

# Employee Kiosk



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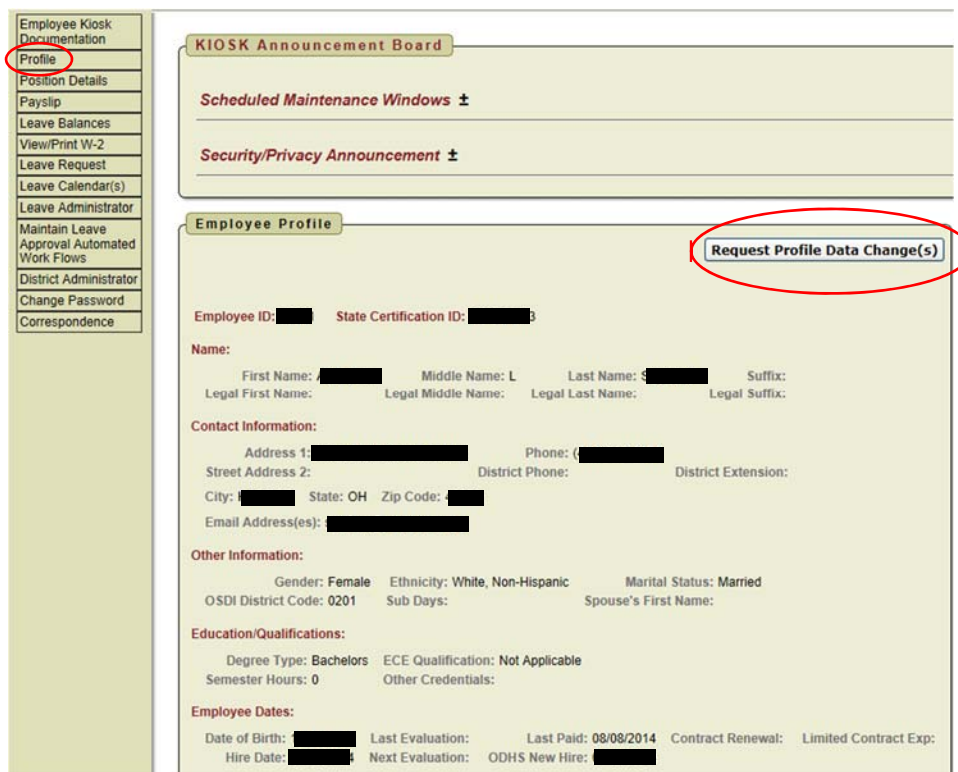
## How to Log-In to Employee Kiosk:

- On the Allen East website, select “Employee Logins” on the left-hand side.
- Click “Employee Kiosk”
- Enter your email address & password
  - Your email address is the same one you use to receive your direct deposit notification.
  - You must register your first time using the Kiosk.
  - You can reset your password if needed



## Kiosk Profile

- The profile page gives you the personal information drawn from the payroll system.
- To update information:
  - Click on “Request Profile Data Change(s)”
  - Enter your change in the white box next to the field that needs corrected.
  - Click “Submit Change Request”
  - A request is sent to the Administrators 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.

**Employee Kiosk Documentation**

- Profile
- Position Details**
- Payslip
- Leave Balances
- View/Print W-2
- Leave Request
- Leave Calendar(s)
- Leave Administrator
- Maintain Leave Approval Automated Work Flows
- District Administrator
- Change Password
- Correspondence

**Current Positions**

Job Title	Calendar Start Date	Job Status
ASSISTANT TREASURER		Active

[Export to .CSV](#) 1 - 1

**Position Details**

Job Number: 1

Job Title: ASSISTANT TREASURER Position Start Date: Job Status: Active

Building IRN: 45757 Building Name: Allen East Local SD

Contract Amount: Daily Or Hourly: Daily Daily Or Hourly Rate: Retire Hours:

Hours In Work Day: Pay Per Period: Work Days in Contract: 258 Calendar Start Date: 02/01/2014

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: Supervisor Email:

## Payslip

- There are 2 options for viewing payslips:
  - View USPS Payslip
  - View/Print Pay Slip {PDF}
- The View/Print Pay Slip {PDF} feature is not currently available.
- **View USPS Payslip**
  - The system defaults to displaying payslips for the past 3 months. Click the calendar icon to change the date range.
  - Click the “View” icon to see the payslip detail.
  - The number of payslips that are displayed can be changed by selecting the drop down arrow and setting the display to another number.

