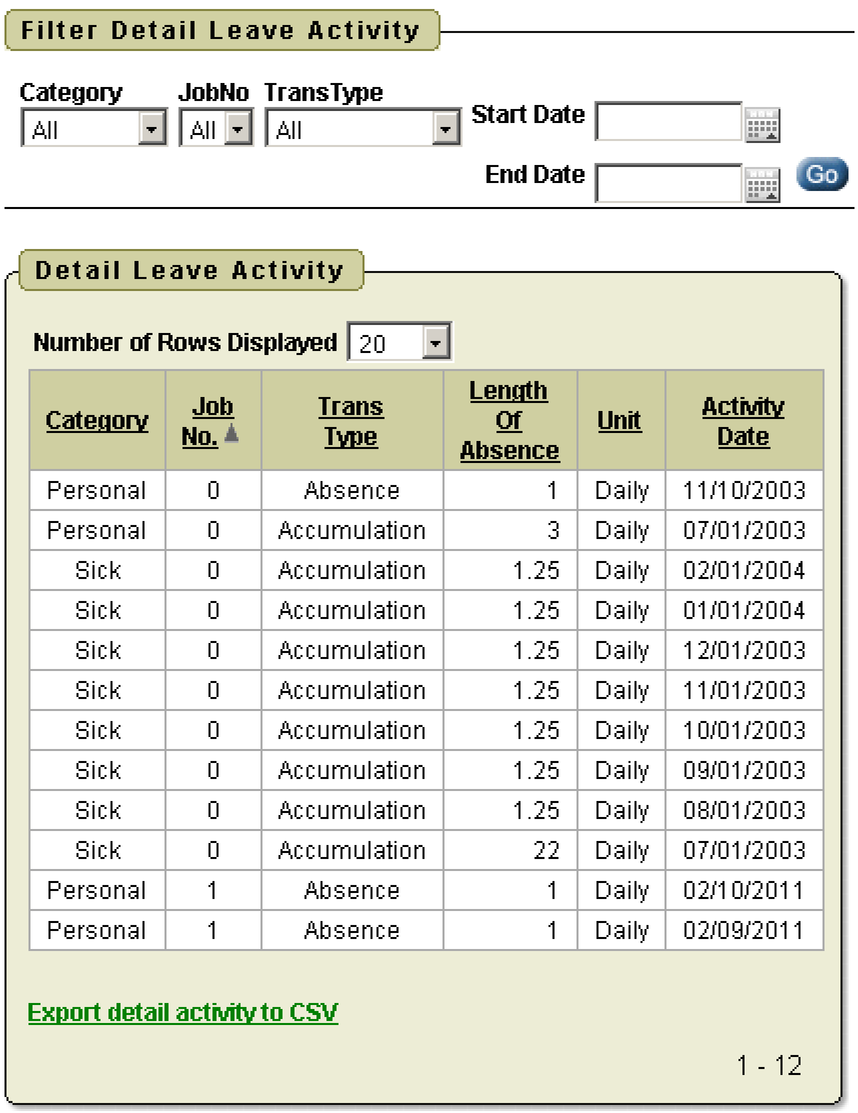
LEAVE BALANCES

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



Detailed Leave Activity

You can also see detailed information of absences and accumulations for available leave types. You can filter the information to only display information based on Category (Leave Types which could include sick, personal, vacation, etc.), Job Number, Transaction Type (Either Absence or Accumulation), and Start/End Date. Once you have selected how you want the information filtered you must press the Go icon to initiate your filter. Each column that is underlined gives you the ability to sort the information based on that column. To sort on Activity Date so that the most recent dates are at the top click on the Activity Date.

