



# Employee Kiosk District Administrator Manual

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## LOGGING IN

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



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

You will be required to enter the following:

1. Either an employee id or social security number.
2. Select the county where your district is located.
3. Select your district.
4. 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.

A screenshot of the Employee Kiosk registration page. The page has a header with the 'Employee Kiosk' logo and a small kiosk icon. Below the header is a registration form with the following fields: 'Employee Id' or 'SSN (no dashes)', 'County' (dropdown menu), 'District' (dropdown menu), and 'Email'. There is a 'Submit' button at the bottom. The page also contains instructions for registration and a list of links for different counties and districts.

A notification will be sent to the email address you supplied with the password to use for accessing the Kiosk.

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 MENU

- Performance Reviews
  - View My performance Reviews
  - Process Employee Performance Reviews
  - Process Performance Reviews Due Soon
  - Delete Unprocessed Performance Reviews
  - List Employees without Performance Reviews
  - View All Processed Performance Reviews
- Leave Request
  - Create New Request
  - My Request(s) In Process
  - My Processed Request(s)
  - Set Leave Starting & Ending Time Preferences
  - Supervisor Functions
    - View/Approve/Reject Request(s)
    - View All Staff Request(s)
      - View All Unprocessed Leave Request(s) for Staff
      - View All Approved & Exported Leave Request(s) for Supervisor
      - View All Cancelled & Rejected Leave Request(s) for Supervisor
    - Staff Leave Request Analysis
    - Set Default "Forward to Email" address
- Leave Calendars
  - My leave Calendar
  - Substitute Coordinator Building Leave Calendar
  - Employee Building Leave Calendar
  - Supervisor Staff Leave Calendar
  - District Building Leave Calendar-*Allow selection of Building*
  -
- Leave Calendars -Continued
  - District Staff Leave Calendar-*All District Staff in Alphabetical Order*
  - Leave Calendar-By Department Code
  - Leave Calendar-By pay Group
- Administrative Leave Report(s)
  - View/Approve/Reject District Request(s)-Shows approved also
  - View Processed/Exported District Request(s)
  - View/Print District Request(s)
    - View/Print District Unprocessed Request(s)
    - View/Print District Approved & Exported Request(s)
    - View/Print District Cancelled & Rejected Request(s)
  - District Staff Leave Request Analysis

- Export Approved District Request(s) for Posting
- Export Leave History (View/Revert/Re-Export)
- Maintain Leave Approval Blackout Dates
- Leave Expense Report
- Substitute Coordinator Leave Report(s)
  - Coordinate Substitute(s) Needed
  - View All Request(s) for District
    - View/Print District Unprocessed Request(s)
    - View/Print District Approved & Exported Request(s)
    - View/Print District Cancelled & Rejected Request(s)
- District Administrator
  - Configure District Options
  - Update/Delete District Users

## EMPLOYEE KIOSK DOCUMENTATION

This link will take you to the Kiosk website where you can find documentation, see weekly summaries, enhancements suggestions and other information related to the Kiosk software.



## KIOSK FUNCTIONALITY/SETUP

As an administrator, you have the ability to decide what functionality is available for your district.

1. Click on District Administrator.
2. Click on Configure District Options.



The functionality in the box will be discussed in the appropriate sections throughout this document.

A screenshot of a configuration window titled "KIOSK Functionality (ON/OFF)". At the top left is an "Apply Changes" button. Below it is the instruction: "Select the Check Box(es) next to the KIOSK Function(s) that are to be available to your district users." A list of functions follows, each with a checkbox:

- Announcement Board
- Leave Requests
- Leave Export
- Leave Approval AWF
- Pay Slips (USPS)
- Pay Slips (PDF)
- Performance Reviews
- Substitute Needed
- USAS Integration
- Individual Professional Development Plan (IPDP)
- ITC Individual Professional Development Plan (IPDP)
- W-2 Wage and Tax Statements

At the bottom left is another "Apply Changes" button.

## KIOSK ANNOUNCEMENT BOARD

Announcements for staff from administrators will be placed in the Kiosk Announcement Board.

As an administrator you have the ability to decide what is turned on for your district.

1. Click on District Administrator.
2. Click on Configure District Options.
3. In the Kiosk Functionality section click Announcement Board.
4. Click Apply Changes.

Once you have activated the functionality you will need to decide who will be assigned the role of Announcement Board Administrator. Once given this role this person will be able to create and maintain announcements. This role can be assigned to multiple people.

1. Click on District Administrator.
2. Click on Update/Delete District Users.
3. Search for the staff person, once you have found that person click on the IRN next to their name.
4. Click the check box next to Announcement Board Administrator.
5. Click Apply Changes.

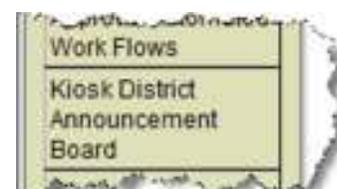
To Display Announcements

1. Click the (-) symbol to close/open the announcements.



To Add Announcements

1. Click Kiosk District Announcement Board.
2. Click Add New Announcement.



**District Announcement Board Maintenance**

**Add New Announcement**

There are no Announcements to list for your district: 926.

Number of Rows Displayed 5

**Add New Announcement**

3. Click on the calendar to add an activation date.
4. Click on the calendar to add an expiration date.
5. Enter a subject.
6. Enter your announcement message.
7. Click add New Announcement.

**Add / Update / Delete Kiosk Announcement**

Activation Date: 03/31/2011 Expiration Date: 04/15/2011

Announcement Subject: W2's New Available

W2's New Available

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Announcement Body: W2's are now ready and will be available soon. You can also access them from your Kiosk.

03/31/2011

Cancel Add New Announcement

If you need to update or delete the announcement click on Update.

**District Announcement Board Maintenance**

**Add New Announcement**

Update / Delete	Activation Date	Expiration Date	Announcement Subject	Announcement Body	Last Updated By	Setup / Enter / Last Deleted	Created By	Date / Time / Created
<a href="#">Update</a>	03/31/2011	04/15/2011	W2's New Available	W2's are now ready and will be available soon. You can also access them from your Kiosk.	FWYROLL@NCCOCC.K12.OH.US	03/30/2011 11:30:55 AM	FWYROLL@NCCOCC.K12.OH.US	03/30/2011 11:30:55 AM

Number of Rows Displayed 5

**Add New Announcement**

You now have the option to make changes.

Click update to accept your changes or delete to remove the announcement.

**Add / Update / Delete Kiosk Announcement**

Activation Date: 03/31/2011 Expiration Date: 04/15/2011

Announcement Subject: W2's New Available

W2's New Available

17 of 180

Announcement Body: W2's are now ready and will be available soon. You can also access them from your Kiosk.

03/31/2011

Created By: FWYROLL@NCCOCC.K12.OH.US Created Date & Time: 03/30/2011 11:30:55 AM  
 Last Updated By: FWYROLL@NCCOCC.K12.OH.US Last Updated Date & Time: 03/30/2011 11:30:55 AM

Cancel Update Announcement Delete Announcement

## OTHER LINKS

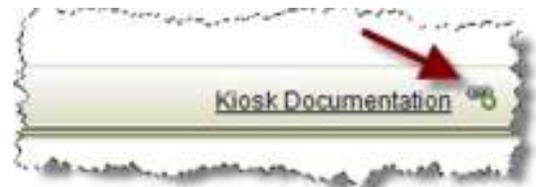
If your district is using the Other Links functionality of the Kiosk you will see links to other websites on your horizontal bar that have been placed there by administrators. You can click on these links at any time to go to that website.

You will need to decide who will be assigned the role of District Link Administrator. This role can be assigned to multiple people. Once given this role this person will be able to create and maintain links.

1. Click on District Administrator.
2. Click on Update/Delete District Users.
3. Search for the staff person, once you have found that person click on the IRN next to their name.
4. Click the check box next to District Link Administrator.
5. Click Apply Changes.



If you would like to add links for employees click on the link icon on the horizontal bar.



DownUp	Display Order	Custom Link URL	Custom Link Description
<input type="checkbox"/>	▼ ▲ 1	http://www.mcscdcs.mcscdcs.org	Kiosk Documentation

Once you click on the link icon you can:

1. Delete a link that has already been added by clicking on the check box next to the link and clicking Delete Selected Link(s).
2. You can make changes to a link by modifying the URL or description and then click on Apply Changes.
3. You can add another link by clicking on the Add Row and typing in the URL and Description. You will need to click on Apply Changes to add the new row.
4. You can change the order of your links by clicking the up and down arrows and then clicking on Update Display Order.

