

HR Kiosk

Employee

Reference Guide

SPARCC

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Employee KIOSK Reference

The newly released Employee KIOSK is the Human Resources solution for school districts provided in cooperation with the State Software Development Team and participating ITC's.

The Employee KIOSK will offer:

- ◆ Real-time access to Employee Information**
- ◆ Electronic Leave Processing**
- ◆ Individual Professional Development Planning**
- ◆ Electronic Time Card Processing
- ◆ Employee Benefits Summary
- ◆ District and Job Calendars
- ◆ Performance Reviews
- ◆ Online Job Requisition Interface
- ◆ Job Applicant Tracking System

Components are rolled out to ITC's as they become available.

** Is currently available.

Phase 1 of the Employee KIOSK provides employees with real-time access to the following payroll information:

- ◆ Demographic information

 - Name, address, phone, marital status, birth date

- ◆ Job position details

 - Hire date, contract amount, daily/hourly rate

- ◆ Leave balances and leave activity

- ◆ Pay slip summary and pay detail

Phase 2 of the KIOSK will enable employees to:

- ◆ Submit leave requests electronically

- ◆ Monitor status of leave requests

- ◆ Receive email notification when a leave request is reviewed, approved, escalated or denied

- ◆ Cancel previously submitted leave requests

◆ Employee KIOSK Registration

The KIOSK may be accessed via kiosk.mcoecn.org.

Registration is straight-forward and easy to do:

To register for this kiosk, please supply the following:

- 1)Your Employee Id or SSN,
- 2)The county in which your district resides,
- 3)Your district's name,
- 4)Your email address provided to you by your district.

Employee Id

OR

SSN (no dashes)

County -- Select County --

District -- Select District --

Email

} Register using your Employee ID or Social Security No.

** Must be entered exactly the same as the email address the payroll department has on file for you.

Upon clicking the submit button, the contact information you supplied will be verified. If the information corresponds to the information contained in the payroll files, you will be directed to input a password for your KIOSK account.

Email/User Name

Password

[New user? Click here to register.](#)

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

Once registered, only your Email (aka User Name) and Password are needed to access the KIOSK.

If the “Forgot Your Password” option is selected, the system will randomly assign and send a new, temporary password to your email address.

Employee KIOSK


Once logged in one of the six menu options from the menu on the left-hand side may be selected.

The following screens will give you a preview of the information currently available via the KIOSK.

The screenshot displays the USPS Employee Kiosk interface. At the top left is the logo for the Management Council of the Ohio Education Employees' Association. At the top right, the email address KIOSKDEMO@MCOECN.ORG is visible. Below the logo is a navigation bar with three options: 'Employee Kiosk' (selected), 'Calendar', and 'Other Links'. On the left side, there is a vertical menu with the following options: Profile, Position Details, Leave Balances, Payslip, Leave Request, Change Password, and Password. The main content area is titled 'Employee Profile' and contains the following information:

Employee Id	BUL000010	SSN	333-33-3333
Name:			
First Name	SANDRA	Middle Name	S Last Name BULLOCK Suffix
Legal First Name		Legal Middle Name	Legal Last Name Legal Suffix
Contact Info:			
Street Address 1	9234 Hollywood Blvd		
Street Address 2			
City	Celina	State	OH Zip Code 44332
Phone	(419) 456-7894	District Phone	District Extension
Email Addr(s)	KIOSKDEMO@MCOECN.ORG		
Other Info:			
Date of Birth	10/01/1965	Gender	F Ethnicity
OSDI District Code			
Marital Status	2		

At the bottom of the screen, there is a taskbar with a 'Done' button on the left and an 'Internet' icon on the right.



KIOSKDEMO@MCOECN

»Employee Kiosk / Calendar / Other Links / IPDP

Profile

Position Details

Leave Balances

Payslip


Leave Request

Change Password

Position Details

Job Number	1	Position Code	704	Position Type	
Job Title	BUS DRIVER	Hire Date	10/10/2002	Job Status	Active
Contract Amount	\$9,784.00	Daily Or Hourly	Daily	Daily Or Hourly Rate	\$53.174
Hours In Work Day	3.75	Pay Per Period	\$376.31		
Work Days in Contract	184	Calendar Start Date	10/10/1999		
Eligible for Sick Leave	true				
Eligible for Personal Leave	true				
Eligible for Vacation Leave	false				
Supervisor Name	BUGS E BUNNY Supervisor Email kiosksuper@mcoecn.org				