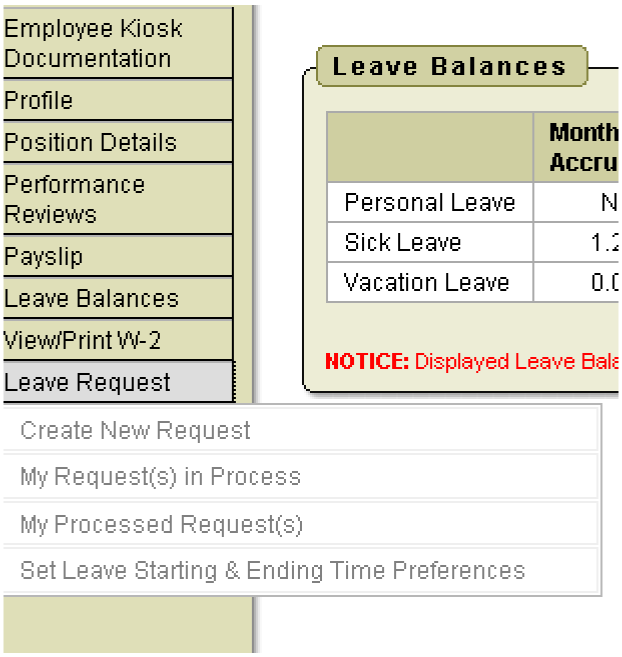


Category	Job No.	Trans Type	Length Of Absence	Unit	Activity Date
Personal	0	Absence	1	Daily	11/10/2003
Personal	0	Accumulation	3	Daily	07/01/2003
Sick	0	Accumulation	1.25	Daily	02/01/2004
Sick	0	Accumulation	1.25	Daily	01/01/2004
Sick	0	Accumulation	1.25	Daily	12/01/2003
Sick	0	Accumulation	1.25	Daily	11/01/2003
Sick	0	Accumulation	1.25	Daily	10/01/2003
Sick	0	Accumulation	1.25	Daily	09/01/2003
Sick	0	Accumulation	1.25	Daily	08/01/2003
Sick	0	Accumulation	22	Daily	07/01/2003
Personal	1	Absence	1	Daily	02/10/2011
Personal	1	Absence	1	Daily	02/09/2011