## PROFILE

The profile page gives the user the personal information drawn from USPS (Uniform School Payroll System).

The screenshot displays the 'Employee Profile' page for Employee ID: GRA000100. The page is organized into several sections:

- Name:** First Name: Emily, Middle Name: ES, Last Name: Teacher, Suffix: (blank). Below this are fields for Legal First Name, Legal Middle Name, Legal Last Name, and Legal Suffix.
- Contact Information:** Address: 5, 811 Suburban Drive, Phone: (441) 544-4444. Below this are fields for Street Address 2, County Phone, District Extension, City: Dresher, State: OH, Zip Code: 44447, and Email addresses.
- Other Information:** Gender: Female, Ethnicity: (blank), Marital Status: Married. Below this are fields for Social Security Code, Sub Type, and Spouse's First Name.
- Education/Qualifications:** Degree Type: Bachelor's, ECC Qualification: (blank), Summer School: 0.
- Employment Dates:** Date of Birth: 08/09/1984, Last Employment: (blank), Last Paid: 02/27/2009, Contract Renewal: 0, Contract End Date: 09/30/2009, Start Location: 0000, New Hire: 08/15/2009.
- Experience:** Total Years: 0, District: 0.00, Retirement System: 0.00, Civil Public: 0.00, New Civil Public: 0.00, Military: 0.00, Authorized Years: 0, Annual Med Control: 0.00, Panchowal: 0.00, Civil Private: 0.00, New Civil Private: 0.00, Teacher: 0.00, Building: 0.00.

A link 'Request Profile Data Change(s)' is located in the top right corner.

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 HR Admin and they will manually update the payroll system.

This screenshot shows the same 'Employee Profile' page as above, but with a red arrow pointing to the 'Request Profile Data Change(s)' button in the top right corner. The button is highlighted with a white background and a black border. Below the button, there is a 'Submit Change Request' button. The page also shows the 'Employee ID: GRA000100' and 'State Certificat' information.

As an administrator you have the ability to decide what profile information is displayed for your staff. Keep in mind if the information has been entered into USPS then turning on the fields below will allow the employee to see the information that has been entered.

1. Click on District Administrator.
2. Click on Configure District Options.

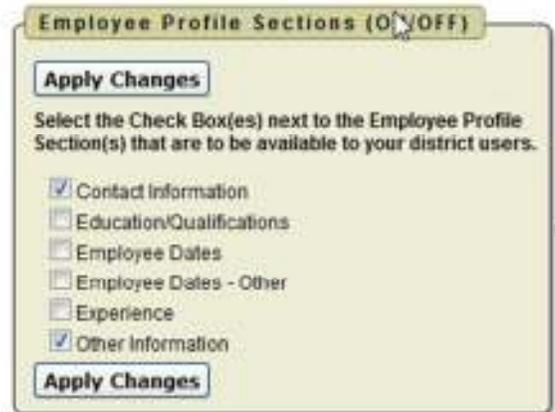


In the Employee Profile Sections you can check the boxes you want to display. The sections you can display are

- Contract
- Education
- Employee Dates
- Experience
- Other

If changes are made to this box make sure you click on Apply Changes.

If you click on Other information to display it, gender, ethnicity, marital status and spouse's name will be displayed.



**POSITION DETAILS**

This is a brief view of your contract information.

If you have multiple positions you can select that position from under the Current Positions section and the contract information for that position will display below.



As an administrator you have the ability to decide what position information is displayed for your staff. Keep in mind if the information has been entered into USPS then turning on the fields below will allow the employee to see the information that has been entered.

1. Click on District Administrator.
2. Click on Configure District Options.



By checking the boxes, you can decide what will be displayed. If changes are made to this box make sure you click on Apply Changes.

You can also determine what jobs are displayed in the Position information. The statuses displayed are statuses that can be used within USPS.

If changes are made to this box make sure you click on Apply Changes.

## PERFORMANCE REVIEWS

If your district is using the functionality of Performance Reviews, you will have the ability to see when your last review was done, process employee performance reviews and view all processed performance reviews. This functionality will work correctly when a current and next evaluation date has been entered into USPS. Once dates are updated in USPS the only way the performance dates get updated in Kiosk is if the employee logs in to refresh the dates.

As an administrator you have the ability to decide what is turned on for your district.

1. Click on District Administrator.
2. Click on Configure District Options.
3. In the Kiosk Functionality section click Performance Review.
4. Click Apply Changes.

Once you have made the Performance Review available for your staff you will have a new link on the left side of Kiosk.

**Performance Reviews**

- View My Performance Reviews
- Process Employee Performance Reviews
- View ALL Processed Performance Reviews

### View My Performance Reviews

In this section you will be able to see any documentation that was attached by your supervisor for that review, and when your next review is due.

**My Performance Reviews**

	Current Evaluation Date	Next Evaluation Date	Documents Attached
<a href="#">VIEW</a>	10/13/1999	-	1

1 - 1

**Performance Review Info**

Employee Name	Evaluation Date	Next Evaluation Date
SANDRA S BULLOCK	10/13/1999	-

**Associated Performance Review Files**

File Id	Filename	Description	Created By	Created Datetime
<a href="#">download</a>	Sandra Bullock 2008 review.docx	Performance Review 2009	KIOSKDEMO@MCOECN.ORG	10/06/2009 04:18 PM

1 - 1

### Process Employee Performance Reviews

You are presented with a list of employees and the status of their performance review.

**Process Employee Performance Reviews**

	Name	Current Evaluation Date	Current Evaluation	Documents Attached	Next Evaluation Date	Next Evaluation
Process Review	Babe D RUTH	07/01/2002	Processed	1	-	Due in days
Process Review	WICKIE L STIMA	10/17/2005	1536 days past due	0	-	Due in days

Number of Rows Displayed

When you click on Process Review for an employee you then will have the ability to attach documents related to the review for that employee.

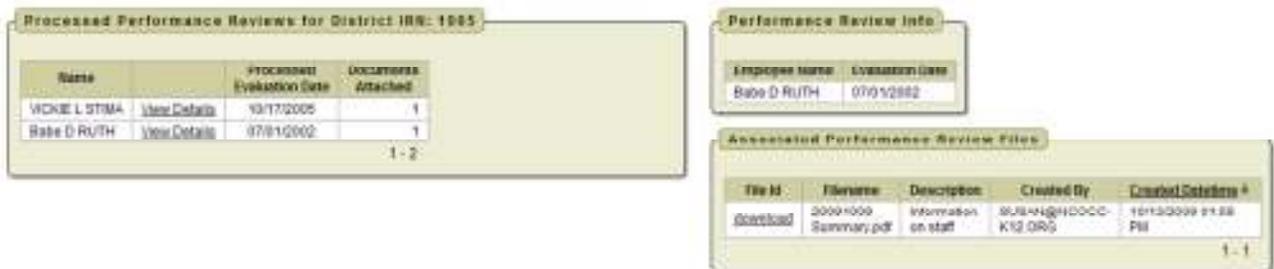


Once you have uploaded the file you will then see the file and have the ability to delete it if you need to.



### View All Processed Performance Reviews

You can see all Processed Performance Reviews and the files that are attached to each review.



## Delete Unprocessed Performance Reviews

You can delete all unprocessed Performance.

1. Select the employee reviews you want to delete by clicking on the checkbox next to the employee's id.
2. Click on the Delete Unprocessed Performance Review(s) button.

