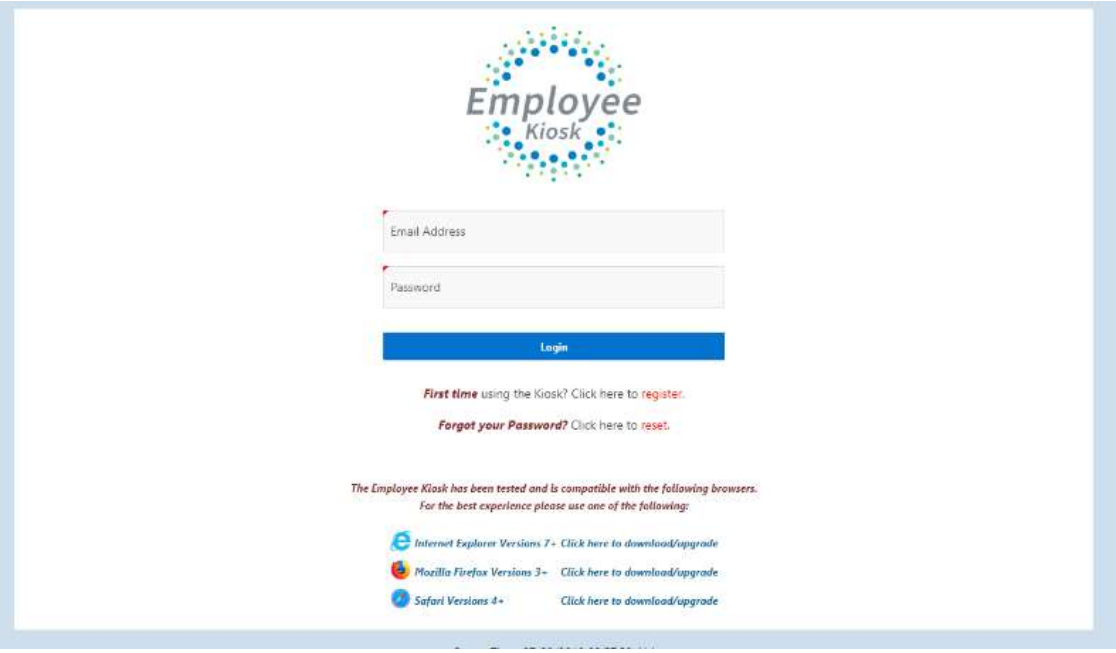
Employee Kiosk Staff Manual

LOGGING IN

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



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.

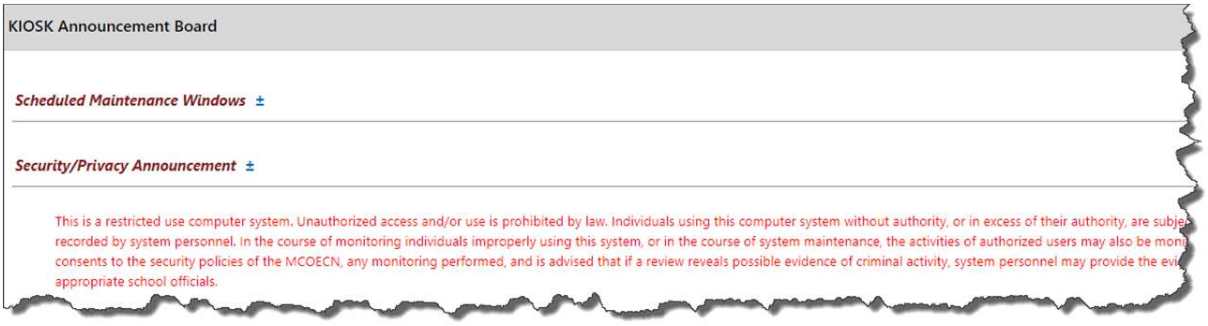
7. Once the password is received you can access the Kiosk using the email address and password. When logging in for the first time you will be prompted to change your password.

