

TRI-VALLEY LOCAL SCHOOLS ESS KIOSK

The ESS Kiosk is a web-based program provided by LACA. This site provides our employees with information and documentation of your past W-2's, Pay Checks, Leave Requests and Position Details. From this site you can look at/print any of these items. Since this is a web-based program, you can sign-in from home, work or even your phone.

LOGGING IN TO ESS KIOSK

Go to the Tri-Valley Web Site Home Page at www.tvschools.org

Click on the black button at the top where it says ESS Kiosk



TRI-VALLEY
LOCAL SCHOOLS



ESS KIOSK

LPDC

EMPLOYEE RECORDS

EMPLOYMENT



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District Quick Links

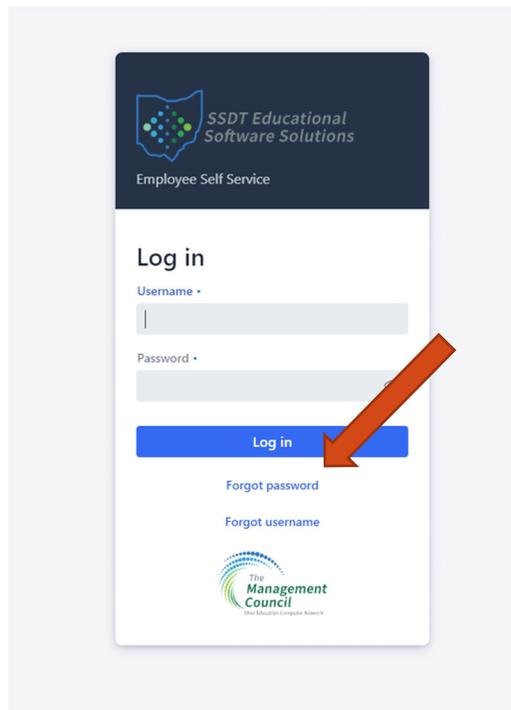
Our Schools

The ESS Kiosk site, <https://laca-tv-ess.ssd-t-ohio.org/login>, will open and you will be presented with the following login screen:

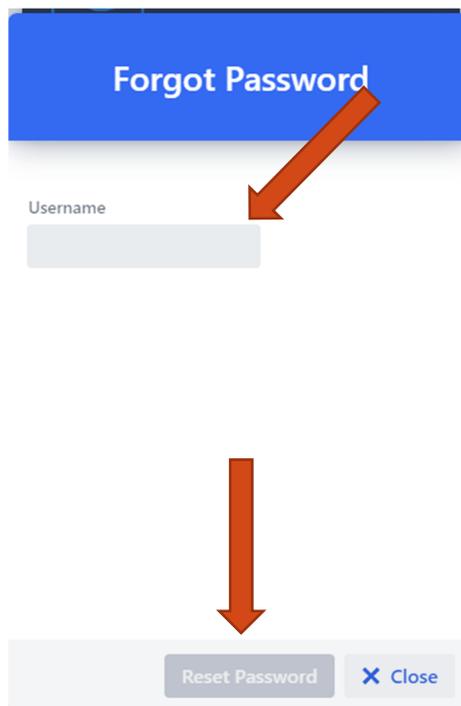
A screenshot of the login screen for the ESS Kiosk. The screen is titled "Employee Self Service" and "Log in". It features a "Username" field, a "Password" field with an eye icon, and a "Log in" button. Below the button are links for "Forgot password" and "Forgot username". At the bottom, there is a logo for "The Management Council".

INITIAL LOGIN INSTRUCTIONS

Click the [Forgot password](#) link below the Log in button.



A second box will open. Type in your username which is your full email address. Click the Reset Password button, once to make it blue, and then a second time to submit the request.



ESS Forgot Password > Inbox x



kioskleave@tvschools.org

to me ▾

A request to reset your password in the ESS application has been received. If you did not make this request, please contact your administrator immediately. A temporary password has been set for you which will expire in 5 minutes. Please use this when resetting your password.

Temporary Password: 9vYwtLBJT&QDrm%iHf1SEy0KOTifRE
ESS Application: <https://laca-tv-ess.ssd-t-ohio.org/reset-password>

You will receive an email with a Temporary Password. Click the blue hyperlink next to the ESS Application, which will pull up the Reset Password screen. Copy the full Temporary Password. Be careful not to copy any spaces before or after the password. The link and Temporary Password are displayed near the bottom of the email.