**Delete Unprocessed Performance Reviews**

**Delete Unprocessed Performance Review(s)** 1 - 8

<input type="checkbox"/>	Employee ID	First Name	Last Name	User Name	Last Evaluation Date	Next Evaluation Date
<input type="checkbox"/>	ABL000100	Marcia ES	Principal	esprin@ncocc.k12.oh.us	04/08/1997	(null)
<input type="checkbox"/>	HED000100	Grace C	Payroll	payroll@NCOCC.K12.OH.US	08/04/1999	(null)
<input type="checkbox"/>	NIX000100	Penney HS	Secretary	HSSEC@NCOCC.K12.OH.US	09/20/1998	(null)
<input type="checkbox"/>	DOW000100	Samantha ES	Secretary	essec@ncocc.k12.oh.us	11/21/1997	(null)
<input type="checkbox"/>	PHI000100	Hammer ES	Teacher	esteach2@ncocc.k12.oh.us	10/24/2011	11/28/2011
<input type="checkbox"/>	HED000100	Grace C	Payroll	payroll@NCOCC.K12.OH.US	07/01/2012	07/01/2012
<input type="checkbox"/>	GRA000100	Emily ES	Teacher	esteach1@ncocc.k12.oh.us	07/01/2011	07/01/2012
<input type="checkbox"/>	MAR000100	Kevin	Treasurer	treasurer@NCOCC.K12.OH.US	09/02/1997	(null)

1 - 8

Number of Rows Displayed: 20

**Delete Unprocessed Performance Review(s)**

## List Employees Without Performance Reviews

You can see a list of all employees that currently do not have a performance review.

**Employees with no Performance Reviews**

row(s) 1 - 20 of 29 • list

First Name	Last Name	Employee ID
Annie HS	Cook	BUR000100
Jane MS	Cook	TUR000100
James ES	Custodian	EVA000100
Larry MS	Custodian	KEL000100
Andy Transportation	Director	ASH000100
Pamela FB	Director	SHW000100
Annie Bus	Driver	GIB000100
Bea Bus	Driver	HCR000100
Grace C	Payroll	HED000100
Grace C	Payroll	HED000100
Dale MS	Principal	ROG000100
Marcia ES	Principal	ABL000100
Martha HS	Principal	SMB000100
Debbie Superintendent	Secretary	WAR000100
Mary MS	Secretary	CHA000100
Penney HS	Secretary	NIX000100
Samantha ES	Secretary	DOW000100
Stanley H	Substitute	LEM000100
Adam K	Superintendent	YOU000100
Michael M	Supervisor	WHI000100

row(s) 1 - 20 of 29 • list

Number of Rows Displayed: 20

## PAYSLIP

If your district is using the functionality of Pay Slips you give your staff the ability to view their pay slips.

As an administrator, you have the ability to decide what is turned on for your district.

1. Click on District Administrator.
2. Click on Configure District Options.
3. In the Kiosk Functionality section click Pay Slips.
4. Click Apply Changes.



**KIOSK Functionality (ON/OFF)**

**Apply Changes**

Select the Check Box(es) next to the KIOSK Function(s) that are to be available to your district users.

- Announcement Board
- Leave Requests
- Leave Export
- Leave Approval AWF
- Pay Slips (USPS)
- Pay Slips (PDF)
- Performance Reviews
- Substitute Needed
- USAS Integration
- Individual Professional Development Plan (IPDP)
- ITC Individual Professional Development Plan (IPDP)
- W-2 Wage and Tax Statements

**Apply Changes**

Beginning in December, 2010 staff now have 2 options for viewing pay slips. The View USPS Pay Slip allows the user to view past pay slips but no year-to-date totals will be included. If you select View/Print Pay Slip (PDF) you will still see the same format for the pay slip but year-to-date totals will be included and the file is a PDF format.



**Payslip**

- View USPS Payslip
- View/Print Pay Slip (PDF)

## View USPS Pay Slip

When you click on View USPS Pay Slip a screen will display with a 3 month date range. If you click Load Payslips you will get the pay slips that fall within that 3 month date range.

You can click on the Starting Date to change the date to a previous date to see past pay slips. If you do change the date you need to click Load Payslips to see the pay slips for the date range you selected.

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

You will then be presented with a list of pay slips that you can choose from. You quickly see the payment date, check number, gross, net, direct deposit, sick, vacation and personal leaved used and balances.

To view a pay slip click View.

The data may be exported to a .csv file (spreadsheet), not requiring you to contact payroll to get this information.

Click to View Pay Slip	Payment Date	Check Num	Gross	Net	Direct Deposit	Sick Used	Vac Used	Pers Used	Sick Bal	Vac Bal	Pers Bal
<a href="#">View</a>	02/27/2009	509383	\$1,923.09	\$1,480.69	Y	0	0	0	12.75	0	3
<a href="#">View</a>	02/13/2009	509357	\$1,923.09	\$1,480.69	Y	0	0	0	12.75	0	3
<a href="#">View</a>	02/20/2004	508329	\$1,138.46	\$899.10	Y	0	0	0	12.75	0	3
<a href="#">View</a>	02/06/2004	508304	\$1,138.46	\$899.10	Y	0	0	0	12.75	0	3
<a href="#">View</a>	01/23/2004	508279	\$1,138.46	\$899.10	Y	0	0	0	12.75	0	3
<a href="#">View</a>	01/09/2004	508254	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
<a href="#">View</a>	12/26/2003	508229	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
<a href="#">View</a>	12/12/2003	508204	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
<a href="#">View</a>	11/28/2003	508179	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
<a href="#">View</a>	11/14/2003	508154	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
<a href="#">View</a>	10/31/2003	508129	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
<a href="#">View</a>	10/17/2003	508104	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
<a href="#">View</a>	10/03/2003	508079	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
<a href="#">View</a>	09/19/2003	508054	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
<a href="#">View</a>	09/05/2003	508029	\$1,138.46	\$899.10	Y	0	0	0	4	0	3



## VIEW/PRINT W-2

If your district is using the functionality of W-2 Wage and Tax Statements you give your staff the ability to their W2s.

As an administrator, you have the ability to decide what is turned on for your district.

1. Click on District Administrator.
2. Click on Configure District Options.
3. In the Kiosk Functionality section click W-2 Wage and Tax Statements.
4. Click Apply Changes.

**KIOSK Functionality (ON/OFF)**

**Apply Changes**

Select the Check Box(es) next to the KIOSK Function(s) that are to be available to your district users.

- Announcement Board
- Leave Requests
- Leave Export
- Leave Approval AWF
- Pay Slips (USPS)
- Pay Slips (PDF)
- Performance Reviews
- Substitute Needed
- US4S Integration
- Individual Professional Development Plan (IPDP)
- ITC Individual Professional Development Plan (IPDP)
- W-2 Wage and Tax Statements

**Apply Changes**

When you click on View/Print W-2 you will see tax years that are available for your W2 information and they can be viewed or printed.

**Employee Kiosk**

Employee Kiosk Documentation  
Profile  
Position Details  
Performance Reviews  
Pay Slip  
View/Print W-2  
Leave Balances  
Leave Request  
Substitute Coordinator Leave Reports  
View Building Leave Calendar(s)  
Change Password

**List of Available W-2 Wage and Tax Statements**

View and/or Print W2	Download & Save W2	Tax Year	Control Number
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2007	

1 - 1

1 - 1

Leave Request  
KIOSK.EMPLOYE

When you click on View and/or Print for a specific W2 your W2 will display on the screen as a PDF.

The image shows a screenshot of a web browser displaying a 2007 Form W-2 Wage and Tax Statement. The form is presented in two columns, with the left column containing the main data and the right column containing a duplicate of the same data. Below the main data is a section for 'Copy C For EMPLOYEE'S RECORDS' and a 'Notice to Employee' section.

**Form W-2 Wage and Tax Statement - 2007**

**Employer's name, address, and ZIP code:**  
 HUNBLE CITY SHERIFFS  
 101 WEST CHAUNCEY ROAD  
 HUNBLETON, OH 44844

**Employee's name, address, and ZIP code:**  
 CARLTON J ZILLMAN  
 04060 WILLIAMS CTY RD K  
 ANTONIO, OH 46223

**Wages, tips, and other compensation:** 39458.10

**Federal income tax withheld:** 3542.36

**State income tax:** 1472.38

**Local income tax:** 673.49

**Medicare wages and tips:** 39458.10

**Medicare tax withheld:** 651.04

**State wages, tips, etc.:** 39458.10

**State income tax:** 1472.38

**Local wages, tips, etc.:** 44902.28

**Local income tax:** 673.49

**City:** CLEVELAND

**Copy C For EMPLOYEE'S RECORDS (See Notice to Employee) - 2007**

**Employee's Social Security number:** 222-22-2283

**Wages, tips, other comp:** 39458.10

**Federal income tax withheld:** 3542.36

**Employee ID number:** 33-333333

**Social security wages:** 39458.10

**Social security tax withheld:** 651.04

**Medicare wages and tips:** 39458.10

**Medicare tax withheld:** 651.04

**Notice to Employee:**  
 Please read this notice carefully to the tax return you file. It contains information about the 2007 tax year. If you have any questions, please call the IRS at 1-800-829-1040. For more information, visit the IRS website at www.irs.gov. This notice is for your information only. It does not constitute an offer of insurance or any other financial product. For more information, please contact your insurance agent or the insurance company. This notice is for your information only. It does not constitute an offer of insurance or any other financial product. For more information, please contact your insurance agent or the insurance company.