Currently the Kiosk password does not expire.

KIOSK ANNOUNCEMENT BOARD

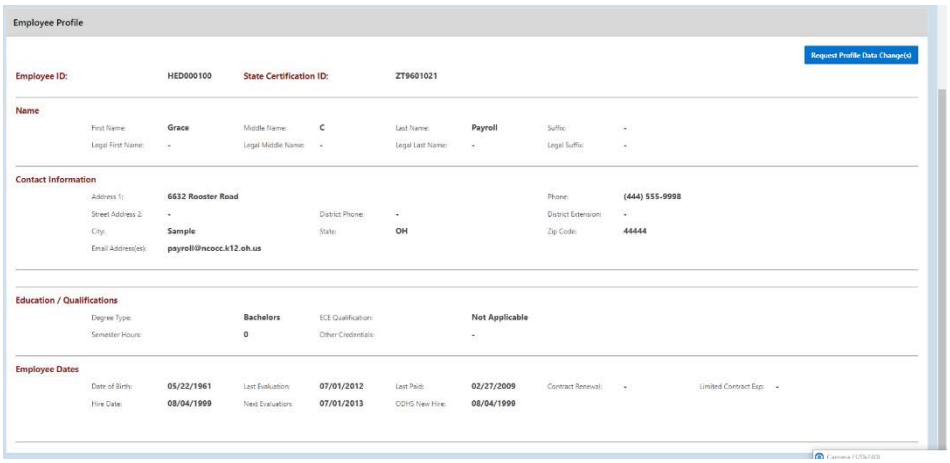
Announcements for staff from administrators will be placed in the Kiosk Announcement Board. To see the full announcement, click (+) symbol next to the announcement title.

Clicking the (–) symbol will close the announcement.

