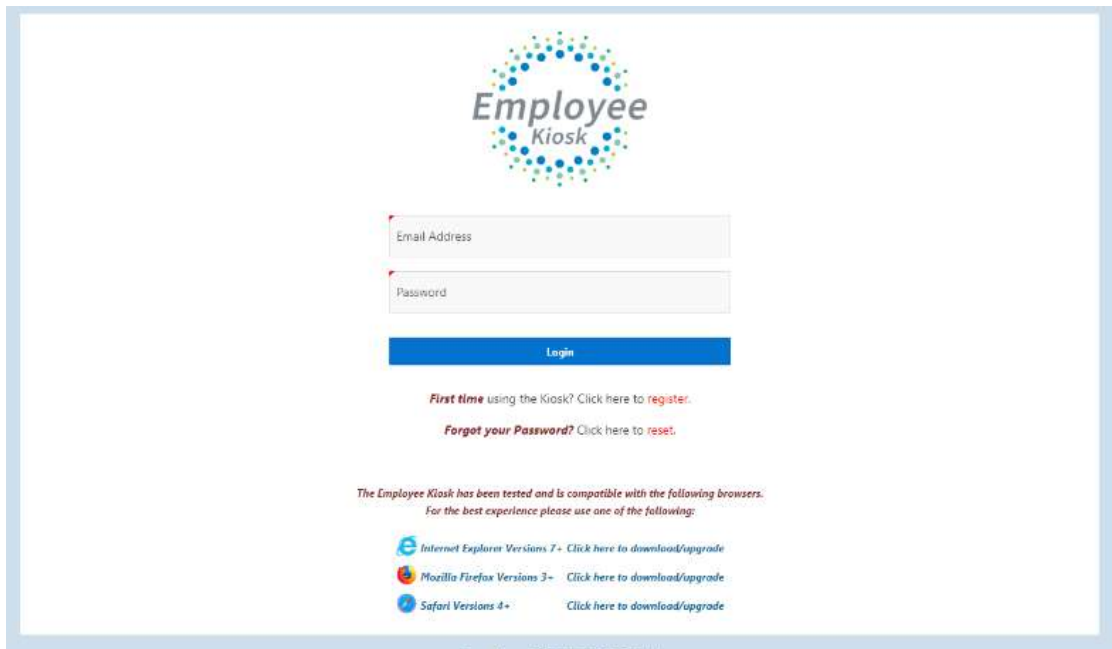




Employee Kiosk Staff Manual

LOGGING IN

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



The image shows a login interface for the Employee Kiosk. At the top center is the logo, which consists of the words "Employee" and "Kiosk" stacked vertically, surrounded by a circular arrangement of small blue and green dots. Below the logo are two input fields: the first is labeled "Email Address" and the second is labeled "Password". A blue button with the text "Login" is positioned below the password field. Underneath the button, there are two lines of text: "First time using the Kiosk? Click here to [register](#)." and "Forgot your Password? Click here to [reset](#).". Further down, a paragraph states: "The Employee Kiosk has been tested and is compatible with the following browsers. For the best experience please use one of the following:". This is followed by three browser compatibility entries, each with a small icon and a link: "Internet Explorer Versions 7+ Click here to [download/upgrade](#)", "Mozilla Firefox Versions 3+ Click here to [download/upgrade](#)", and "Safari Versions 4+ Click here to [download/upgrade](#)".

NEW EMPLOYEES HOW TO REGISTER FOR A KIOSK ACCOUNT

To create a Kiosk Account, click on the First time user link at the login page and the screen on the right will display.

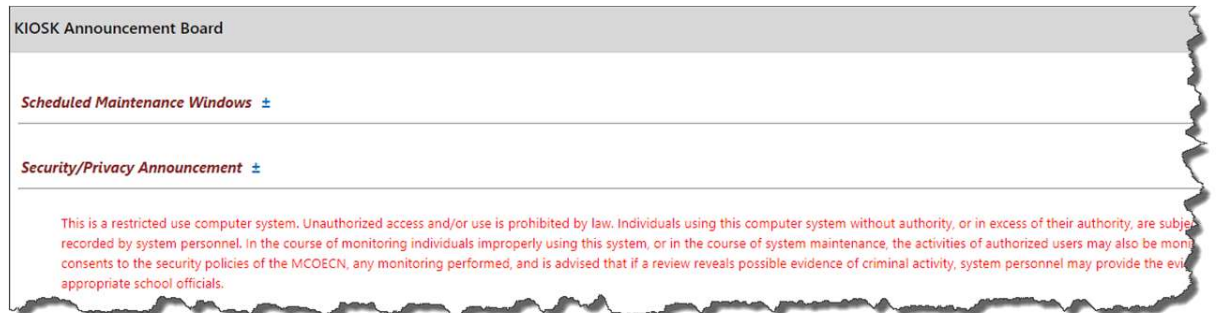
1. You will be required to enter the following:
2. Either an employee id or social security number
3. Select the county where your district is located
4. Select your district
5. Enter your email address that is on your payroll record. You may need to check with your payroll department to verify the email address on file.
6. A notification will be sent to the email address you supplied with the password to use for accessing the Kiosk.
7. 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.