The ESS Application link from the email will bring you to the ESS Kiosk screen with the following Reset Password box:

Reset Password

Username

Old Password

New Password

Verify New Password

Must contain 1 uppercase letter
Must contain 1 lowercase letter
Must contain 1 number
Must contain 1 special character !@#\$%^&*

Length must be minimum of 8 characters

Change Password Cancel

Type in your full username (your full email address).

Paste your Temporary Password from your email in the Old Password box.

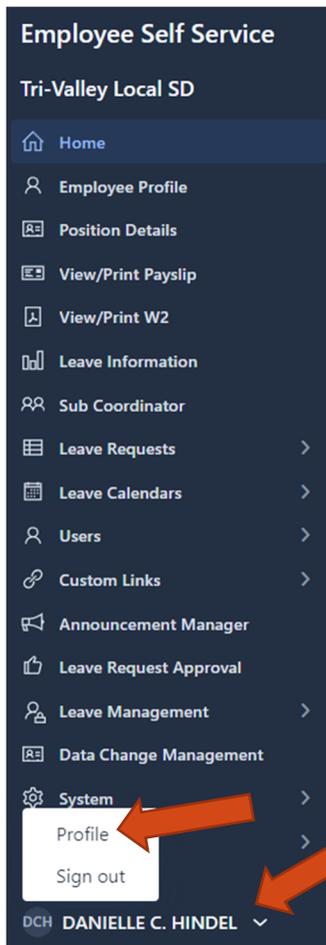
Type in a New Password following the requirements listed. We recommend using the same password you use for email.

Re-type the password you just created.

Click on the Change Password button.

If you have any trouble getting your password reset, please contact Danielle Hindel at extension 1409.

SET DEFAULT START AND END TIMES



Once you are logged in to the new ESS Kiosk, please set your Default Start and Stop Times. This will save you a step when entering Leave Requests.

At the bottom left of your screen you will see your name, click on it and two options will appear. Select Profile.

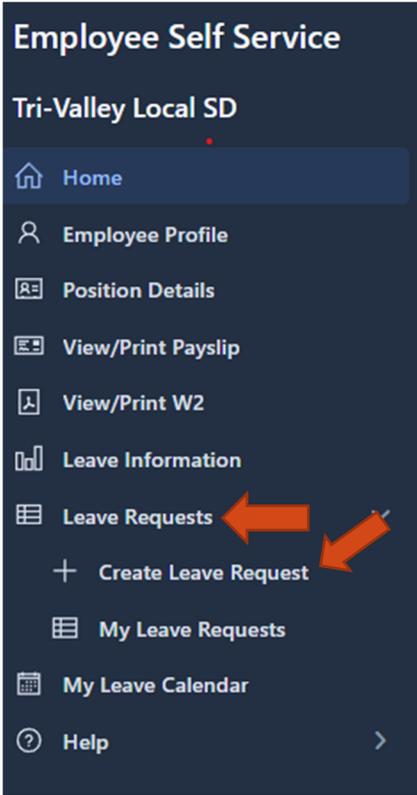
Your profile information displays on the right side of your screen. Set your Default Leave Start and Stop Times. Once complete, click the blue Save button at the bottom.

Set Default Leave Start Time		Set Default Leave Stop Time			
08	00	AM	04	00	PM

Roles
District Manager
Leave Calendar for District Staff
Leave Calendar by Pay Group
Leave Request Approver
Leave Supervisor for Staff
User
Leave Manager
Leave Calendar by District Building

LEAVE REQUESTS

All leave requests should be submitted through the ESS Kiosk. This includes sick leave, personal leave, vacation leave (if applicable), professional leave, and jury duty leave. **We will no longer be using paper forms for these requests.**



When you click on the “Leave Requests” bar at the left side of the screen, options will appear.

Notice you can create a new request or see requests that have already been submitted.

Once you click on Create New Request, the following screen appears:

A screenshot of the 'Create Leave Request' form. It contains several input fields: Position (dropdown menu showing '1 - ASSISTANT TREASURER'), Leave Type (dropdown menu showing 'Sick'), Leave Type Sub Category (dropdown menu), Reason (text area), Start of Leave (date and time picker for 7/26/2024 at 8:00 AM), End of Leave (date and time picker for 7/26/2024 at 4:00 PM), Total Time Requested (input field with 0.5), Phone Number (input field), Comments (text area), and Substitute Comments (text area). There are also supervisor information fields and file upload options. Two red arrows point to the 'Position' and 'Leave Type' dropdown menus.