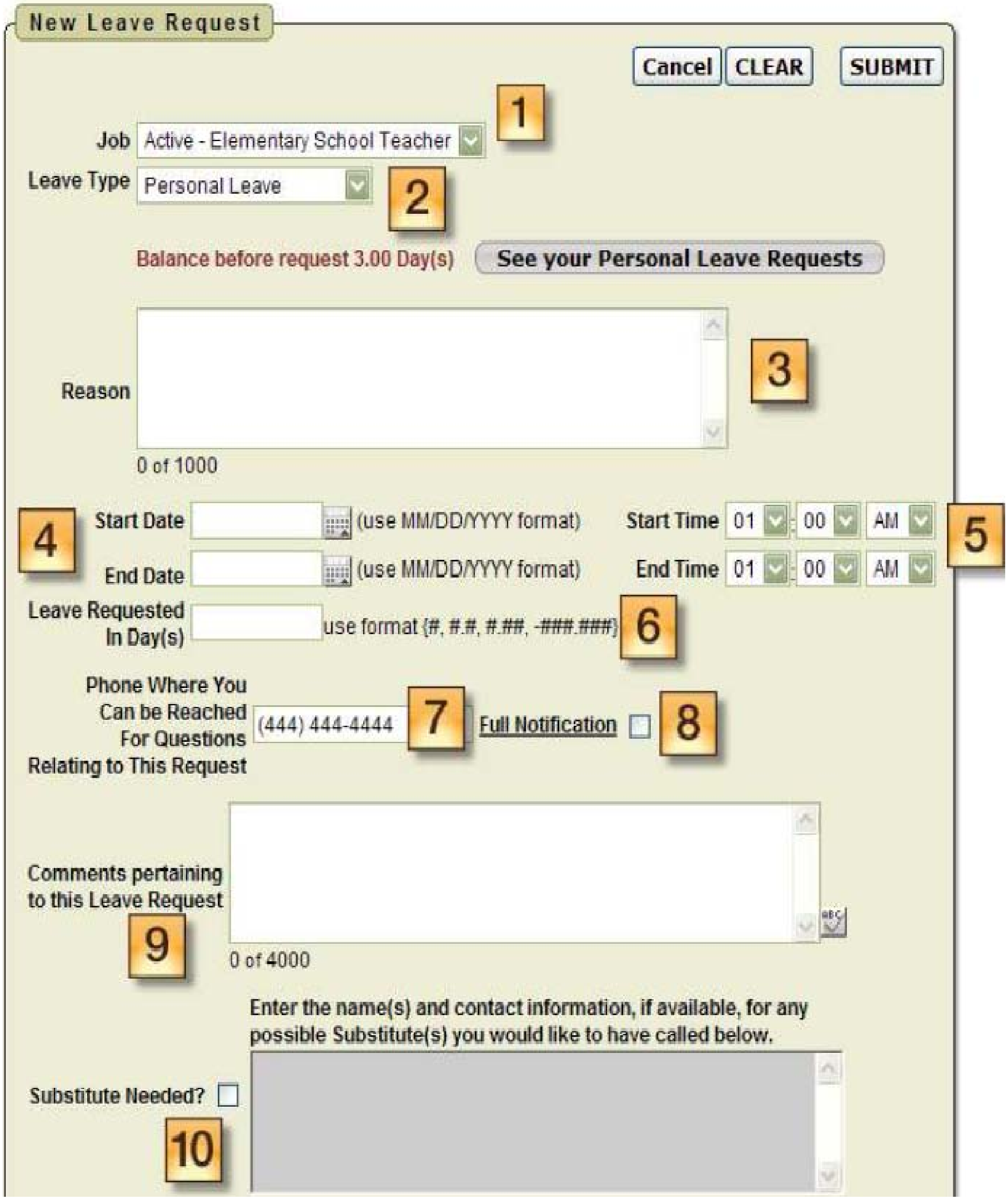
LEAVE REQUEST

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

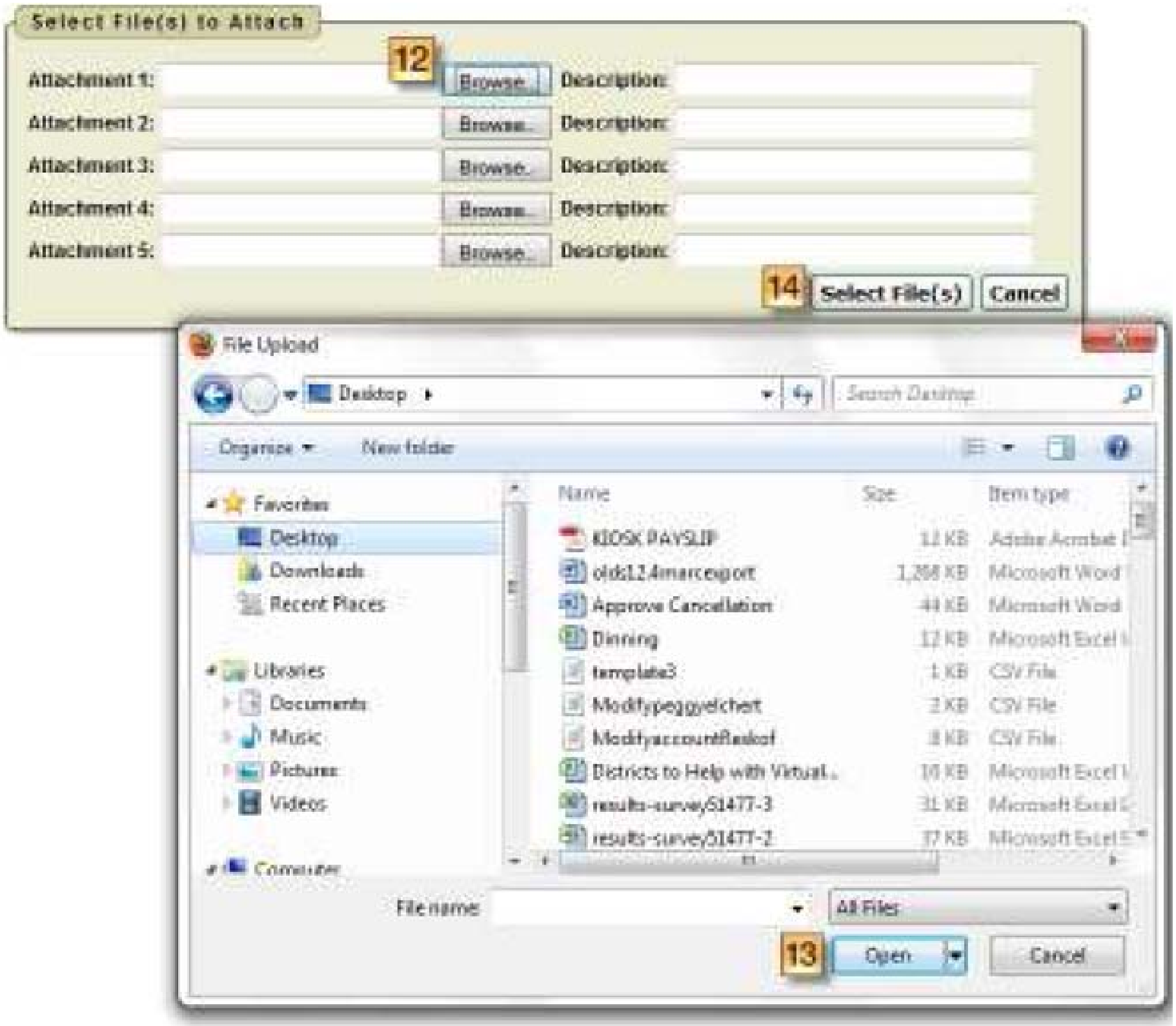


Create a New Leave Request



Create New Leave Request.
1. Make sure your job that is eligible for leave is selected.
2. Select your leave type. If your district requires an additional reason for a specific leave type (subcategory) another box will display to select additional reasons for the leave request. Once you have selected your leave type a balance of that leave type will display and you will have an icon to click on to see additional leave requests that have been requested but not subtracted from the balance for that leave type.
3. You will need to enter a reason for the request. Some districts require a reason for specific leave types. If your district requires a reason you will receive an error if you leave the field blank.
4. Start and End Date are both required – if you forget the date, you will be prompted to add it upon a submitting your request. You can click on the calendar icon to display a calendar to use to select your date.
5. Start and End Times are both required – if you forget the time, you will be prompted to add it upon submitting your request. This can be set as a preference. See Set Leave Starting & Ending Time Preferences section.