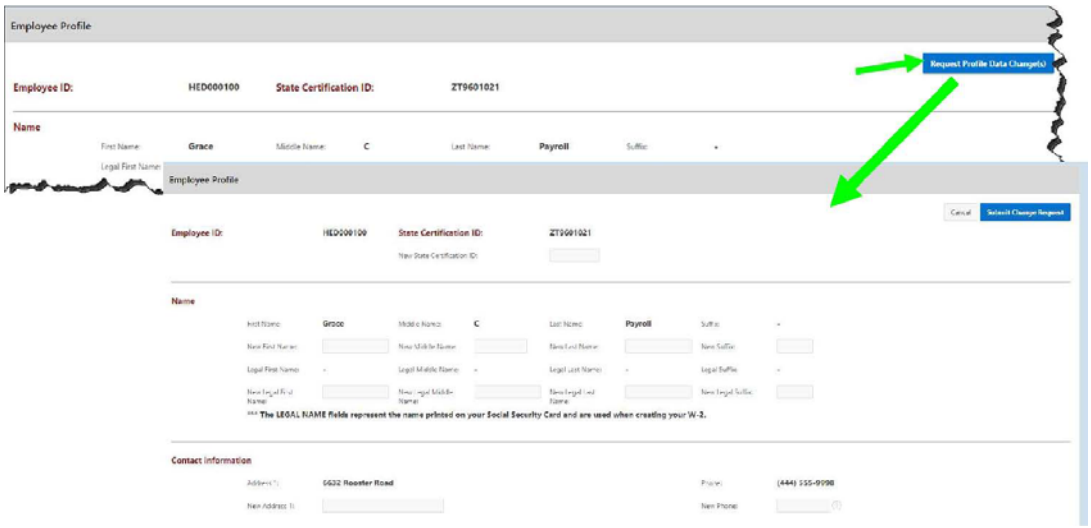


PROFILE

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



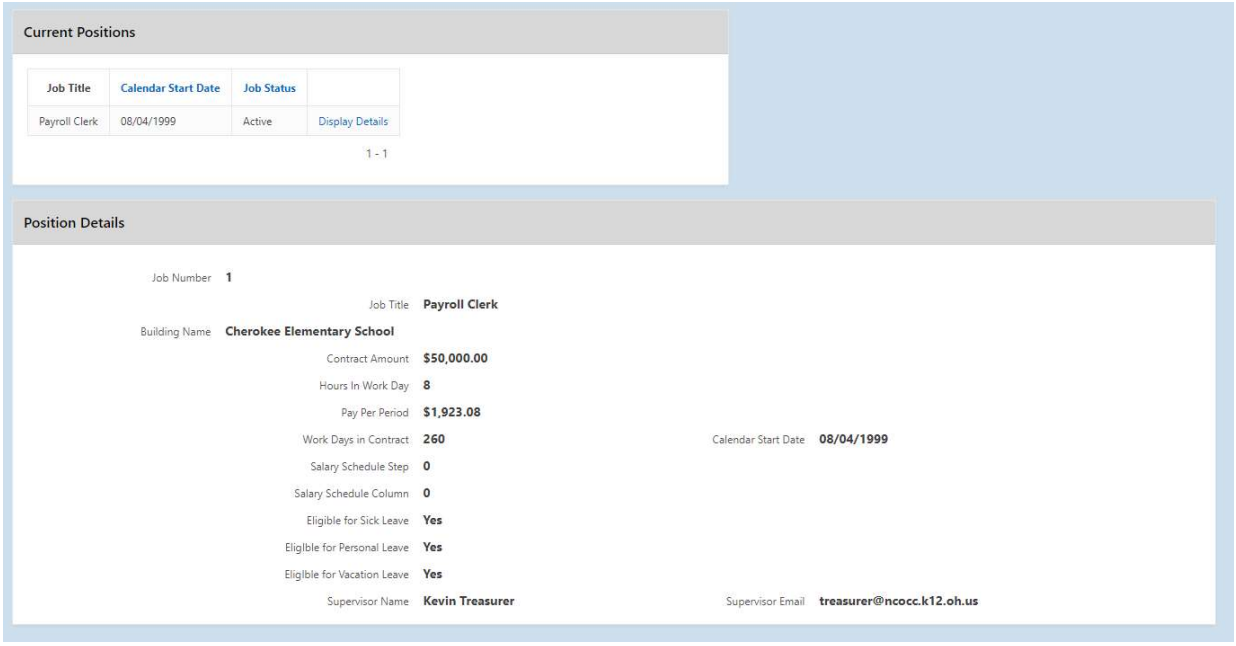
If the information is in error you may Request Profile Data changes by clicking on the link in the top right hand corner. You can then enter your change in the white box next to that field that needs the correction and then click Submit Change Request. A request is sent to the payroll staff and they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



POSITION DETAILS

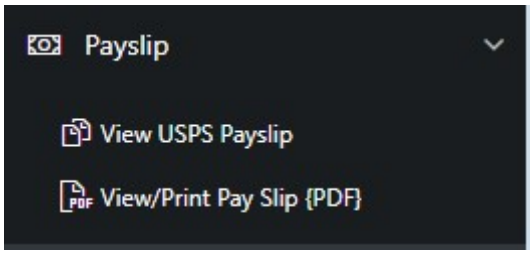
This is a brief view of your contract information.

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.



PAYSLIP

There are now 2 options for viewing payslips.
☐ View USPS Payslip
☐ View/Print Pay Slip {PDF}
The main difference between the two optionsis 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.