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.



PROFILE

The profile page gives the user the personal information drawn from our payroll system

Employee Profile

Employee ID: HED000100 State Certification ID: ZT9601021 [Request Profile Data Changes](#)

Name

First Name:	Grace	Middle Name:	C	Last Name:	Payroll	Suffix:	-
Legal First Name:	-	Legal Middle Name:	-	Legal Last Name:	-	Legal Suffix:	-

Contact Information

Address 1:	6632 Rooster Road	Phone:	(444) 555-9998
Street Address 2:	-	District Phone:	-
City:	Sample	District Extension:	-
Email Address(es):	payroll@nccccc.k12.oh.us	State:	OH
		Zip Code:	44444

Education / Qualifications

Degree Type:	Bachelors	ECE Qualification:	Not Applicable
Semester Hours:	0	Other Credentials:	-

Employee Dates

Date of Birth:	05/22/1961	Last Evaluation:	07/01/2012	Last Paid:	02/27/2009	Contract Renewal:	-	Limited Contract Exp.:	-
Hire Date:	08/04/1999	New Evaluation:	07/01/2013	ODIS New Hire:	08/04/1999				

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.

Employee Profile

Employee ID: HED000100 State Certification ID: ZT9601021 [Request Profile Data Changes](#)

Name

First Name:	Grace	Middle Name:	C	Last Name:	Payroll	Suffix:	-
Legal First Name:	-	Legal Middle Name:	-	Legal Last Name:	-	Legal Suffix:	-

Contact Information

Address 1:	6632 Rooster Road	Phone:	(444) 555-9998
Street Address 2:	-	District Phone:	-
City:	Sample	District Extension:	-
Email Address(es):	payroll@nccccc.k12.oh.us	State:	OH
		Zip Code:	44444

Employee Dates

Date of Birth:	05/22/1961	Last Evaluation:	07/01/2012	Last Paid:	02/27/2009	Contract Renewal:	-	Limited Contract Exp.:	-
Hire Date:	08/04/1999	New Evaluation:	07/01/2013	ODIS New Hire:	08/04/1999				

Request Profile Data Changes

Employee ID: HED000100 State Certification ID: ZT9601021

Name

First Name:	Grace	Middle Name:	C	Last Name:	Payroll	Suffix:	-
New First Name:	<input type="text"/>	New Middle Name:	<input type="text"/>	New Last Name:	<input type="text"/>	New Suffix:	<input type="text"/>
Legal First Name:	-	Legal Middle Name:	-	Legal Last Name:	-	Legal Suffix:	-
New Legal First Name:	<input type="text"/>	New Legal Middle Name:	<input type="text"/>	New Legal Last Name:	<input type="text"/>	New Legal Suffix:	<input type="text"/>

*** The LEGAL NAME fields represent the name printed on your Social Security Card and are used when creating your W-2.

Contact Information

Address 1:	6632 Rooster Road	Phone:	(444) 555-9998
New Address 1:	<input type="text"/>	New Phone:	<input type="text"/>

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.

Current Positions

Job Title	Calendar Start Date	Job Status	
Payroll Clerk	08/04/1999	Active	Display Details

1 - 1

Position Details

Job Number **1**

Job Title **Payroll Clerk**

Building Name **Cherokee Elementary School**

Contract Amount **\$50,000.00**

Hours In Work Day **8**

Pay Per Period **\$1,923.08**

Work Days in Contract **260**

Calendar Start Date **08/04/1999**

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 **Kevin Treasurer**

Supervisor Email **treasurer@ncocc.k12.oh.us**

PAYSLIP

There are now 2 options for viewing payslips.

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

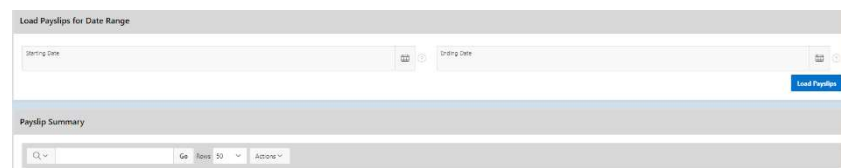
The main difference between the two options is that when you view the USPS Payslip you will not see the year-to-date totals on these payslips. The PDF payslips contain the actual year-to-date totals.