## 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	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.

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. Once you have selected how you want the information filtered you must press the Go icon to initiate your 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.

Filter Detail Leave Activity					
Category	JobNo	TransType	Start Date		
All	All	All			
			End Date		
				<a href="#">Go</a>	

Detail Leave Activity					
Number of Rows Displayed 100					
Category	Job No. <u>A</u>	Trans Type	<u>Length Of Absence</u>	Unit	<u>Activity Date</u>
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](#)

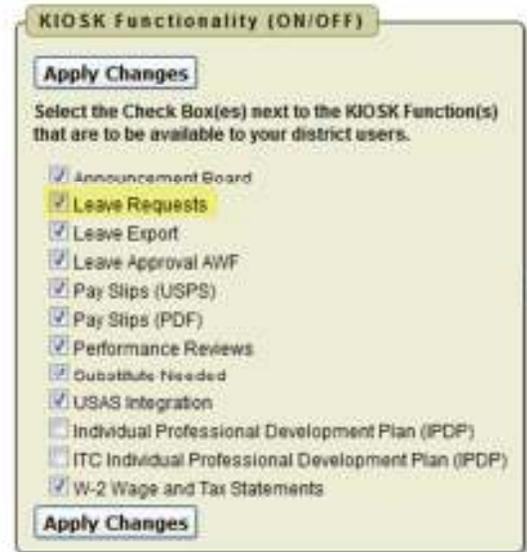
1 - 9

## LEAVE REQUEST

If your district is using the functionality of Leave Request, you give your staff the ability to create and view leave requests.

As an administrator, you have the ability to decide what is turned on for your district.

1. Click on District Administrator.
2. Click on Configure District Options.
3. In the Kiosk Functionality section click Leave Requests.
4. Click Apply Changes.



### Configuring Leave Requests

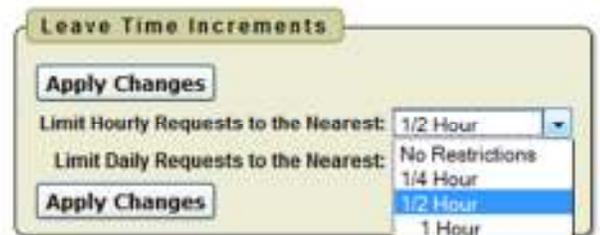
You have the ability to configure how your district will utilize the leave request functionality of the Kiosk.

The sections below are all configured under the District Administrator > Configure District Options.

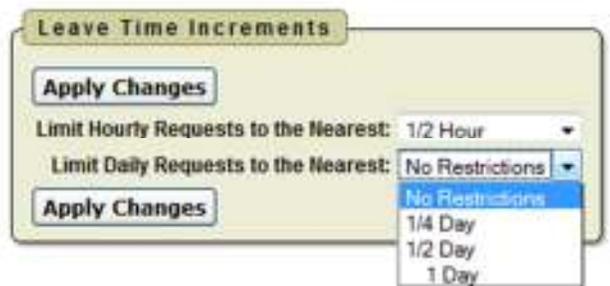
- **Leave Time Increments**

You can decide what increments your staff will be allowed to request leave in. You can customize this differently whether your staff can submit request in hourly or daily rates.

When you click on the drop down next to hourly you will see you can select ¼ hour, ½ hour, or 1 Hour. By selecting ¼ hour your staff would be able to create a request and put in .25, .5, or .75. If you select ½ hour, you staff would only be able to enter .5. If you select 1 hour your staff would only be able to enter whole numbers like 1, 2 or 3 depending on the number of hours they request.



When you click on the drop down next to daily, you will see you can select ¼ day, ½ day, or 1 day. By selecting ¼ day your staff would be able to create a request and put in .25, .5, or .75. If you select ½ day, you staff would only be able to enter .5. If you select 1 day your staff would only be able to enter whole numbers like 1, 2 or 3 depending on the number of days they are requesting.



If you select any restrictions at all when your staff creates a request they will be given a drop down menu to select the appropriate increments. If you select No Restrictions then a box displays when entering a request so staff can freely enter any amount for the leave request.

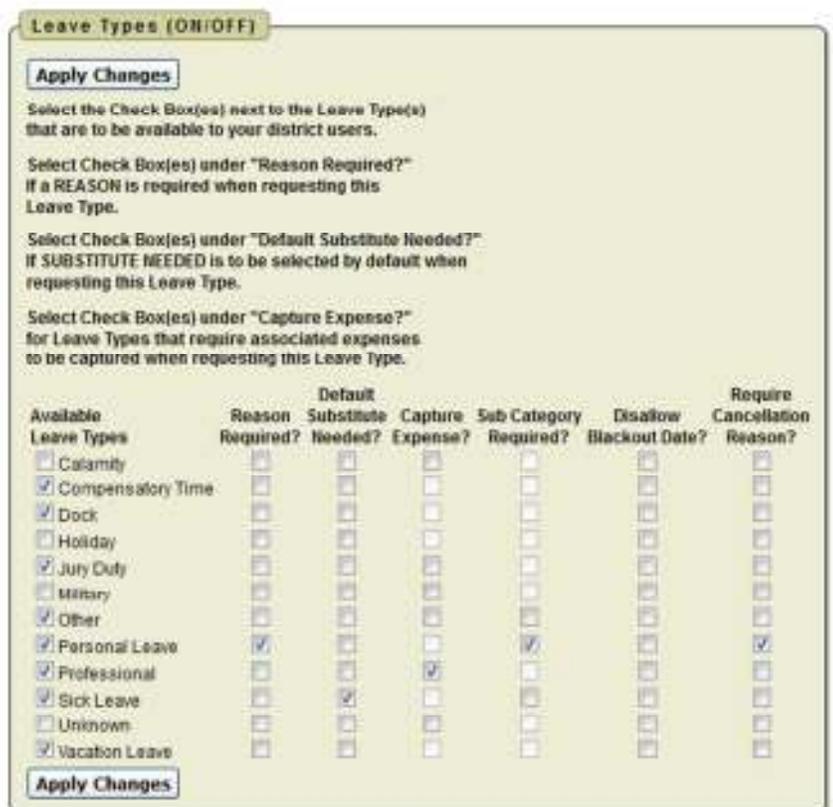
• **Leave Types**

1. You can determine what leave types will be displayed for your staff when they create a request.

By putting a check in the box next to the leave type your staff will see that leave type as an option when creating a request.

2. You can require a reason be entered by your staff when they create a leave request by putting a check in the box under the Reason Required column for that specific leave type.

3. On the leave request there is a box that staff can check called Substitute Needed when they need a sub for the leave request they are creating. If you know for a specific leave type you always need a substitute, you can check the box next to the leave type in the Default Substitute Needed box so that the box will already be checked when your staff create a request for this specific leave type.



4. If you know for a specific leave type that your staff will have expenses to be reimbursed, you can check the box next to the leave type in the Capture Expenses box so that when your staff creates a request for that specific leave they will see an additional window where they can enter estimated expenses. Customizing what expenses are captured is discussed below.
5. If you require that your staff select a sub category for a specific leave type you can check the box next to the leave type in the Sub Category Required box so that when your staff creates a request for that specific leave they will see an additional window where they can select a sub category. (Creating a Sub Category will be discussed below)
6. If you do not want any requests to go through for blackout dates you can select Disallow Blackout Dates on the District Configuration under Leave Types. When an employee creates a request on a blackout date, they will not be able to submit the request. They will receive an error message.
7. If you want staff to enter a reason when cancelling a leave request, you can select a reason be entered when cancelling a leave request for a specific leave type. If you have the box checked and they do not enter a reason they will receive and error message.