The **Position** will default to your primary position – staff with supplemental contracts may also have another position show in the drop down box – make sure you choose the primary position.

Select the **Leave Type** (ex. sick leave, personal leave, jury duty), **Sub Category** if applicable, and type in a **Reason** (required for certain Sick Leave).

Note: Once you select a Leave Type your current balance (before this request) will show below the Leave Type.

Create Leave Request

Position •
1 - ASSISTANT TREASURER

Leave Type •
Sick
Leave Balance Before Request (Including Ongoing Leave Requests): 111.750

Leave Type Sub Category •

Reason
Reason for Leave

Start of Leave •
7/26/2024 8:00 AM

End of Leave •
7/26/2024 4:00 PM

Total Time Requested •
0.5

Comments
Comments pertaining to this leave request

Supervisor Name: RYAN SMITH
Supervisor Email: rdsmith@tvschools.org

Upload Files... Drop files here

File Name

Start of Leave and End of Leave Dates: If you are taking 1 full day – the start and end date will be the same and the times will reflect the start and end times of a normal work day. You will notice your times appear based on the Default Times you entered in above.

Total Time Requested: You can either use the + sign or highlight and manually type in the total time.

Once all information is input, click the **Create Leave Request** button. A green box will display in the top right corner indicating your leave was successfully submitted.

Create Leave Request

Position •
1 - ASSISTANT TREASURER

Leave Type •
Sick
Leave Balance Before Request (Including Ongoing Leave Requests): 111.750

Leave Type Sub Category •
PI - Personal Illness/Injury

Reason
Reason for Leave

Start of Leave •
7/26/2024 8:00 AM

End of Leave •
7/26/2024 4:00 PM

Total Time Requested •
1

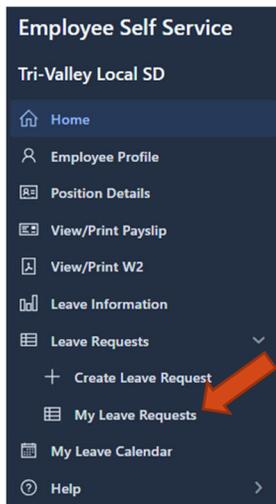
Comments
Comments pertaining to this leave request

Supervisor Name: RYAN SMITH
Supervisor Email: rdsmith@tvschools.org

Upload Files... Drop files here

File Name

You can view the progress of your leave request by going back to the list at the left of the screen and clicking on My Leave Requests.



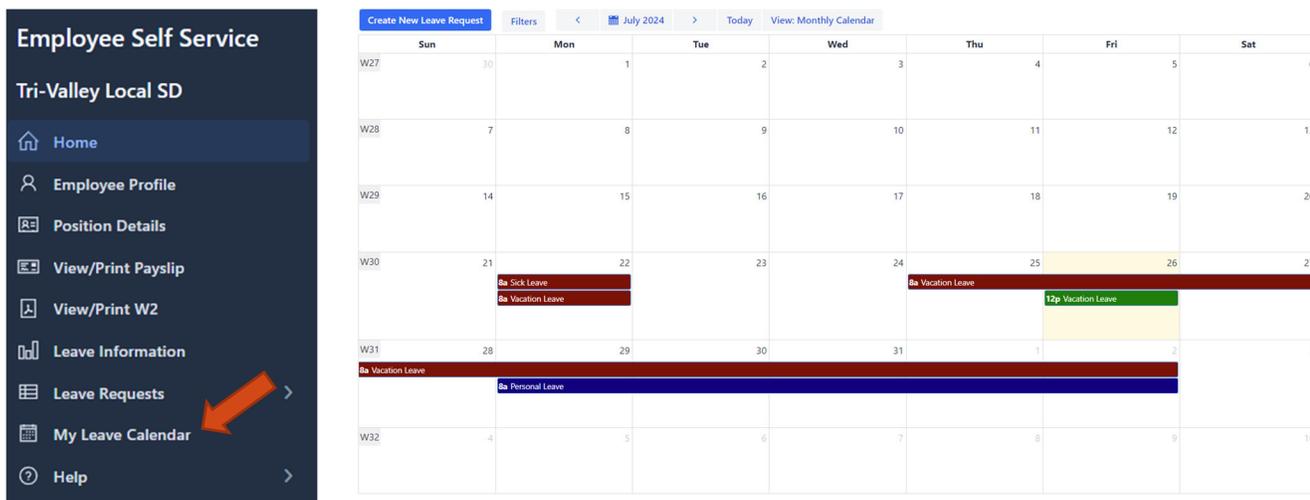
Note: Only leave that you have entered in the new ESS Kiosk will display here.