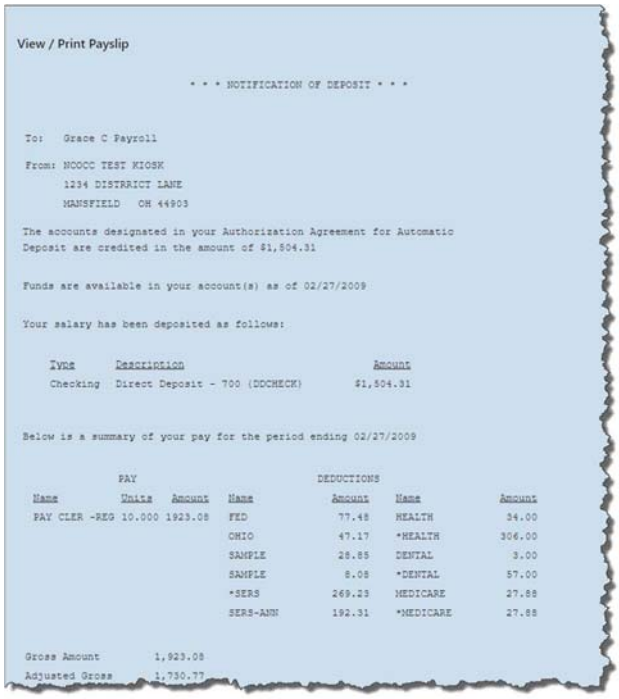
3. You can click on the calendar icon to change the date range.

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.

The information displayed is the same as that on the direct deposit email notification.


View / Print Payslip

• • • NOTIFICATION OF DEPOSIT • • •

To: Grace C Payroll

From: NCOCC TEST KIOSK
1234 DISTRRICT LANE
MANSFIELD OH 44903

The accounts designated in your Authorization Agreement for Automatic Deposit are credited in the amount of $1,504.31

Funds are available in your account(s) as of 02/27/2009

Your salary has been deposited as follows:

Type	Description	Amount
Checking	Direct Deposit - 700 (DDCHECK)	$1,504.31

Below is a summary of your pay for the period ending 02/27/2009

PAY			DEDUCTIONS			
Name	Units	Amount	Name	Amount	Name	Amount
PAY CLER -REG	10.000	1923.08	FED	77.48	HEALTH	34.00
			OHIO	47.17	*HEALTH	306.00
			SAMPLE	28.85	DENTAL	3.00
			SAMPLE	8.08	*DENTAL	57.00
			*SERS	269.23	MEDICARE	27.88
			SERS-ANN	192.31	*MEDICARE	27.88