Done



KIOSKDEMO@MCOECN.ORG |

»Employee Kiosk / Calendar / Other Links

Profile

Position Details

Leave Balances

Payslip

Leave Request

Change Password

Leave Balances

	Monthly Accrual	Accum Max	Begin Bal	Used	Balance
Personal Leave	N/A	3.00	3.00	0.00	2.50
Sick Leave	1.25	212.00	N/A	3.75	5.50
Vacation Leave	0.00	0.00	N/A	0.00	0.00

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Detail Leave Activity

Category	Job No ▲	Trans Type	Length Of Absence	Unit	Activity Date
Personal	0	Accumulation	3	Daily	09/01/2001
Sick	0	Accumulation	1.25	Daily	04/20/2004
Sick	0	Accumulation	10	Daily	09/01/2001
Personal	1	Absence	.5	Daily	02/09/2003
Sick	1	Absence	1	Daily	04/20/2004
Sick	1	Absence	.25	Daily	04/01/2004
Sick	1	Absence	.25	Daily	04/01/2004
Sick	1	Absence	.25	Daily	04/01/2004
Sick	1	Absence	1	Daily	04/01/2003
Sick	1	Absence	1	Daily	03/21/2002

Export detail activity to CSV

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Done Internet

»Employee Kiosk / Calendar / Other Links

Profile
Position Details
Leave Balances
Payslip
Leave Request
Change Password

Pay Slip Summary

Pymt Date	Check Num	Gross	Net	Direct Deposit	Sick Used	Vac Used	Pers Used	Sick Bal	Vac Bal	Pers Bal
04/15/2004	10266	\$376.31	\$333.14	N	1.00	0.00	0.00	8.00	0.00	2.50
04/25/2003	10261	\$376.31	\$327.14	N	0.00	0.00	0.50	9.00	0.00	2.50
02/21/2003	10263	\$376.31	\$327.14	N	0.00	0.00	0.00	9.00	0.00	3.00
02/21/2003	10252	\$376.31	\$327.14	N	0.00	0.00	0.00	9.00	0.00	3.00
03/31/2002	10251	\$376.31	\$327.14	N	1.00	0.00	0.00	9.00	0.00	3.00

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Pay Detail will be displayed after selecting a payment date.

»Employee Kiosk / Calendar / Other Links

Profile
Position Details
Leave Balances
Payslip
Leave Request
Change Password

Pay Slip Summary

Pymt Date	Check Num	Gross	Net	Direct Deposit	Sick Used	Vac Used	Pers Used	Sick Bal	Vac Bal	Pers Bal
04/15/2004	10266	\$376.31	\$333.14	N	1.00	0.00	0.00	8.00	0.00	2.50
04/25/2003	10261	\$376.31	\$327.14	N	0.00	0.00	0.50	9.00	0.00	2.50
02/21/2003	10263	\$376.31	\$327.14	N	0.00	0.00	0.00	9.00	0.00	3.00
02/21/2003	10252	\$376.31	\$327.14	N	0.00	0.00	0.00	9.00	0.00	3.00
03/31/2002	10251	\$376.31	\$327.14	N	1.00	0.00	0.00	9.00	0.00	3.00

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Pay Detail for Check number: 10266 Pay Date: 04/15/2004

Description	Source	Number Of Units	Unit Amount	Pay Amount	Board Amount Paid
BUS DR	Pay	10	53.174	\$531.74	
BUS DR	Pay	0	0	-\$155.43	
SERSANPK	Ded			-\$33.87	\$0.00
SERS	Ded			\$0.00	\$0.00
FED	Ded			-\$3.44	\$0.00
OHIO	Ded			-\$3.98	\$0.00
STARS	Ded			-\$1.88	\$0.00

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Note: YTD totals are planned for a future release.

Three options will be offered from the Leave Request Item as follows:

The screenshot shows the USPS Employee Kiosk interface. At the top right, the user is logged in as KIOSKDEMO@MCOECN.ORG. The main navigation bar includes 'Employee Kiosk', 'Calendar', 'Other Links', and 'IPDP'. On the left, a vertical menu contains 'Profile', 'Position Details', 'Leave Balances', 'Payslip', and 'Leave Request'. The 'Leave Request' item is highlighted, and a dropdown menu is open, showing three options: 'Create New Request', 'My Request(s) in Process', and 'My Processed Request(s)'. The main content area displays the 'Employee Profile' for Sandra Bullock, including fields for Employee Id (BUL000010), SSN (*** - ** - 3333), Name (SANDRA), Middle Name (S), Last Name (BULLOCK), and Suffix (Legal Middle Name, Legal Last Name, Legal Suffix). Address information includes Street Address 1 (9234 Hollywood Blvd), City (Celina), State (OH), and Zip Code (44332). Other info includes Date of Birth (10/01/1965), Gender (F), Ethnicity, OSDI District Code, and Marital Status (2-Married).