6. Enter amount of time you are requesting off. If your district uses hours you will enter your time in hours.
7. Your phone number will be populated from your Profile information.
8. Place a check mark in the box if you want to receive an email every time action is taken on your request. If you do not place a check mark in this box you will receive an email message when the request is initiated and when it has received final approval.
9. Enter any comments you want your supervisor to be aware of.
10. If you need a substitute you will need to check the box and then the comment box will be available for you to type a comment in. This information will then be displayed to anyone who has access to view your request.

11.You have the ability to attach a document to your leave request. You may need to attach a doctor's excuse, an agenda or registration form for a meeting.
Click on Select File(s) to attach.



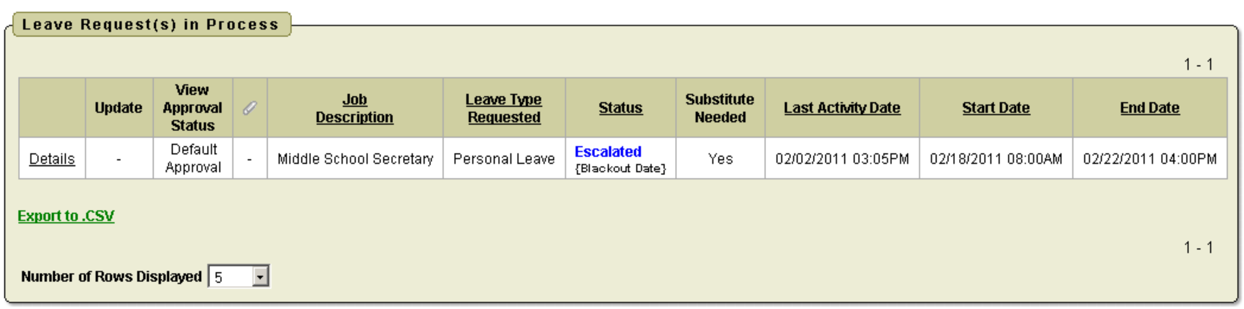
12. Click browse to find the attachment that is located on your PC.
13. Once you have located the file click open.
14. Type in a description for your file and click Select File(s).
15. When your request has been filled out completely press the submit button.