Gross Amount 1,923.08
Adjusted Gross 1,730.77

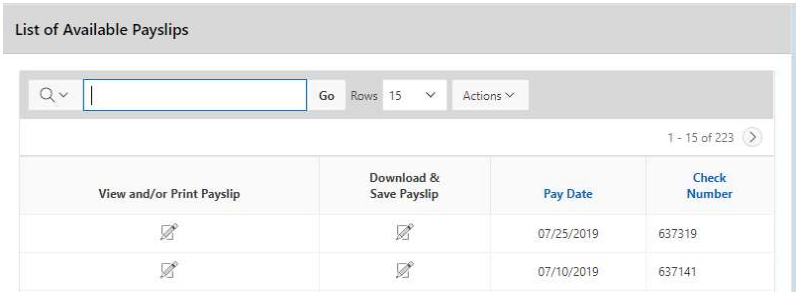
View/Print Pay Slip {PDF}

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

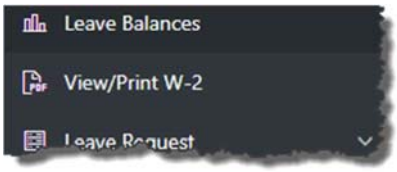
Go Rows 15 Actions

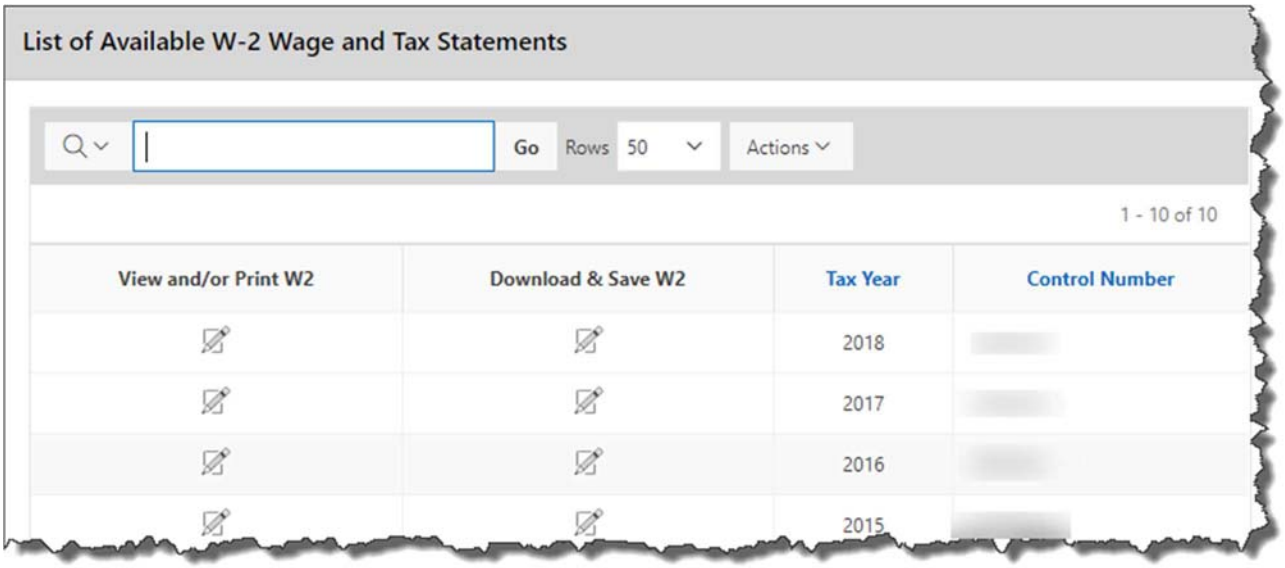
1 - 15 of 223

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

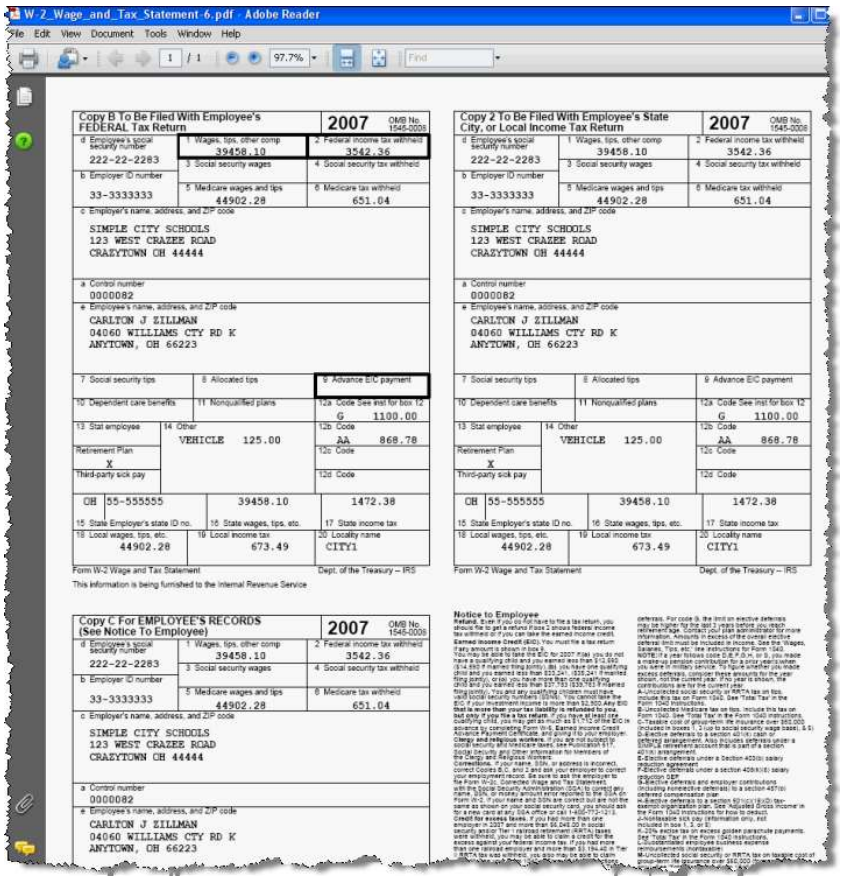