**Employee Kiosk Documentation**

- Profile
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**Load Payslips for Date Range**

Starting Date: 02/01/2014 Ending Date: 08/12/2014

[Load Payslips](#)

**Payslip Summary**

Click to View	Pay Date	Check Num	Gross	Net	Direct Deposit	Sick Used	Vac Used	Pers Used	Sick Bal	Vac Bal	Pers Bal
<a href="#">VIEW</a>	09/09/2014				Y	0	0	0			
<a href="#">VIEW</a>	07/25/2014				Y	0	0	0			
<a href="#">VIEW</a>	07/11/2014				Y	0	0	0			
<a href="#">VIEW</a>	06/27/2014				Y	0	0	0			
<a href="#">VIEW</a>	06/13/2014				Y	4	0	2			
<a href="#">VIEW</a>	05/30/2014				Y	7	0	0			
<a href="#">VIEW</a>	05/16/2014				Y	0	0	0			
<a href="#">VIEW</a>	05/02/2014				Y	0	0	0			
<a href="#">VIEW</a>	04/18/2014				Y	0	0	0			
<a href="#">VIEW</a>	04/04/2014				Y	0	0	0			
<a href="#">VIEW</a>	03/21/2014				Y	0	0	0			
<a href="#">VIEW</a>	03/07/2014				Y	0	0	0			
<a href="#">VIEW</a>	02/21/2014				Y	0	0	0			

[Export to .CSV](#) 1 - 13

Number of Rows Displayed: 300

## Leave Balances

- At this screen, you can see the types of leave you have and a quick balance of each.
- This balance reflects the leave request that have been exported into the payroll system.*
- You can also see the detailed information of absences & accumulations on the right-hand side.
  - Use the filters to display specific information.
  - Remember to press the “Go” button to apply your filters
  - Click on any column header to sort by that column

Leave Balances					
	Monthly Accrual	Unit	Accum Max	Begin Bal	Balance
Personal Leave	N/A	Daily	3.00	3.00	3.00
Sick Leave	1.25	Daily	200.00	N/A	12.75
Vacation Leave	0.00	Daily	0.00	N/A	0.00

1 - 3

NOTICE: Displayed Leave Balances may not reflect current activity due to delayed posting.

## Filter Detail Leave Activity

Category

JobNo

TransType

Start Date

All

All

All

End Date

Go

## Detail Leave Activity

Number of Rows Displayed

100

Category	Job No. ▲	Trans Type	Length Of Absence	Unit	Activity Date
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
Personal	0	Accumulation	3	Daily	07/01/2003
Sick	0	Accumulation	4	Daily	07/01/2003

[Export detail activity to CSV](#)

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## View/Print W-2

- Your W-2 information can be viewed or printed. Click the icon to the left of the tax year.

Employee Kiosk	Other Links	IPDP	Scheduler
Employee Kiosk Documentation			
Profile			
Position Details			
Performance Reviews			
Payslip			
View/Print W-2			
Leave Balances			
Leave Request			

List of Available W-2 Wage and Tax Statements			
View and/or Print W2	Download & Save W2	Tax Year	Control Number
		2007	