The Create New Request Item will display the following screen if your district is using the Online Leave Processing and if you have leave benefits.

Management Council of the Education Newspaper

KIOSKDEMO@MCOECN.ORG | [Logout](#)

»Employee Kiosk / Calendar / Other Links

Profile
Position Details
Leave Balances
Payslip
Leave Request
Change Password

New Leave Request

Job: -- Select Job --

Leave Type: -- Select Leave Type --

Reason:

Start Date: Start Time: -- Select Time --

End Date: End Time: -- Select Time --

Leave Requested In?:

Phone Where You Can be Reached For Questions Relating to This Request: (419) 456-7894

Comments:

Supervisor's Name: BUGS E BUNNY Supervisor's Email: kiosksuper@mcoecn.org
Request Status: Initiated

Done Internet

Directions for filling in the New Leave Request online form:

- All of the line items on the New Leave Request must be completed.
- Use the drop-down boxes as described on the following page to select your job, your leave type, the start date, the end date, the start time and the end time.
- The Comments Box may be left blank unless your district requires this information be given.
- Be certain to click the "Submit" Button when you have completed filling in your Leave Request.

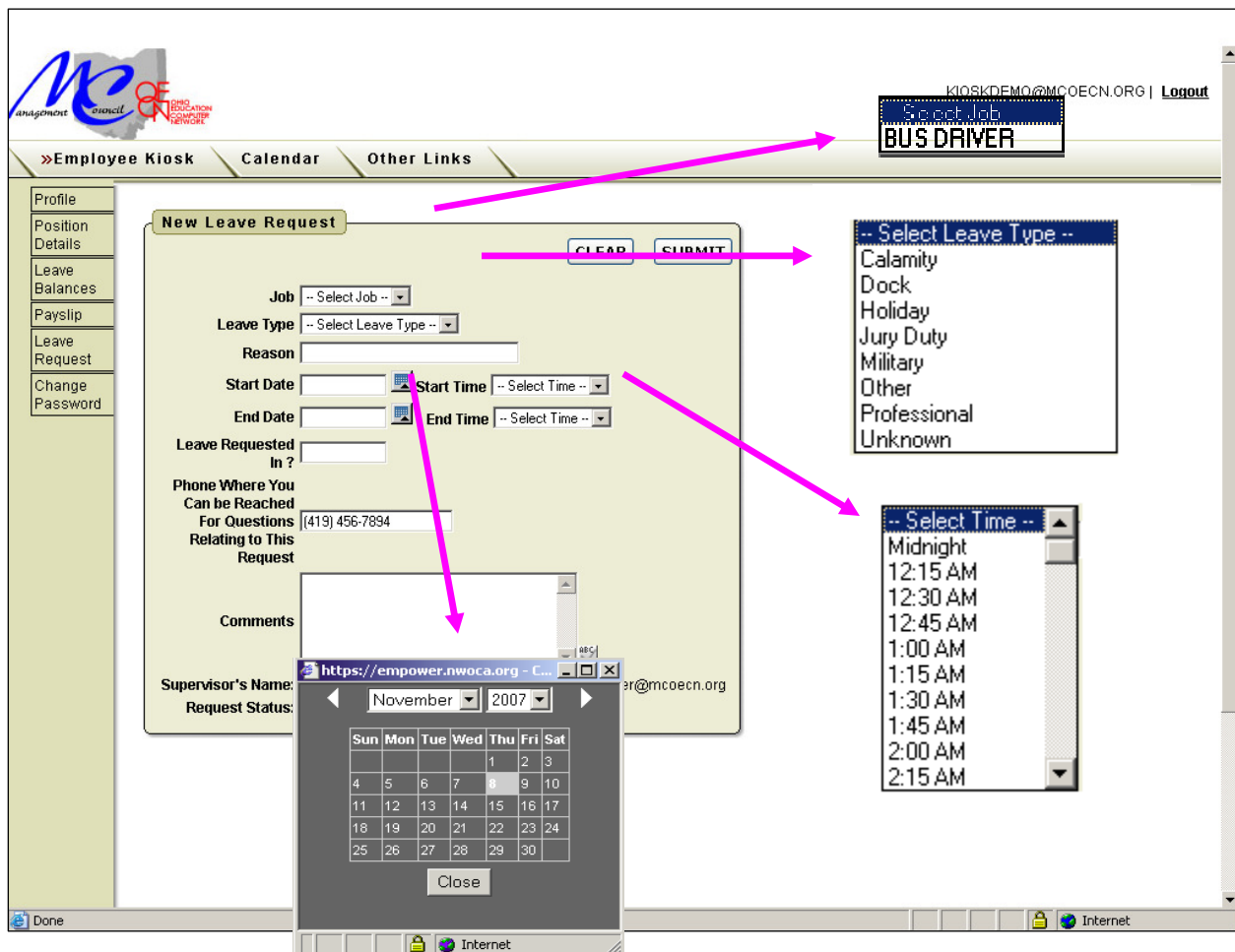
NEW LEAVE REQUEST SCREEN

The Arrow Down Button  indicates there is a drop-down box.

You must choose an item from the drop-down box to complete that field.

The system will only accept information listed in the drop-down box.

You may need to scroll down in to the bottom of the box to see all your choices.



LEAVE BALANCE INFORMATION

When you select the Leave Type, the Leave Balance in the system will be displayed.

**It is important to note that this balance only reflects days posted to the payroll system.

You may have days approved that have not been deducted from your balance. An example would be: you have been approved to take 5 days of vacation next week. Many times, those days will not be deducted from your current balance until after those days have been truly taken. The district may deduct those days after the pay period for those specific dates has been paid.

The District's Internal Auditing Policies, Board Policies, and/or Negotiated Union Agreements determine when Leave Days are deducted from the employee and when Days are added to the employee.

The screenshot shows the 'New Leave Request' form with the following details:

- Job:** Active - BUS DRIVER
- Leave Type:** Sick Leave (highlighted with a pink oval)