View USPS Payslip

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 number of payslips that are displayed can be changed by selecting the drop down arrow and setting the display to another number.

A screenshot of a web form titled "Load Payslips for Date Range". It features two input fields for "Starting Date" and "Ending Date", each with a calendar icon. A blue "Load Payslips" button is positioned to the right of the "Ending Date" field. Below the form is a "Payslip Summary" section with a search bar containing "Q", a "Go" button, a "Items: 50" dropdown menu, and an "Actions" button.

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.



List of Available Payslips

Q | Go Rows 15 Actions

1 - 15 of 223

View and/or Print Payslip	Download & Save Payslip	Pay Date	Check Number
		07/25/2019	637319
		07/10/2019	637141

VIEW/PRINT W-2

If your district is using the W2 functionality within Kiosk you will see your W2 information that can be viewed or printed.

- Leave Balances
- View/Print W-2
- Leave Request

List of Available W-2 Wage and Tax Statements

Q v | Go Rows 50 Actions

1 - 10 of 10

View and/or Print W2	Download & Save W2	Tax Year	Control Number
		2018	
		2017	
		2016	
		2015	

The tax years that are available will display on the screen. When you click on View and/or Print for a specific W2 your W2 will display on the screen as a PDF.

W-2 Wage and Tax Statement - 6.pdf Adobe Reader

Copy B To Be Filed With Employee's FEDERAL Tax Return 2007 OMB No. 1545-0048

Employee's social security number: 222-22-2283
 Wages, tips, other comp: 39458.10
 Federal income tax withheld: 3542.36

Employer ID number: 33-3333333
 Medicare wages and tips: 44902.28
 Medicare tax withheld: 651.04

Employee's name, address, and ZIP code:
 SIMPLE CITY SCHOOLS
 123 WEST CRAZEE ROAD
 CRAZYTOWN OH 44444

Control number: 0000082

Employee's name, address, and ZIP code:
 CARLTON J ZILLMAN
 04060 WILLIAMS CTY RD K
 ANYTOWN, OH 66223

Social security tips: 0
 Allocated tips: 0
 Advance EIC payment: 0

Dependent care benefits: 0
 Nonqualified plans: 0
 Code See inst for box 12: G 1100.00

Stat employee: 13
 Other: 14
 Code: AA 869.78
 Retirement Plan: X
 Third-party sick pay: 0

State Employer's state ID no.: OH 55-555555
 State wages, tips, etc.: 39458.10
 State income tax: 1472.38

Local wages, tips, etc.: 44902.28
 Local income tax: 673.49
 Locality name: CITY1

Form W-2 Wage and Tax Statement Dept. of the Treasury - IRS

Copy C For EMPLOYEE'S RECORDS (See Notice to Employee) 2007 OMB No. 1545-0048

Employee's social security number: 39458.10
 Wages, tips, other comp: 3542.36
 Federal income tax withheld: 3542.36

Employer ID number: 33-3333333
 Medicare wages and tips: 44902.28
 Medicare tax withheld: 651.04

Employee's name, address, and ZIP code:
 SIMPLE CITY SCHOOLS
 123 WEST CRAZEE ROAD
 CRAZYTOWN OH 44444

Control number: 0000082

Employee's name, address, and ZIP code:
 CARLTON J ZILLMAN
 04060 WILLIAMS CTY RD K
 ANYTOWN, OH 66223

Form W-2 Wage and Tax Statement Dept. of the Treasury - IRS

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.

Leave Balances					
	Monthly Accrual	Unit	Accum Max	Begin Bal	Balance
Personal Leave	N/A	Daily	3.00	3.00	2.00
Sick Leave	1.25	Daily	200.00	N/A	44.75
Vacation Leave	0.834	Daily	18.00	N/A	6.838

1 - 3

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

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. Filtering on any of the areas requires you to click the Action icon to initiate the filter.

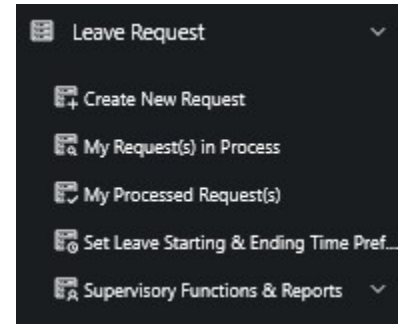
Each column that is underlined gives you the ability to sort the information based on that column. To sort on Activity Date so that the most recent dates are at the top click on the Activity Date.