The following information then displays on the right:

	Position	Start Date	Stop Date	Length Of Absence	Category	Approval Status
	Filter	Filter start	Filter stop	Filter	Filter	Filter
👁️	ASSISTANT TREASURER	08-19-2024 08:00:00 AM	08-20-2024 04:00:00 PM	0.50	Sick	Cancelled
👁️	ASSISTANT TREASURER	07-29-2024 08:00:00 AM	08-02-2024 04:00:00 PM	4.00	Personal	Initiated
👁️	ASSISTANT TREASURER	07-26-2024 12:00:00 PM	07-26-2024 04:00:00 PM	0.50	Vacation	Approved
👁️	ASSISTANT TREASURER	07-25-2024 08:00:00 AM	08-02-2024 04:00:00 PM	5.00	Vacation	Cancelled
👁️	ASSISTANT TREASURER	07-22-2024 08:00:00 AM	07-22-2024 04:00:00 PM	0.50	Sick	Cancelled
👁️	ASSISTANT TREASURER	07-22-2024 08:00:00 AM	07-22-2024 04:00:00 PM	0.50	Vacation	Cancelled

The **Approval Status**, in the far right column, shows if your leave has been **Approved** (your leave has been fully approved), **Cancelled** (your leave has been cancelled), or **Initiated** (you submitted your request but it has not been fully approved). Notice you can filter by date range so you can view all requests for the year or for specific months/weeks.

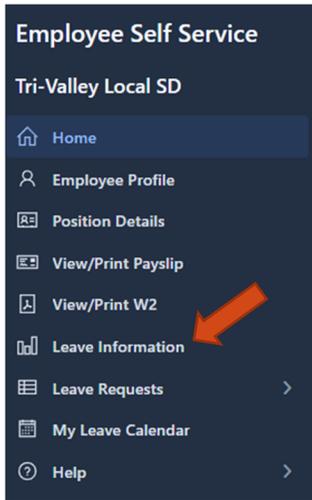
You may also view your requested leaves in a calendar view by clicking on My Leave Calendar to the left.



If your leave request shows up in **green**, it has been approved. If it shows up in **blue**, it has not been fully approved yet. If it shows up in **red**, it has either been denied or cancelled.

LEAVE INFORMATION

Leave Information, accessed through the left side of the screen, displays your current Leave Balances, Absences, and Accumulations.



Leave Balances Absences Accumulations

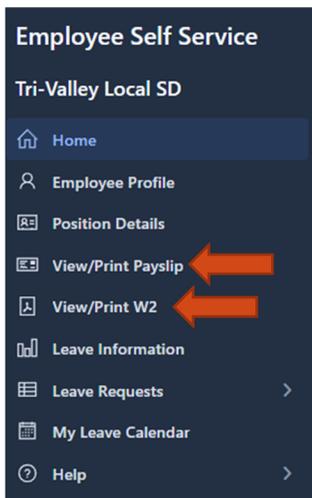
Leave Type	Monthly Accrual	Absence Max	Balance
PERSONAL	2,000	4,000	4,000
SICK	1,250	260,000	113,000
VACATION	1,250	45,000	31,619

Leave Balances displays your Monthly Accrual amounts, your Absence Max, as well as your current Balance (balance reflects what has been pulled into payroll).

Absences shows all absences/attendance (overtime, trips, etc) entered in payroll.

Accumulations shows your monthly accumulations for each leave type.

VIEW/PRINT PAYSIP AND VIEW/PRINT W2



View/Print Payslip and View/Print W2 allows you to access payslips and W2s.

You have the option to either download and save the document to your device or you can just view the document.

Download:



View:



QUESTIONS:

Danielle Hindel – Assistant Treasurer

Tri-Valley District Office

740-754-1442

Email: dhindel@tvschools.org