VIEW/PRINT W-2

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



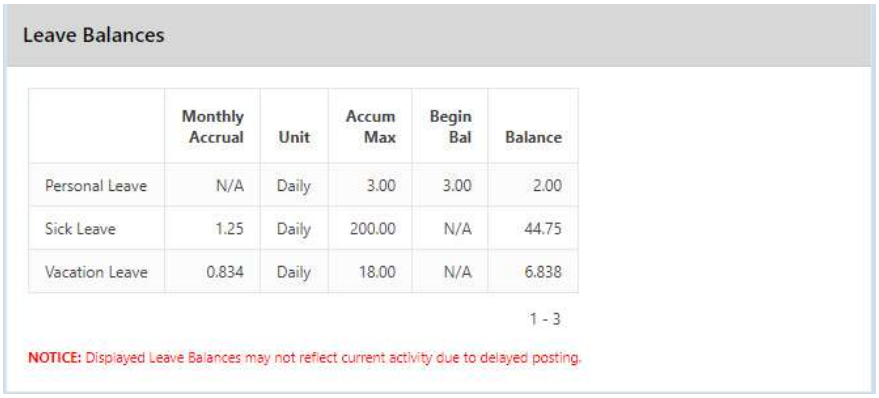


The tax years that are available will display on the screen. When you click on View and/or Print for a specific W2 your W2 will display on the screen as a PDF.



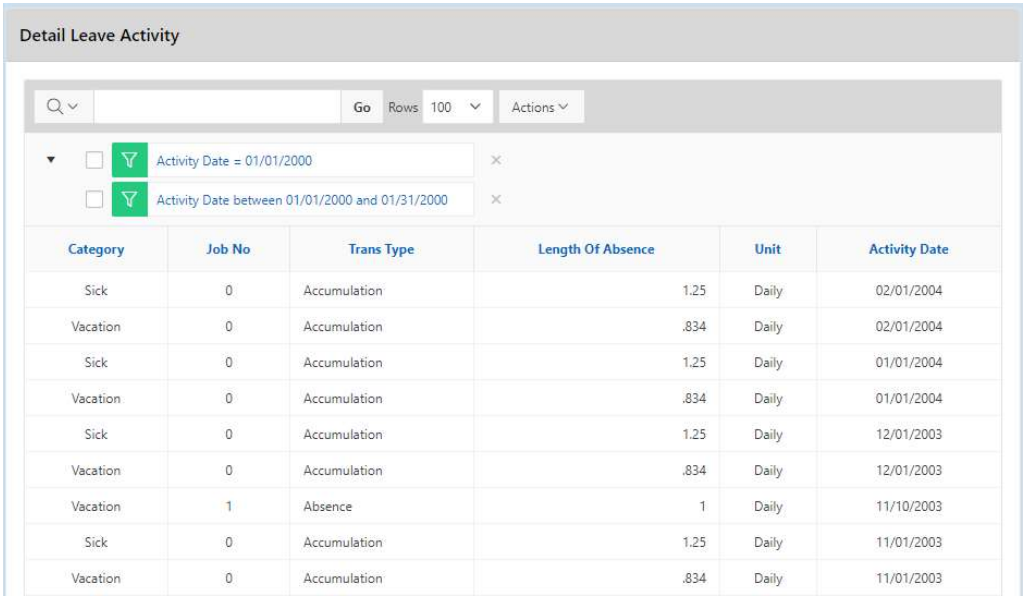
LEAVE BALANCES

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.