Detail Leave Activity					
Q		Go	Rows 100	Actions	
<input type="checkbox"/>		Activity Date = 01/01/2000		x	
<input type="checkbox"/>		Activity Date between 01/01/2000 and 01/31/2000		x	
Category	Job No	Trans Type	Length Of Absence	Unit	Activity Date
Sick	0	Accumulation	1.25	Daily	02/01/2004
Vacation	0	Accumulation	.834	Daily	02/01/2004
Sick	0	Accumulation	1.25	Daily	01/01/2004
Vacation	0	Accumulation	.834	Daily	01/01/2004
Sick	0	Accumulation	1.25	Daily	12/01/2003
Vacation	0	Accumulation	.834	Daily	12/01/2003
Vacation	1	Absence	1	Daily	11/10/2003
Sick	0	Accumulation	1.25	Daily	11/01/2003
Vacation	0	Accumulation	.834	Daily	11/01/2003

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.

A screenshot of the "New Leave Request" form. At the top right is a blue "SUBMIT" button. The form displays "Absences FYTD" as "7 Day(s)". Below this are dropdown menus for "Job" (selected: "Active - Payroll Clerk") and "Leave Type" (selected: "Sick Leave"). A line shows "Balance before request" as "44.75 Day(s)". There is a blue button labeled "See your Sick Leave Requests". A large text area for "Reason" is present. A dark grey error message box states: "Notice: you have entered a Date that exists in the past." At the bottom, there are input fields for "Start Date (MM/DD/YYYY)" (08/08/2019) and "End Date (MM/DD/YYYY)" (08/08/2019), each with a calendar icon. To the right of these are time selection dropdowns: "Start Time" (08:00 AM) and "End Time" (04:00 PM).

1. Fiscal Year To Date Absences display at the top of the leave request.
2. Make sure your job that is eligible for leave is selected.
3. Select your leave type. If your district requires an additional reason for a specific leave type (sub-category) 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.
4. 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.
5. 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. NOTE: If you enter a date that is in the past you will receive a warning message that the date exists in the past. You can still create the request for the date in the past by clicking submit.

6. 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.

7. Enter amount of time you are requesting off. If your district uses days you will enter your request in increments of .50. (Refer back to announcement board)

8. Your phone number will be populated from your Profile information.

9. Place a check mark in the “Full Notification” 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.

10. Enter any comments you want your supervisor to be aware of.

11. Substitute Needed

PLEASE IGNORE – YOU STILL NEED TO FOLLOW YOUR CURRENT PROCESS TO NOTIFY YOUR SUPERVISOR THAT YOU NEED A SUB.

The screenshot shows a 'New Leave Request' form with the following fields and callouts:

- 1**: Absences FYTD (7 Day(s))
- 2**: Job (Active - Payroll Clerk)
- 3**: Leave Type (-- Select Leave Type --)
- 4**: Reason
- 5**: Start Date (MM/DD/YYYY)
- 6**: Start Time (01:00 AM)
- 6**: End Date (MM/DD/YYYY)
- 6**: End Time (01:00 AM)
- 7**: Leave Requested in Day(s) (.000)
- 8**: Phone Where You Can be Reached ((444) 555-9998)
- 9**: Full Notification checkbox
- 10**: Comments pertaining to this Leave Request
- 11**: Substitute Needed? checkbox

At the bottom, the form displays: Supervisor's Name: Kevin Treasurer; Supervisor's Email: treasurer@ncocc.k12.oh.us; Request Status: Initiated. There are 'Cancel' and 'Clear' buttons at the bottom left, and 'SUBMIT' buttons at the top right and bottom right.

12. 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.



File(s) to Attach

12

Select File(s) to Attach

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

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

The screenshot shows a 'Filter' dialog box with a close button (X) in the top right corner. Below the title bar, there are radio buttons for 'Filter Type' with 'Column' selected and 'Row' unselected. Underneath, there are three dropdown menus: 'Column' (set to 'Leave Type'), 'Operator' (set to '='), and 'Expression' (set to 'Sick Leave'). At the bottom right of the dialog are 'Cancel' and 'Apply' buttons. Below the dialog box, there are two time selection sections. The first section is for 'Starting Time' with dropdowns for '01' and '00', and an 'AM' dropdown. The second section is for 'Ending Time' with dropdowns for '01' and '00', and an 'AM' dropdown. Both time sections have a question mark icon to their right. At the bottom of the form are two buttons: 'Clear DEFAULT Time Preferences' and 'Set DEFAULT Time Preferences'.