1 - 1

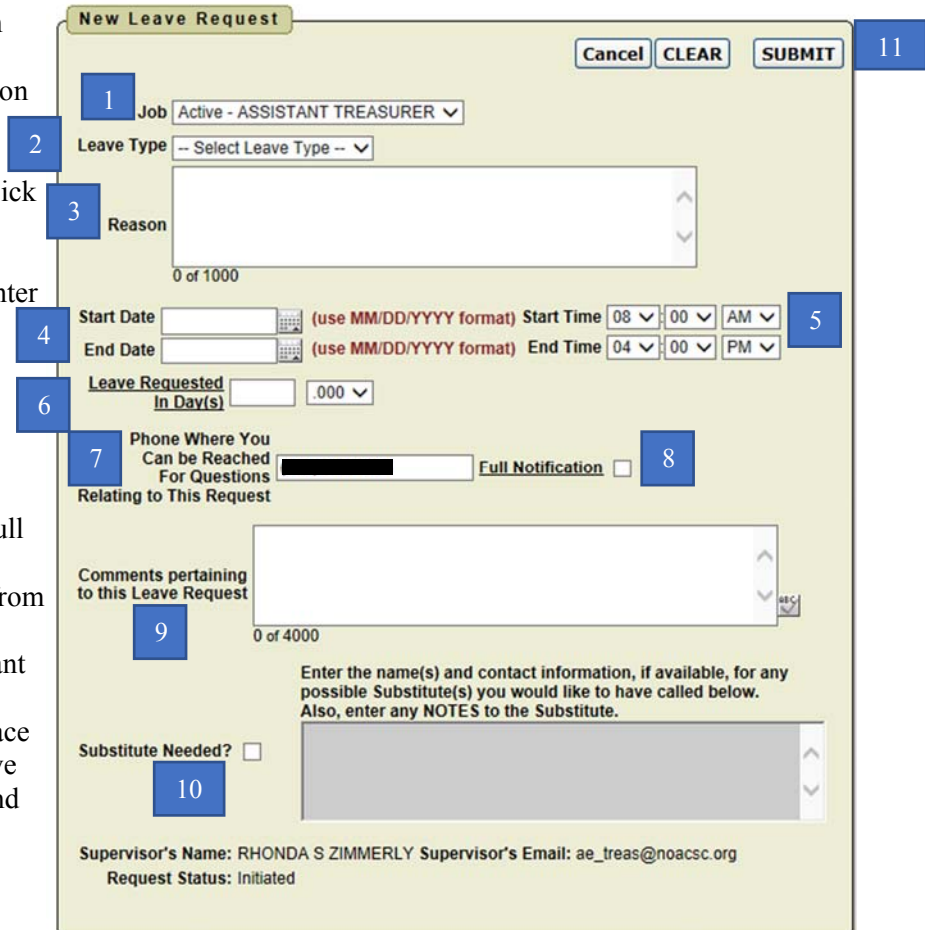
## Leave Request

- 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

- Select the job you are requesting leave for. This *should* automatically be listed.
- Select appropriate leave type from drop-down box.
- You are required to enter a reason when using dock, professional, sick, or other leave. Please provide enough information for your supervisor to determine if appropriate.
  - Commonly used examples for sick leave: personal illness, child's doctor's appointment, etc.
- Enter your start & end date. You can enter leave for multiple work days with one leave request.
- Enter start & end time. Please see page 8 for instructions on how to set your own personal defaults.
- Enter the amount of time you are requesting off. All leave is entered in full or half day increments.
- Your phone number will be populated from your Profile information.
- 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 when the request is initiated and when it has received final approval.
- Add any comments you want your supervisor to be aware of. This is not required.
- If you need a substitute, check the box and then the comment box will be available for you to type a comment in. You are still required to notify your secretary for all leave being requested in advance. Do not rely on Kiosk to ensure you have a substitute arranged for your leave.
- Click "Submit"





12. If your request is for multiple days, you will be required to verify which days the leave pertains to. This allows you to customize the breakdown of leave per day, even if they are not consecutive. For example, if you were sick on several days throughout a two week span (even if not consecutive), you can use one request and specify the days during this step.

a. Be sure your breakdown of leave days agrees to the “Total Leave Day(s)” in the box at the top.