- **Leave Sub Category Maintenance**

1. You can determine if a leave type needs a sub category. A sub category is an additional breakdown for a leave type. For example you may not want employees to just enter Personal Leave on a request, you may require that they select from specific types of personal leave like personal business or family emergency.
2. To add sub categories click Insert Row.
3. Enter a two-character code for the Leave Sub Category column. These two characters can be anything you want to assign.
4. Enter the description for the category. We recommend that you keep it as short as you can since it will be displaying on the screen.

Leave Sub Category	Sub Category Description	Associated Leave Type	Status	Require Reason
S	School Event	<input type="checkbox"/> Compensatory Time <input type="checkbox"/> Cook <input checked="" type="checkbox"/> Jury Duty <input checked="" type="checkbox"/> Other <input type="checkbox"/> Personal Leave <input type="checkbox"/> Professional <input type="checkbox"/> Sick Leave <input type="checkbox"/> Vacation Leave	Active	Yes
F1	Family Emergency	<input type="checkbox"/> Compensatory Time <input type="checkbox"/> Cook <input type="checkbox"/> Jury Duty <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/> Personal Leave <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Sick Leave <input type="checkbox"/> Vacation Leave	Active	Yes
P2	Personal Business	<input type="checkbox"/> Compensatory Time <input type="checkbox"/> Cook <input type="checkbox"/> Jury Duty <input type="checkbox"/> Other <input checked="" type="checkbox"/> Personal Leave <input type="checkbox"/> Professional <input type="checkbox"/> Sick Leave <input type="checkbox"/> Vacation Leave	Active	No
		<input type="checkbox"/> Compensatory Time <input type="checkbox"/> Cook <input type="checkbox"/> Jury Duty <input type="checkbox"/> Other <input type="checkbox"/> Personal Leave <input type="checkbox"/> Professional <input type="checkbox"/> Sick Leave <input type="checkbox"/> Vacation Leave		

5. Select which Leave Types will be associated with this Sub Category.
6. Select the status of Active or Inactive.
7. Select Yes or No if the reason is required when selecting this Sub Category.
8. Click Save Changes.

You can delete sub categories by putting a check in the box next to the sub category and clicking Delete Selected Rows.

- **Customizing Leave Expenses**

You can decide what expense information you want your staff to complete when creating a leave request.

1. Putting a check in the Event Location Area box will prompt the staff person for an address of the event.
2. Putting a check in the Vendor Location Area box will prompt the staff person for an address of the vendor. This may be necessary for purchase orders that need to be created for the event.
3. Putting a check in the Purpose of Leave/Leave Description Area box will prompt the staff person for a description of the event.
4. Putting a check in the Estimated Costs Area box allow the staff person to enter estimated expenses for the leave request.
5. Putting a check in the Budget Account Code Area (Everyone) box will allow the staff person to enter a budget account code for the event.
6. Putting a check in the Budget Account Code Area (Approvers Only) box will allow the supervisors and leave administrators to enter a budget account code for the event.
7. You can enter a mileage rate for certified and classified staff. Entering a mileage rate in certified will apply to staff with an appointment type of certified and the classified rate will apply to staff with an appointment type of classified.

- **Absence Warning Threshold**

You can decide the maximum percentage of district certified staff that can be out on a specific date. Once that threshold has been met, the staff will receive a message that states the threshold has been met when a leave request is created.



In some instances the leave request will need to be granted so the employee can click Yes that they want the request submitted for approval. Once doing that the request will follow the work flow.

## 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 in the past a message will be displayed on your leave request indicating you have entered a date that exists in the past. This is just an alert message and you may proceed with your request.

**New Leave Request** [Cancel] [CLEAR] [SUBMIT]

Absences FYTD 106 Hour(s) **1**

Job: Active - Elementary School Teacher **2**

Leave Type: -- Select Leave Type -- **3**

Reason: **4**  
0 of 1000

Start Date: [Calendar Icon] (use MM/DD/YYYY format) Start Time: 08 : 00 : AM **6**

End Date: [Calendar Icon] (use MM/DD/YYYY format) End Time: 03 : 00 : PM

Leave Requested (in Hours): 000 **7**

Phone Number You Can Be Reached For Questions: (444) 444-4444 **8** Fall Notification:  **9**

Comments pertaining to this Leave Request: **10**  
0 of 4000

Substitute Needed?  **11**

Supervisor's Name: Grace C Payroll Supervisor's Email: payroll@NO0CC.K12.OH.US  
Request Status: Initiated

**New Leave Request** [Cancel] [CLEAR] [SUBMIT]

Job: Active - Payroll Clerk

Leave Type: Vacation Leave

Balance before request 6.838 Day(s) [See your Vacation Leave Requests](#)

Reason: **4**  
0 of 1000

Start Date: 05/04/2012 (use MM/DD/YYYY format) Start Time: 08 : 00 : AM

End Date: [Calendar Icon] (use MM/DD/YYYY format) End Time: 03 : 00 : PM

Message: you have entered a Date that exists in the past

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. If your district uses hours you will enter your time in hours. If your district uses days you will enter your request in increments of .25.
8. Your phone number will be populated from your Profile information.
9. 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 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. If you need a substitute you will need to check the box and then the comment box will be available for you to type a comment in. This information will then be displayed to anyone who has access to view your request.

**NOTE:** Some districts may have configured Substitute Needed box to already be checked for you when you create a request. If the box is checked to show you need a substitute then you will be able to click in the comment box to type your comment for this request.

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.



13. Click browse to find the attachment that is located on your PC.

14. Once you have located the file click open.

15. Type in a description for your file and click Select File(s).



16. When your request has been filled out completely press the submit button.

If you choose Professional Leave from the drop down menu, another form appears with the needed information for a professional leave.

1. You can enter the location of the event.
2. You can enter the vendor for the event in case a purchase order needs to be made out to the vendor.
3. Enter any information that you want about the request. For example who the purchase order should be made out to for registration or if you are sharing expenses with a co-worker.
4. Enter your expenses. Enter the miles of the proposed trip and the tool will calculate the mileage amount to be reimbursed based on the district entered rate.
5. At the bottom of the Professional Leave Form Part, you may click on Calculate to have it total the expenses entered. *(The fields appearing are set by the administrator, and some features can be added, for instance, the fund code could be added.)*

6. Once you have submitted the request for professional leave you have the ability to print a Professional Leave Request Form to submit after your leave so you can enter your actual expenses, attach receipts and submit for reimbursement.

	Retained	Actual
Travel: 100 miles @ \$1.00 per mile	100.00	
Lodging Amount:	20.00	
Meals Amount:	23.00	
Registration Fees:	150.00	
Other Expenses Amount:	100.00	
<b>Total Requested Amount:</b>	<b>\$123.00</b>	

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.

**Leave Request Information**

Start Date	Start Time	End Date	End Time	Total Leave Day(s)
12/07/2009	07:30 AM	12/11/2009	03:00 PM	5

**Verify Leave Detail Day(s) and Click ACCEPT LEAVE DETAILS button to ADD the request.**

**Week One**

Sunday , December 06, 2009	Monday , December 07, 2009	Tuesday , December 08, 2009	Wednesday , December 09, 2009	Thursday , December 10, 2009	Friday , December 11, 2009	Saturday , December 12, 2009
0	1	1	1	1	1	0

**Accept Leave Details** **Cancel**

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

The screenshot shows a web interface with a warning message at the top: "Previously Entered Date Exception" with a red border and the text "You have a previously entered date(s) that exists within the selected date range." Below this is a "New Leave Request" form. The form includes fields for "Approved YTD (Hours)", "Job Area - Elementary School Teacher", "Leave Type - Sub Leave", and a "Reason" text area. At the bottom, there are date and time pickers for "Start Date" (12/08/09) and "End Date" (12/09/09). A "Previously Entered Date Exception" message is also visible at the top of the page, indicating a conflict with an existing request.

## My Request(s) in Process

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

Leave Request(s) in Process										
	Update	View Approval Status		Job Description	Leave Type Requested	Status	Substate Needed	Last Activity Date	Start Date	End Date
<a href="#">Details</a>	<a href="#">Update</a>		-	Elementary Principal	Sick Leave	Flow Initiated Level 1	Yes	02/03/2011 03:38PM	01/27/2011 07:30AM	01/27/2011 04:00PM

[Export to CSV](#)

Number of Rows Displayed: 5

You can click on the word 'Details' to see the original request. You will see a non-edit-able view of your original request and can do the following when looking at the details of the request.