If you choose Professional Leave from the drop down menu, another form appears with the needed information for a professional leave.

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.
6. Once you have submitted the request for professional leave you have the ability to print a Professional Leave Request Form to submit after your leave so you can enter your actual expenses, attach receipts and submit for reimbursement.
If you submit a request that will span multiple days you will then be presented a screen to verify the dates and the leave request for each day.

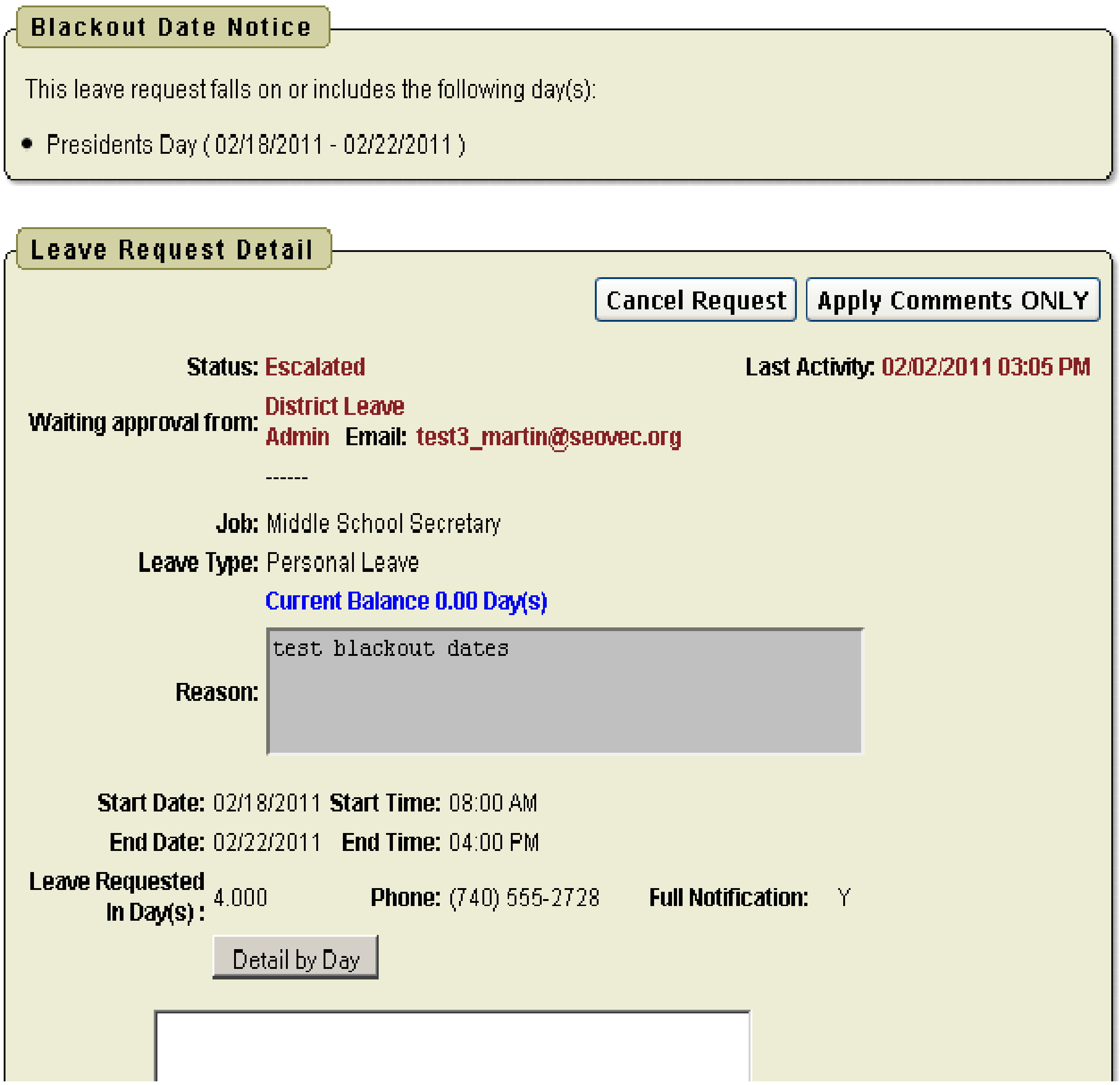
My Request(s) in Process



You can quickly see all requests, what their status is, and where they fall in the steps toward approval.