Leave Request Information				
Start Date	Start Time	End Date	End Time	Total Leave Day(s)
08/18/2014	08:00 AM	08/29/2014	04:00 PM	4

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

Week One						
Sunday , August 17, 2014	Monday , August 18, 2014	Tuesday , August 19, 2014	Wednesday , August 20, 2014	Thursday , August 21, 2014	Friday , August 22, 2014	Saturday , August 23, 2014
0	1	0	0.5		1	0

Week Two						
Sunday , August 24, 2014	Monday , August 25, 2014	Tuesday , August 26, 2014	Wednesday , August 27, 2014	Thursday , August 28, 2014	Friday , August 29, 2014	Saturday , August 30, 2014
0	0	1	0	0	0.5	0

13. Click “Accept Leave Details”

• **If your request was properly submitted:**

- The following message will immediately appear at the top of your computer screen:

**Your leave request has been successfully submitted.  
You should receive a confirmation email shortly.**

- You will immediately receive an email from ae\_treas@noacsc.org that lists the current status as “Flow Initiated”



This is an email confirmation for your recently submitted leave request with the following detail:

----- Leave Request Details -----  
Job: ASSISTANT TREASURER  
Leave Type: Other  
Balance Before Request: N/A  
Reason: Test - this is only a test.  
Start Date/Time: 08/18/2014 08:00 AM  
End Date/Time: 08/29/2014 04:00 PM  
Leave Requested: 4 Day(s)  
Phone: [REDACTED]  
Comments:

Current status: Flow Initiated

- It will now appear within “Leave Request(s) in Process”. See next page.
- It will now appear within “My Leave Calendar”. See page 10.

- If you enter leave on a date that already has a leave request, you will receive the following error after pressing “Submit”

1 error has occurred  
• Previously Entered Date Exception.

**Previously Entered Date Notice**

You have a previously entered request that exists within the selected date range.

Please proceed with my request anyway  
Previously Entered Date Exception. ☐ Yes ☐ No

- You may click “Yes” and “Submit” again, or click “No” to cancel.

## My Request(s) in Process

- You can see all requests, what their status is, and where they fall in the steps toward approval.

Leave Request(s) in Process													1 - 2
	Update	View Approval Status			Job Description	Leave Type Requested	Sub-Category	Status	Substitute Needed	Last Activity Date	Start Date	End Date	
<a href="#">Details</a>	-		-	-	ASSISTANT TREASURER	Other	-	Flow In-Process Level 2	No	08/13/2014 01:40PM	08/18/2014 08:00AM	08/29/2014 04:00PM	
<a href="#">Details</a>	<a href="#">Update</a>		-	-	ASSISTANT TREASURER	Other	-	Flow Initiated Level 1	No	08/13/2014 02:57PM	08/18/2014 08:00AM	08/18/2014 04:00PM	
<a href="#">Export to .CSV</a>													1 - 2
Number of Rows Displayed <input type="text" value="5"/>													

- You can click on the word “Details” to see the original request. A box on the right-hand side will show you the approval process. You will see a non-editable view of your original request and can do the following:
  - Escalate (this will send a notification to the Administration)
  - Cancel the Request
  - Make Comments
  - Add attachment
  - Update request. As long as the first approval has not taken action on your request, you have the ability to click “Update Request” and make changes to your request. Once a request has had action taken, you will not be able to update it.

**Leave Request Detail**

[Escalate to HR Leave Administrator](#) [Cancel Request](#) [Apply Comments ONLY](#)

Status: Flow Initiated Last Activity: 08/13/2014 02:57 PM  
Absences FYTD 5 Day(s)

Job: ASSISTANT TREASURER  
Leave Type: Other  
Reason:

Start Date: 08/18/2014 Start Time: 08:00 AM  
End Date: 08/18/2014 End Time: 04:00 PM  
Leave Requested In Day(s): 1.000 Phone:  Full Notification: N  
Substitute Needed: N  
Substitute Scheduled: N

Comments:

[Update Request](#)

Transaction History				
Name	Action	Comments	Sub Name	Transaction Date
ANDREA L SNYDER	Flow Initiated	-	-	08/13/2014 01:37PM
RHONDA S ZIMMERLY	Approved	Mass Approval	-	08/13/2014 01:40PM
<a href="#">Export to .CSV</a>				
Number of Rows Displayed <input type="text" value="5"/>				

## My Processed Request(s)

- This report reflects those leaves that have been completely processed. These requests would include those that have been approved and exported in the payroll system, or those that have been rejected or cancelled.
- You can filter leave based on date, leave type, or status. Be sure to press “Go”.
  - The filter defaults to the past month. *If you do not see your leave, adjust the starting date and press “Go”!*
- You can click on the word “Details” to see your original request.
- The status column indicates:
  - Approved – request has been approved by your supervisors, but not yet exported into the payroll system.
  - Export – request has been exported into the payroll system & will be reflected in your current leave balance.