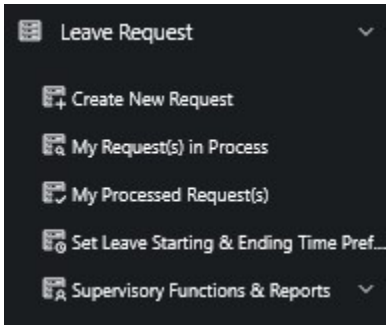


You can also see detailed information of absences and accumulations for available leave types. You can filter the information to only display information based on Category (Leave Types which could include sick, personal, vacation, etc.), Job Number, Transaction Type (Either Absence or Accumulation), 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.



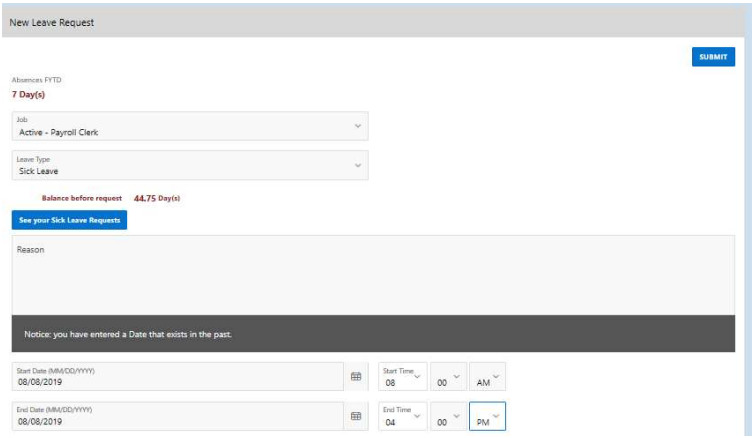
LEAVE REQUEST



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.



1. Fiscal Year To Date Absences display at the top of the leave request.

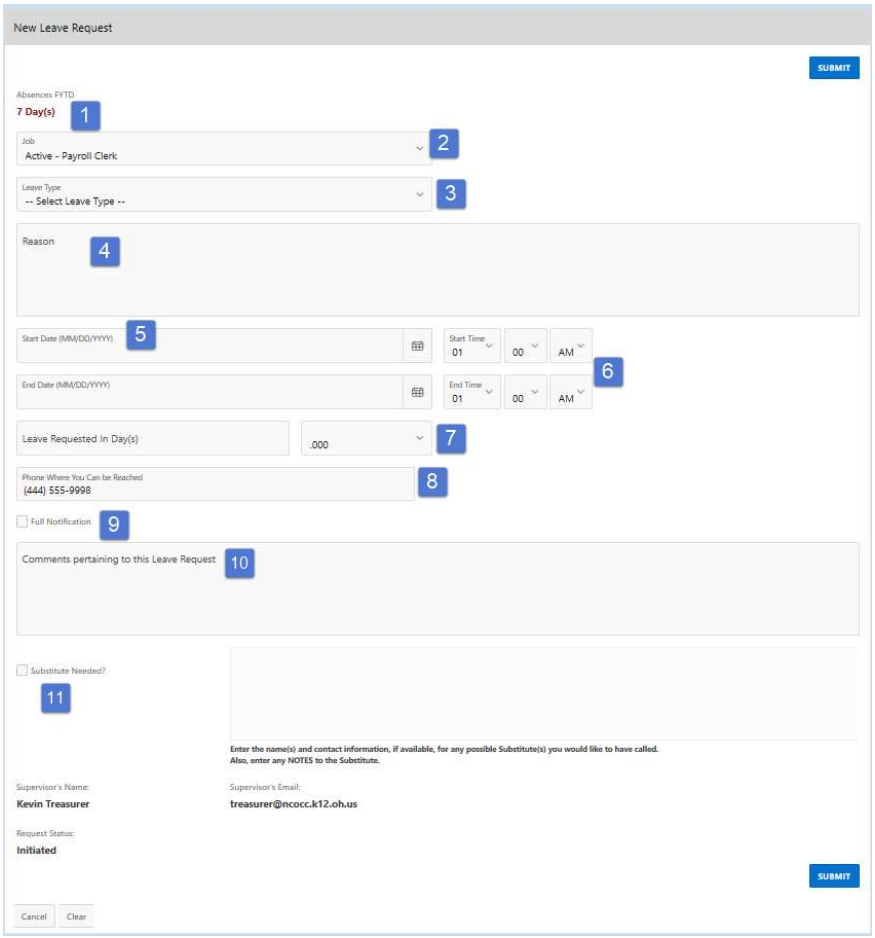
2. Make sure your job that is eligible for leave is selected.