You can click on the word 'Details' to see the original request.
You will see a non-edit-able view of your original request and can do the following when looking at the details of the request.

Black out Date

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



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

taken on the request you will not be able to update it. Further to the right you will see the approval process.

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

When you click on the icon from the My Leave Request(s) in Process screen you will see the approval tree and where the request lies in that tree. The tree is set up by the administration.

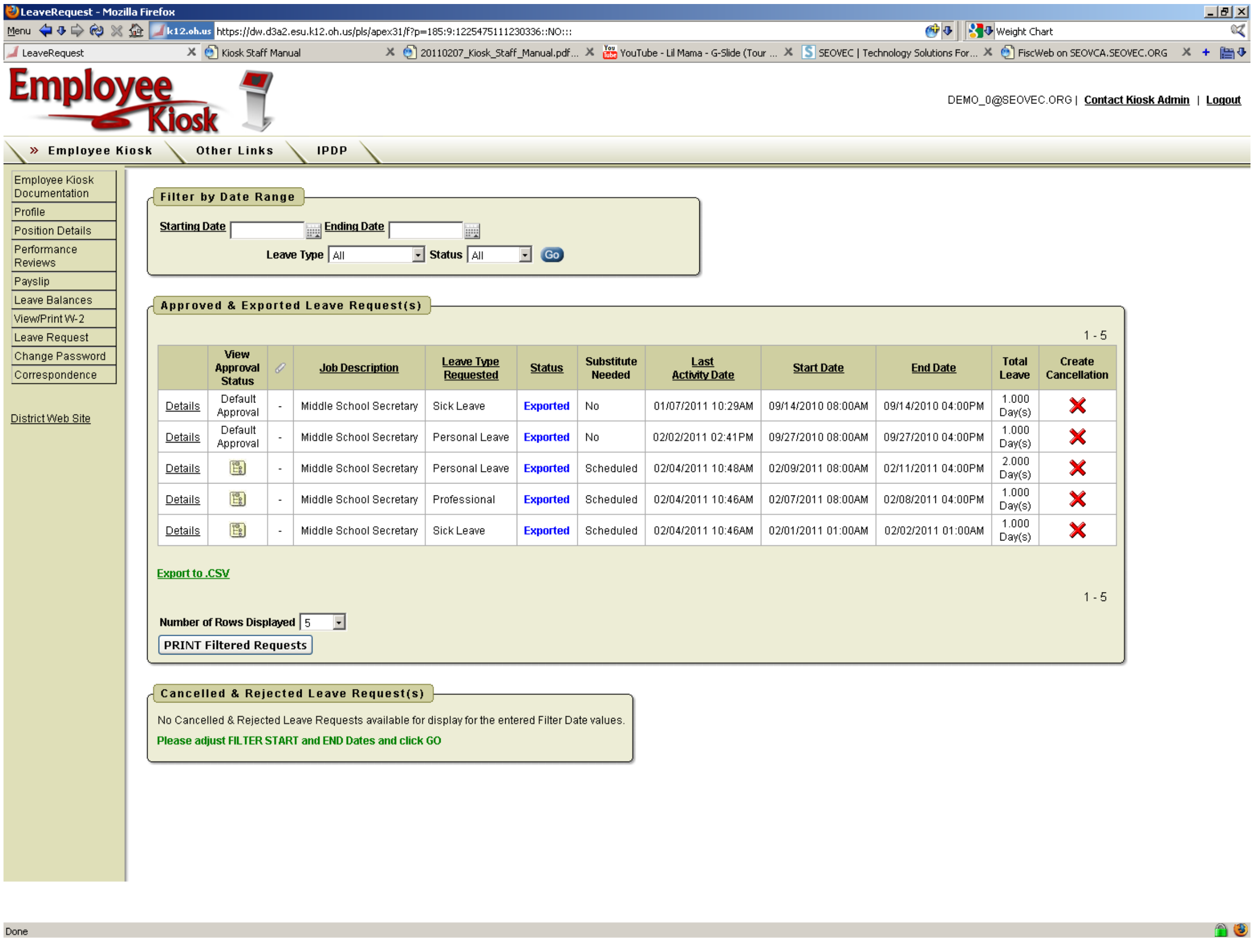
My Processed Request(s)