1. Escalate (this will send a notification to the HR Admin).
2. Cancel the Request.
3. Make Comments.
4. Add Attachment.
5. Update Request. As long as the first approver has not taken action on your request you have the ability to click update request and make changes to your request and then click the apply changes button. Once a request has had action taken on the request 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:** 02/03/2011 03:38 PM

**Job:** Elementary Principal

**Leave Type:** Sick Leave  
**Current Balance:** 30.75 Day(s)

**Reason:**

**Start Date:** 01/27/2011   **Start Time:** 07:00 AM  
**End Date:** 01/27/2011   **End Time:** 04:30 PM

**Leave Requested in Day(s):** 1.000   **Phone:** (111) 111-1111   **Full Address:**

**Comments:**

[Update Request](#)

### Transaction History

Name	Action	Comments	Transaction Date
Marcia Ed Principal	Flow Initiated	-	02/03/2011 03:38PM
Marcia Ed Principal	Substate Needed	-	02/03/2011 03:38PM

[Export to CSV](#)

Number of Rows Displayed: 3

### File(s) to Attach

Click button below to select file(s) to be attached to this Leave Request:

[Select File\(s\)](#)

Further to the right you will see the approval process.

When you click on the Update from the My Leave Request(s) in Process screen you have the ability to click update request and make changes to your request and then click the apply changes button. Once a request has had action taken on the request you will not be able to update it.

Leave Request(s) in Process 1 - 1

	Update	View Approval Status	Job Description	Leave Type Requested	Status	SubState Needed	Last Activity Date	Start Date	End Date
<a href="#">Details</a>	<a href="#">Update</a>		- Elementary Principal	Sick Leave	Flow Initiated Level 1	Yes	02/03/2011 03:39 PM	01/27/2011 07:30 AM	01/27/2011 04:00 PM

[Export to CSV](#) 1 - 1

Number of Rows Displayed: 5

**Update Leave Request**

[Return to Leave Request\(s\) in Process](#) [Apply Changes](#)

Initiated: 02/03/2011 03:39 PM  
 Job: Active - Elementary Principal  
 Leave Type: Sick Leave

Balance before request: 30.75 Day(s)

Flu

Reason

3 of 1000

Start Date: 01/27/2011 (use MMDD/YYYY format) Start Time: 07:00 AM  
 End Date: 01/27/2011 (use MMDD/YYYY format) End Time: 04:00 PM  
 Leave Requested in Day(s): 1.000 (use format (0, 0.0, 0.00, 000.000))

When you click on the  icon from the My Leave Request(s) in Process screen you will see the approval tree and where the request lies in that tree. The tree is set up by the admin.



## My Processed Request(s)

This report reflects those leaves that have been completely processed and are probably in the past. These requests would include those that have been approved and exported to USPS or those requests that have been rejected or cancelled.

You can filter these requests based on

- Start/End Date
- Leave Type
- Status

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

The sections are divided by Approved and Exported Leave Requests and Cancelled and Rejected Leave Requests

In the Approved and Exported Leave Requests section

View Approve Status	JOB/ORG/UNIT	Leave Type Requested	STATUS	Activities Requested	Last Activity Date	START DATE	END DATE	Total Leave	Credits Accumulate
Details	Elementary School Teacher	Sick Leave	Exported	Yes	08/01/2010 03:33PM	07/07/2010 07:30AM	07/07/2010 03:00PM	7.000 (Hours)	✗
Details	Elementary School Teacher	Sick Leave	Exported	Yes	08/01/2010 03:33PM	05/18/2010 07:30AM	05/18/2010 03:00PM	8.000 (Hours)	✗
Details	Elementary School Teacher	Compensatory Time	Approved	No	08/13/2010 03:34PM	08/13/2010 03:00PM	08/13/2010 05:00PM	2.000 (Hours)	-
Details	Elementary School Teacher	Compensatory Time	Approved	No	08/13/2010 03:34PM	08/03/2010 03:00PM	08/03/2010 06:00PM	3.000 (Hours)	-
Details	Elementary School Teacher	Sick Leave	Approved	Scheduled	08/01/2010 02:44AM	05/05/2010 07:30AM	05/05/2010 03:00PM	10.000 (Hours)	-

You can click on the word 'Details' to see the original request.

You will see a non-edit-able view of their original request and further to the right you will see the transaction history for this request.

When you click on the  icon from the My Leave Request(s) in Process screen you will see the approval tree and where the request lies in that tree. The tree is set up by the admin.

You will also see a column with the status of leave request. Exported are requests that have been exported into payroll. Approved requests have been through the approval process but have not been exported to payroll.

If your request has the status of Exported you have the option to cancel the request by clicking on the red X in the Create Cancellation column.

View Approval Status	Job Description	Leave Type Requested	Status	Substitute Needed	Last Activity Date	Start Date	End Date	Total Leave	Create Cancellation
Details	Elementary School Teacher	Sick Leave	Exported	Yes	06/11/2010 03:33PM	07/07/2010 07:00AM	07/07/2010 03:00PM	7.000 Hour(s)	X
Details	Elementary School Teacher	Sick Leave	Exported	Yes	06/11/2010 03:33PM	05/19/2010 07:00AM	05/19/2010 03:00PM	8.000 Hour(s)	X

When you click the red X a leave request will be created and automatically populated with the correct information for the leave cancellation. You can enter comments in the request as to why the request is being cancelled.

Click Submit to create the cancellation request and send it through the approval process.

**New Leave Request** [Cancel] [SUBMIT]

Job Active - Elementary School Teacher  
 Leave Type Sick Leave

Balance before request 12.75 Hour(s) [See your Sick Leave Requests](#)

Reason: Negative request to reverse/cancel leave time previously Exported and Posted to USPS. Original Leave Request#211022

Start Date: 07/07/2010 Start Time: 07:00 AM  
 End Date: 07/07/2010 End Time: 03:00 PM

Leave Requested in Hour(s): 7 000

Phone Where You Can be Reached For Questions: (444) 444-4444 Full Notification

Comments pertaining to this Leave Request

Supervisor's Name: Marco ES Principal Supervisor's Email: msprrn@nccoc.k12.ch.us  
 Request Status: Initiated

You may choose how many rows to view by clicking on the drop down arrow next to Number of Rows Displayed.

View Approval Status	Job Description	Leave Type Requested	Status
Details	Elementary School Teacher	Sick Leave	Exported
Details	Elementary School Teacher	Sick Leave	Exported
Details	Elementary School Teacher	Compensatory Time	Approved
Details	Elementary School Teacher	Compensatory Time	Approved
Details	Elementary School Teacher	Sick Leave	Approved

Number of Rows Displayed: 5

PRINT Filtered Requests

## Cancelled Requests

As an administrator there may be times when you have to deal with cancelled requests. For example with the snow days that happen you may have staff with leave requests on those snow days that now need to be cancelled or reversed since they were actually calamity days. You have choices for dealing with these requests. There are four options depending on the status of the requests, and your district policies will help dictate how they are handled:

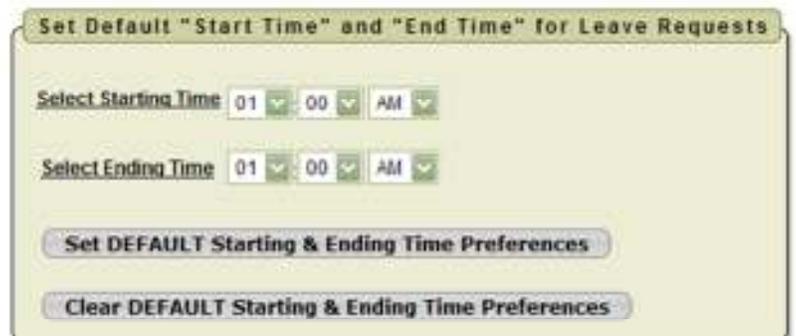
1. If the request has NOT yet been approved by any supervisor, then employees can go to My Requests In Process and click on Details of the request, and then click the Cancel Request button.
2. If the request has been approved but not exported, employees can manually create a new request with a negative days/hours increment. So if the original request was for 1 day then this new request would be for -1 day (depending on configuration settings, some districts will use the drop down button to choose " - " then type in 1, some will enter the minus sign manually next to the 1). All other fields would be inputted to be identical to the first request (except maybe reasons/comments).
3. If the request has been approved and has been exported, then employees can go to My Processed Requests and look for the red 'X' next to their requests in the Create Cancellation column. Clicking the X will automatically create a negative request in one quick step (so it doesn't have to be done manually), and then the request can be submitted for approval.
4. Make all adjustments directly in ATDSCN after the leaves have been exported from the Kiosk and imported into ATDSCN. In this case, employees would not cancel any requests nor would they create any reversal requests.