Filter by Date Range

Starting Date  Ending Date

Leave Type  Status

Approved & Exported Leave Request(s) 1 - 3

	View	Approval		Job Description	Leave Type Requested	Sub-Category	Status	Substitute Needed	Last Activity Date	Start Date	End Date	Total Leave	Create Cancellation
Details		-	-	ASSISTANT TREASURER	Other	-	Approved	No	08/13/2014 03:35PM	08/18/2014 08:00AM	08/29/2014 04:00PM	4,000 Day(s)	-
Details		-	-	ASSISTANT TREASURER	Other	-	Exported	No	08/19/2014 10:24AM	08/18/2014 08:00AM	08/18/2014 04:00PM	1,000 Day(s)	✗
Details		-	-	ASSISTANT TREASURER	Other	-	Approved	No	08/14/2014 02:54PM	08/19/2014 08:00AM	08/19/2014 04:00PM	1,000 Day(s)	-

[Export to .CSV](#)

Number of Rows Displayed

1 - 3

Cancelled & Rejected Leave Request(s) 1 - 1

	View	Approval		Job Description	Leave Type Requested	Sub-Category	Status	Substitute Needed	Last Activity Date	Start Date	End Date	Total Leave
Details		-	-	ASSISTANT TREASURER	Other	-	Cancelled	No	08/14/2014 08:34AM	08/18/2014 08:00AM	08/18/2014 04:00PM	1,000 Day(s)

[Export to .CSV](#)

1 - 1

## Set Leave Starting & Ending Time Preference

- You can enter a starting and ending time preference so that when you create a leave request, the times will automatically be populated. This must be set by every individual person.
- Enter starting time & ending time.
- Click “Set Default Starting & Ending Time Preference”.

Set Default "Start Time" and "End Time" for Leave Requests

Select Starting Time

Select Ending Time

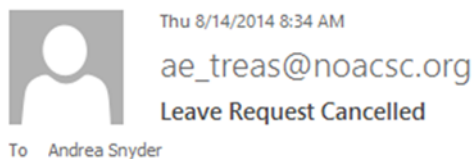


## How to Cancel Leave Requests

- If the request is still in process:
  - Click on “Leave Request” and “My Request(s) in Process”
  - Click on “Details” on the left-hand side for your specific request
  - Click on “Cancel Request”
- If the request is processed:
  - Click on “Leave Request” and “My Processed Request(s)”
  - For those with “Approved” status:
    - Click on “Details” on the left-hand side for your specific request
    - Click on “Cancel Request”
  - For those with “Exported” status:
    - Click on the red “X” in the Create Cancellation column
    - A leave request will automatically be created and to reverse your previously exported leave.
    - Enter comments in the “Reason” box as to why the request is being cancelled.
    - Click “Submit”. This leave cancellation request will go through the exact same approval process as all other leave requests.

The screenshot shows a web form titled "New Leave Request". At the top right are "Cancel" and "SUBMIT" buttons, with "SUBMIT" circled in red. The form includes fields for "Absences FYTD 1 Day(s)", "Job Active - ASSISTANT TREASURER", "Leave Type Other", and a "Reason" text area containing "Doctor's appointment was cancelled.", which is also circled in red. Below these are fields for "Cancellation for Request #: 1802182", "Start Date 08/18/2014", "Start Time 08:00 AM", "End Date 08/18/2014", "End Time 04:00 PM", "Leave Requested In Day(s) -1", and "Phone Where You Can be Reached For Questions (419) 341-4404". There is also a "Full Notification" checkbox. At the bottom, there is a "Comments pertaining to this Leave Request" text area and supervisor information: "Supervisor's Name: RHONDA S ZIMMERLY" and "Supervisor's Email: ae\_treas@noacsc.org". The "Request Status" is "Initiated".