This report reflects those leaves that have been completely processed and are probably in the past. These requests would include those that have been approved and exported to USPS or those requests that have been rejected or cancelled.

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

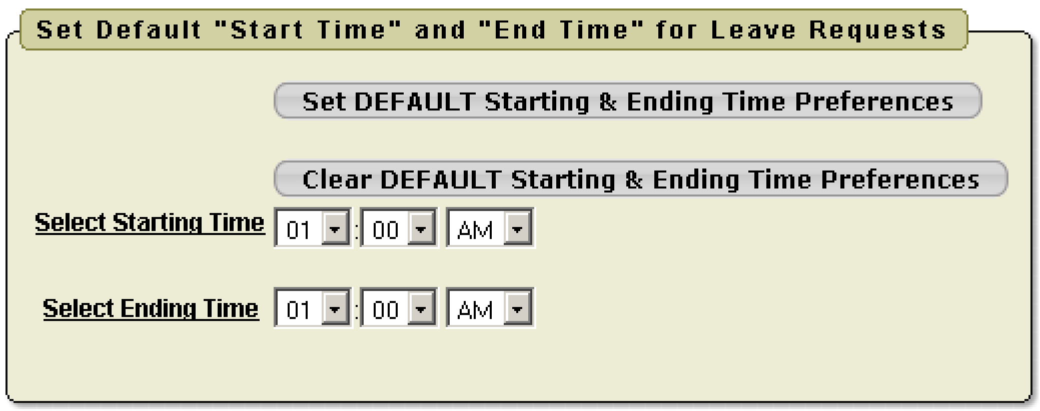
Filtering on any of the areas above requires you to click the GO icon to initiate the filter. The sections are divided by Approved and Exported Leave Requests and Cancelled and Rejected Leave Requests

In the Approved and Exported Leave Requests section You can click on the word ‘Details’ to see the original request. You will see a non-edit-able view of their original request and further to the right you will see the transaction history for this request. When you click on the icon from the My Leave Request(s) in Process screen you will see the approval tree and where the request lies in that tree. The tree is set up by the admin. You will also see a column with the status of leave request. Exported are requests that have been exported into payroll. Approved requests have been through the approval process but have not been exported to payroll.



If your request has the status of Exported you have the option to cancel the request by clicking on the red X in the Create Cancellation column.
When you click the red X a leave request will be created and automatically populated with the correct information for the leave cancellation. You can enter comments in the request as to why the request is being cancelled.
Click Submit to create the cancellation request and send it through the approval process. You may choose how many rows to view by clicking on the drop down arrow next to Number of Rows Displayed.

Set Leave Starting & Ending Time Preference
You can enter a starting and ending time preference so that when you go to create a leave request the starting and ending time that you have set as a preference will be automatically entered into the leave request when creating a new request.
1. Enter a starting time
2. Enter a ending time
3. Click Set Default Starting & Ending Time Preferences



CHANGE PASSWORD
This feature will allow you to change your password once you are logged into Kiosk. You must enter your old password and then type the new one twice before clicking on 'Change Password'. Your password must be 8 characters in length. Your district has the ability to configure that your password change in a certain number days. Your district may also require you to use at least one capital letter, number or special character when creating your password. They will let you know of those requirements.

CORRESPONDENCE
This feature will allow you to send messages to the Kiosk Admin from within the Kiosk software. When you click on Contact Kiosk Admin a message box will display for you to type a message that will be sent to the Kiosk Admin for your district. Click Send with done typing your message.

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