Looking at leave calendars will help you see who has created leave requests on days that ended up being snow days. Let me know if you have any questions regarding these options.

## 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 an ending time
3. Click Set Default Starting & Ending Time Preferences



The screenshot shows a dialog box titled "Set Default 'Start Time' and 'End Time' for Leave Requests". It contains two rows of time selection controls. The first row is labeled "Select Starting Time" and has three dropdown menus with values "01", "00", and "AM". The second row is labeled "Select Ending Time" and has three dropdown menus with values "01", "00", and "AM". Below these controls are two buttons: "Set DEFAULT Starting & Ending Time Preferences" and "Clear DEFAULT Starting & Ending Time Preferences".

## Supervisory Functions

There are 4 areas under Leave Request:

- View/Approve/Reject Request(s)
- View All Staff Requests
- Staff Leave Requests Analysis
- Set Default Forward to Email



### View/Approve/Reject Request(s)

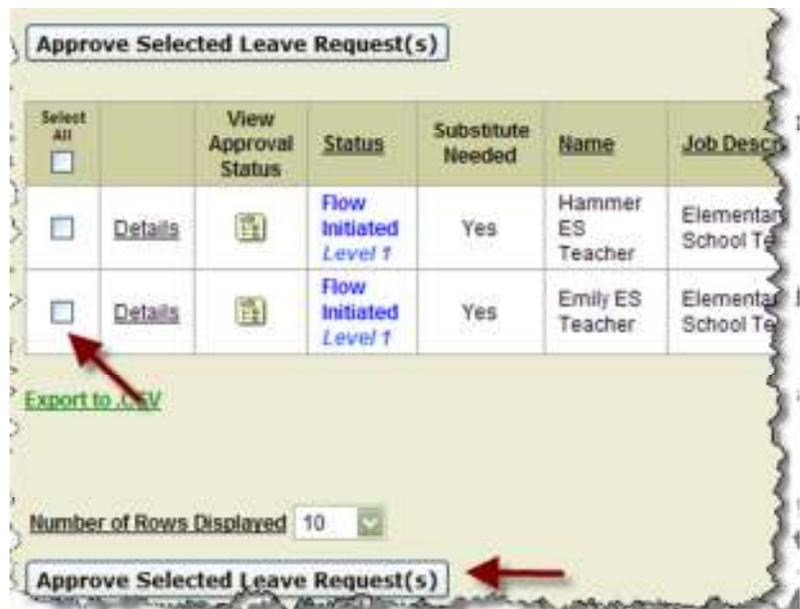
When you first click on the link a list of all requests needing action will be displayed. A quick glance will show you the employee who created the request, what the leave type is, if there is an attachment on the request; leave balance, a balance of approved leave that has not been exported to payroll and the start/end date. On the summary screen balances and requested leave will display in red if leave request amount is more than balance.

Select All	View Approval Status	Status	Substitute Needed	Last Name	First Name	Cell Name	Job Description	Leave Type Requested	Leave Requested	Leave Balance	All Approved Leave Not Exported
<input type="checkbox"/>	<a href="#">Details</a>	Flow Initiated Level 1	No	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Sick Leave	7,000 (Hours)	12,75 (Hours)	15,80 (Hours)
<input type="checkbox"/>	<a href="#">Details</a>	Flow Initiated Level 1	No	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Professional	7,000 (Hours)	146 (Hours)	8,88 (Hours)
<input type="checkbox"/>	<a href="#">Details</a>	Flow Initiated Level 1	Scheduled	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Sick Leave	3,000 (Hours)	12,75 (Hours)	16,00 (Hours)

If you want to approve the request without seeing the details you can click on the check box.

Once you have selected the requests to approve you can click on the Approve Selected Leave Request(s) to approve requests in mass.

You cannot mass approve Cancelled and Docked requests. To approve these requests you must click on Details.



To see the details of a specific request click on the details link.

Select All	View Approval Status	Status	Substitute Needed	Last Name	First Name
<input type="checkbox"/>	<a href="#">Details</a>	Flow Initiated Level 1	Yes	Teacher	Emily
<input type="checkbox"/>	<a href="#">Details</a>	Flow Initiated Level 1	Yes	Teacher	Emily
<input type="checkbox"/>	<a href="#">Details</a>	Flow Initiated Level 1	No	Teacher	Emily

You can see all the details of the request including the date and time the request was initiated and any other action that has been taken on the request. You have different options when viewing the request.

1. You can add comments only to a request without approving the request. Type your comments in the comments field and click on the Add Comments Only button.
2. If you have the Sub Coordinator or Sub Coordinator by Building role you have the ability to enter substitute information for the leave request. To enter the information check the Substitute Needed box.
3. Enter the first name of the substitute.
4. Enter the last name of the substitute.
5. Enter any comments related to the substitute.
6. If you want to enter comments only click on Add Comments only after you have typed them in the Comments section.
7. You can approve the request by clicking on the Approve button.
8. You can reject the request by clicking on the Reject button.
9. To see other requests for this staff person for the leave type that was specified in the request click on All XXX Leave Requests for User.

**Leave Request Detail**

Status: Flow Initiated      Last Activity: 12/14/2011 03:40 PM  
 Absences FYTD: 1 Day(s)

Name: Stammer ES Teacher  
 Initiated: 05/06/2011 10:10 AM  
 Job: Elementary School Teacher  
 Leave Type: Sick Leave  
 Current Balance 21.75 Day(s)

Reason:

Start Date: 05/16/2011 Start Time: 07:30 AM  
 End Date: 05/16/2011 End Time: 03:30 PM  
 Leave Requested in Day(s): 1.000 Phone: (410) 555-3007

Comments:

Substitute Needed?

Substitute Scheduled?

First Name  Last Name

Enter any comments pertaining to the scheduling of a Substitute for this request.

10.To see all requests for this specific date click on All Requests for Date(s) Requested

11.To return to the View/Approve/Reject screen click on Close Window.

When the supervisor clicks on details, a red warning message will display letting the supervisor know that approving the request will take the balance in the negative.



### View All Staff Request(s)

When you first click on the link a list of all requests will be displayed. The requests that will be displayed will be for those staff members that you supervise. The requests will be broken down into the following sections:

- View All Unprocessed Leave Requests for Staff.
- View All Approved & Exported Leave Requests for Staff.
- View All Cancelled & Rejected Leave Requests for Staff.



You can filter the information on this screen.

1. You can select either a start or end date for requests by clicking on the calendar icon and selecting a date.
2. You can filter on a specific employee id by clicking on the Employee ID pull down and selecting that employee.
3. You search for requests for a specific employee by entering the employee name.
4. You can filter the requests to see all requests for a specific leave type.
5. You can filter the requests to see all requests with a specific status such as approved, rejected, exported, etc...

Once you have selected a filter option you must click the Go icon to initiate the filter.

All the displays on this screen can be exported to a .csv file or printed.



### Staff Leave Request Analysis

The display will give you a quick snapshot of each employee(s) accrual, maximum accrual amount, used and balances for each leave type. Only the employees that you supervise will be displayed.

To see all the requests for a specific employee click on the See All Leave link.