- You will immediately receive an email



This email is a confirmation that the following leave request has been cancelled:

----- Leave Request Details -----

Job: ASSISTANT TREASURER

Leave Type: Other

Reason: Test

Start Date/Time: 08/18/2014 08:00 AM

End Date/Time: 08/18/2014 04:00 PM

Leave Requested: 1.000 Day(s)

Phone: [REDACTED]

Comments:

Current status: Cancelled

## My Leave Calendar

- The *easiest* way to see your leave at a glance is to look at your Leave Calendar.
- *As soon as you have submitted a leave request it appears on your Leave Calendar.*
- Entries are color coded as follows:
  - Red → In Process. This request is awaiting approval from your supervisor/Superintendent
  - Green → Approved. The request has been approved by your supervisors, but not yet exported into the payroll system.
  - Black → Exported. The request has been exported into the payroll system & will be reflected in your current leave balance.
- If you click on the request, your details appear on the right-hand side. You *cannot* edit a request from your Leave Calendar.

My Building Leave Calendar

Weekly Daily < Previous Today Next >

For Building(s): Allen East Local SD

August 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18 Snyder, Andrea (1 - OT) Snyder, Andrea (1 - OT)	19 Snyder, Andrea (1 - OT)	20 Snyder, Andrea (1 - OT)	21 Snyder, Andrea (1 - OT)	22	23
24	25 Snyder, Andrea (1.5 - OT)	26	27	28 Snyder, Andrea (1.5 - OT)	29	30
31	01	02	03	04	05	06

PRINT Calendar

Leave Request Detail

Employee Name	ANDREA L SNYDER
Job No	1
Job Desc	ASSISTANT TREASURER
Phone No.	
Leave Type	Other
Leave Reason	Test
Requested Start Date	08/18/2014
Start Date	08/18/2014
Start Time	08:00 AM
End Date	08/18/2014
End Time	04:00 PM
Day Leave	1.000 Day(s)
Total Leave	1.000 Day(s)
Manager Name	RHONDA S ZIMMERLY
Manager Email	ae_treas@noacsc.org
Leave Status	Flow Initiated
Initiated	08/14/2014 08:35 AM
Substitute Needed	No
Substitute Information	N/A
Substitute Name	N/A
Building Information	045757-Allen East Local Sd
Sub-Category	-

Comments

1 - 1

## FREQUENTLY ASKED QUESTIONS

### How do I enter bereavement leave?

- According to your specific contract, you may be entitled to 3 days of bereavement leave for the death of an immediate family member. Please refer to your contract for which members of your immediate family qualify. These 3 days are not counted against your sick leave.
- If it is an approved family member – enter the absence in the Kiosk as “Other” leave. In the box for the reason, please indicate it is bereavement leave and the relationship of the person who passed away.
- If you wish to take time off for someone who is not listed in the contract as an immediate family member, you must use personal leave.

### How do I know if my request has been processed?

- The quickest, easiest way to look at your leave requests is to look at your Leave Calendar. See page 10.
  - Leave Calendar – My Leave Calendar
- You can view your specific requests at:
  - Leave Request – My Requests in Process
  - Leave Request – My Processed Requests
- Also read the section on page 6 titled “if your request was properly submitted.”

### My request is showing up in the “Detail Leave Activity” within my “Leave Balances”. Doesn’t that mean it is already entered into the Kiosk?

- **NO! All balances shown on the “Leave Balances” screen are pulled from the payroll system – NOT THE KIOSK.**
- If you are listed as absent on the weekly attendance sheet, we can manually enter your absence into the payroll system. **That does not mean it is on the Kiosk. That does not mean it is approved.**

### Do I need to enter anything in the “reason” box when creating a new leave request?

- **YES!** According to your contract, “the employee is required by Section 3319.141 RC to furnish a written, signed statement justifying the use of sick leave.” Since we are paperless, your “written, signed statement” is your leave request submitted in the Kiosk.
- **Enter a reason. We do not need specifics.** Remember the paper forms where you had to check the box for who the sick leave was being taken for? That’s what we’re looking for. Here are some easy examples that give us enough information to know that it qualifies for sick leave:
  - Personal illness
  - Child’s doctor’s appointment
  - Sick child