- Balance before request:** 5.50 Day(s)
- Reason:** Doctor's Appointment
- Start Date:** 11/07/2007
- Start Time:** 7:00 AM
- End Date:** 11/07/2007
- End Time:** 11:00 AM
- Leave Requested In Day(s):** .50
- Phone Where You Can be Reached For Questions:** (419) 456-7894
- Comments:** (Empty text area)
- Supervisor's Name:** BUGS E BUNNY
- Supervisor's Email:** kiosksuper@mcoecn.org
- Request Status:** Initiated

Balance before request does not include any requests awaiting approval and may not include approved requests that have not been posted in the payroll system.

Once the New Leave Request has been completed and you have clicked on the “Submit” button, you will see the following message on your screen:

The screenshot shows the 'New Leave Request' form interface. At the top right, the email address 'KIOSKDEMO@MCC' is visible. The navigation bar includes 'Employee Kiosk', 'Calendar', 'Other Links', and 'IPDP'. A pink oval highlights a message box that reads: "Your leave request has been successfully submitted. You should receive a confirmation email shortly." Below this, the form fields are as follows:

- Job:** Active - BUS DRIVER (dropdown)
- Leave Type:** -- Select Leave Type -- (dropdown)
- Reason:** (text input)
- Start Date:** (calendar icon) (use MM/DD/YYYY format) | **Start Time:** -- Select Time -- (dropdown)
- End Date:** (calendar icon) (use MM/DD/YYYY format) | **End Time:** -- Select Time -- (dropdown)
- Leave Requested in Day(s):** (text input) use format (#, ##, ###, ####)
- Phone Where You Can be Reached For Questions Relating to This Request:** (419) 456-7894 (text input)
- Comments:** (text area)
- Supervisor's Name:** BUGS E BUNNY | **Supervisor's Email:** kiosksuper@mcoecn.org
- Request Status:** Initiated

An email will be sent to the email address you used to register for the KIOSK notifying you that your Leave Request has been submitted for review and approval to the supervisor.

The screenshot shows an email confirmation message with the following content:

Subject: Leave Request Initiated

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

----- Leave Request Details -----
 Job: BUS DRIVER
 Leave Type: Sick Leave
 Balance Before Request: 5.50 Day(s)
 Reason: Doctor
 Start Date/Time: 11/07/2007 7:00 AM
 End Date/Time: 11/07/2007 11:00 AM
 Leave Requested: .50 Day(s)
 Phone: (419) 456-7894
 Comments:

Current status: Initiated

Your request has been forwarded to BUGS E BUNNY for approval. You will receive an email each time there is activity associated with this request.