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.

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.

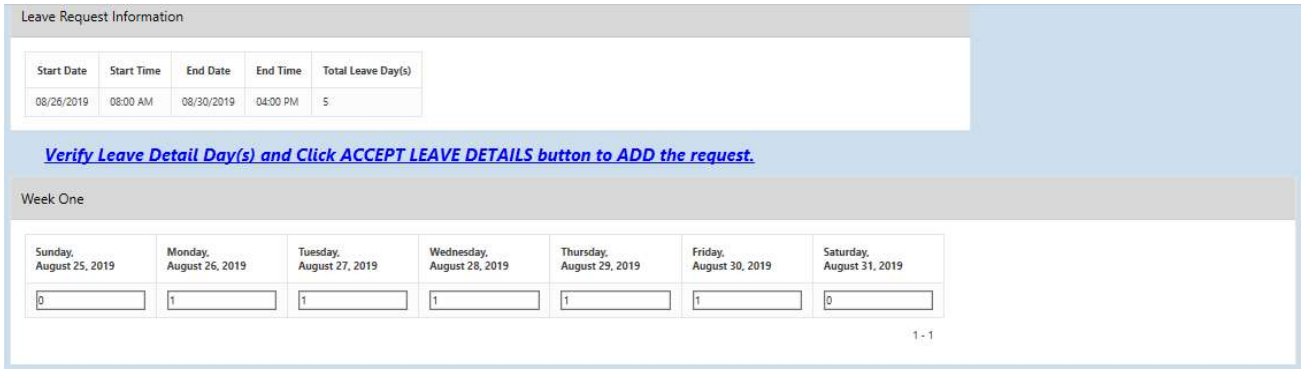
1. Click browse to find the attachment that is located on your PC. Once you have located the file click open.

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.

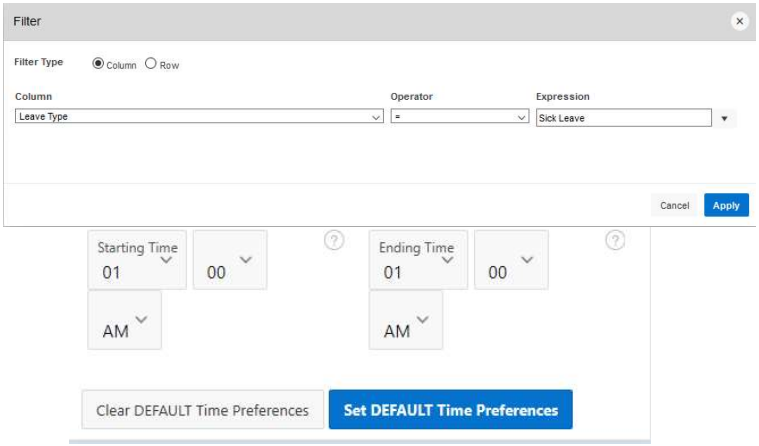
If you submit a request that will span multiple days you will then be presented a screen to verify the dates and the leave request for each day.

If the date you are entering in your leave request is duplicated in another request you will receive a warning message.



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