District Employees

See All Leave for Selected

Search by Name: [ ] Go Rows: 10

Check	Empid	Last Name	First Name	Middle Name	Sick Accrual	Sick Max	Sick Used	Sick Balance	Vacation Accrual	Vacation Max	Vacation Used	Vacation Balance	Personal Max	Personal Designing Balance	Personal Used	Personal Balance	Comp Accrual	Comp Max	Comp Used	Comp Balance
<input type="checkbox"/>	See All Leave	Cordobian	James	Es	1.25	300.00	0.00	84.75	8.004	18.00	0.00	15.000	3.00	3.00	8.00	2.00	8.00	9.00	0.00	
<input type="checkbox"/>	See All Leave	Principal	Maria	Es	1.25	300.00	0.00	38.75	2.00	24.00	0.00	8.00	3.00	3.00	8.00	2.00	8.00	8.00	0.00	
<input type="checkbox"/>	See All Leave	Secretary	Samantha	Es	1.25	300.00	3.00	198.75	1.00	12.00	0.00	8.00	3.00	3.00	8.00	1.00	8.00	9.00	0.00	
<input type="checkbox"/>	See All Leave	Teacher	Emily	Es	1.25	300.00	0.00	12.75	0.00	8.00	0.00	8.00	3.00	3.00	8.00	3.00	8.00	9.00	0.00	
<input type="checkbox"/>	See All Leave	Teacher	Hannah	Es	1.25	300.00	1.00	21.75	0.00	8.00	0.00	8.00	3.00	3.00	8.00	3.00	8.00	9.00	0.00	
<input type="checkbox"/>	See All Leave	Treasurer	Kate	-	1.25	300.00	0.00	138.75	1.25	18.00	0.00	8.00	3.00	3.00	8.00	3.00	8.00	9.00	0.00	

See All Leave for Selected

You can also select multiple employees by putting a check in the box next to the employee name and then clicking See All Leave for Selected.

**District Employee Leave Analysis**

Download and Save to CSV file

Rows: All

Employee ID	Last Name	First Name	Middle Name	Status	Job	Leave Type	Start Date	End Date	Requested Date	Days	Leave Unit	Reason	Substitute Needed	Substitute Name
00480048	Secretary	Genevive	Er	Employed	Secretary Secretary	Vacation Leave	04020000	04020000	05180000	1	Days	Vacation	No	-
00480048	Secretary	Genevive	Er	First Absent	Secretary Secretary	Sick Leave	12090010	12100010	12080010	1.8	Days	-	Schedule	Jim Owen: Jane Lee
00480048	Secretary	Genevive	Er	Employed	Secretary Secretary	Sick Leave	00100000	00000000	00180000	2	Days	Flu	No	-
00480048	Secretary	Genevive	Er	First Absent	Secretary Secretary	Personal Leave	04020012	04020012	04030012	1	Days	-	Yes	-
00480048	Secretary	Genevive	Er	Employed	Secretary Secretary	Professional	04000000	04000000	05180000	3	Days	SAL Training	Schedule	-

You also have the option to run interactive reports.



### Filter

Filter will allow you to take the display that you see in employee leave analysis section and narrow your results.

Under column you choose what you want to filter on, such as start date, end date, leave type, substitute needed, etc.



Based on the column filter you use you then will be prompted to select an operator like =, >, <, etc...

You can have multiple filters. In the example below, the filter was used to display just requests for sick leave that were greater than 1 day. To remove a filter you can click on the red X.



**Sort**

Sort will allow you to take the display that you see in the employee leave analysis section and sort your results.

You can have multiple sorts on the information.



**Control Break**

Control Break will allow you to take the display that you see in the employee leave analysis section and create breaks in the data. For example if you do a control break on leave type, each leave will have a heading and all requests for the leave type will be displayed under that heading. You can have multiple control breaks on the information.



**Highlight**

Highlight will allow you to take the display that you see in the employee leave analysis section and highlight the specific data. You can select the background and text color and whether or not you want a row or cell highlighted. For example if you want to highlight all the sick leave you would select the column of sick leave and use the operator of = and the expression of sick leave. All the sick leave would be highlighted with the colors you chose.



Employee ID	Name	Status	Job	Leave Type	Start Date	End Date	Requested Date	Total Leave	Leave EOI	Reason	Substitute Needed	Request ID	Manual Req
99100010	SANDRA S BULLOCK	Available	1 - BUS DRIVER	Sick Leave	08/20/07	08/20/07	08/20/07	1.000	Days	NAI	No	99100010	SICK LEAVE
99100013	SANDRA S BULLOCK	Cancellation Requested	1 - BUS DRIVER	Personal Leave	09/20/07	09/20/07	09/20/07	5.000	Days	-	No	99100010	SICK LEAVE
99100013	SANDRA S BULLOCK	Approved	1 - BUS DRIVER	Personal Leave	09/20/07	09/20/07	09/20/07	5.000	Days	-	No	99100010	SICK LEAVE
99100010	SANDRA S BULLOCK	Expired	1 - BUS DRIVER	Professional	09/20/07	09/20/07	09/20/07	2.000	Days	-	No	99100010	SICK LEAVE
99100010	SANDRA S BULLOCK	Cancellation Requested	1 - BUS DRIVER	Sick Leave	10/10/07	10/10/07	10/10/07	1.000	Days	NAI	No	99100010	SICK LEAVE
99100010	SANDRA S BULLOCK	Available	1 - BUS DRIVER	Sick Leave	10/10/07	10/10/07	10/10/07	.200	Days	NAI	No	99100010	SICK LEAVE
99100013	SANDRA S BULLOCK	Expired	1 - BUS DRIVER	Professional	10/10/07	10/10/07	10/10/07	1.000	Days	-	No	99100010	SICK LEAVE
99100010	SANDRA S BULLOCK	Expired	1 - BUS DRIVER	Sick Leave	10/10/07	10/10/07	10/10/07	.500	Days	-	No	99100010	SICK LEAVE
99100013	SANDRA S BULLOCK	Expired	1 - BUS DRIVER	Jury Duty	10/10/07	10/10/07	10/10/07	2.000	Days	-	No	99100010	SICK LEAVE
99100013	SANDRA S BULLOCK	Expired	1 - BUS DRIVER	Jury Duty	10/20/07	10/20/07	10/20/07	1.750	Days	-	No	99100010	SICK LEAVE
99100019	SANDRA S BULLOCK	Expired	1 - BUS DRIVER	Other	10/10/07	10/10/07	10/10/07	1.000	Days	-	No	99100010	SICK LEAVE
99100019	SANDRA S BULLOCK	Expired	1 - BUS DRIVER	Jury Duty	10/20/07	10/20/07	10/20/07	1.000	Days	-	No	99100010	SICK LEAVE
99100010	SANDRA S BULLOCK	Expired	1 - BUS DRIVER	Sick Leave	10/20/07	10/20/07	10/20/07	.700	Days	-	No	99100010	SICK LEAVE
99100013	SANDRA S BULLOCK	Expired	1 - BUS DRIVER	Other	10/20/07	10/20/07	10/20/07	1.000	Days	-	No	99100010	SICK LEAVE

You can have multiple highlights. To remove a highlight you can click on the red X.

**Compute**

Compute will allow you to take the display that you see in the employee leave analysis section and computed columns to your report.



## Aggregate

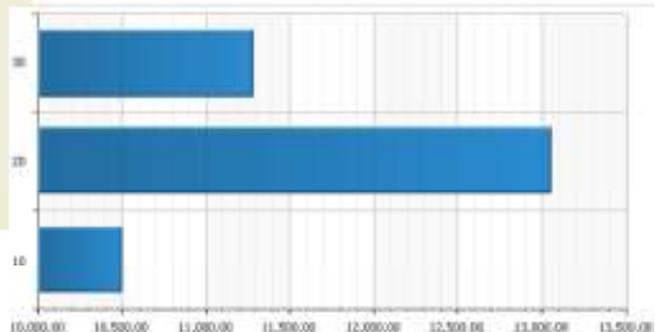
Aggregate will allow you to take the display that you see in the employee leave analysis section and select specific functions such as count, sum, average, etc. You can use the aggregate multiple times with the same information. Once you choose your function, your information will be displayed on the last line. See example below where a count was done on Total Leave.



BUL000010	S BULLOCK	Flow Initiated	1 - BUS DRIVER	Sick Leave	03/26/2009	03/27/2009	03/27/2009	2.000	Day(s)	TEST Mgr-Select	No	BUN000010	BUGS E B
BUL000010	SANDRA S BULLOCK	Flow Initiated	1 - BUS DRIVER	Sick Leave	03/26/2009	03/26/2009	03/27/2009	1.000	Day(s)	Multi-Select Again for a single day	No	BUN000010	BUGS E B
BUL000010	SANDRA S BULLOCK	Flow Initiated	1 - BUS DRIVER	Personal Leave	03/31/2009	03/31/2009	03/27/2009	1.000	Day(s)	zero	No	BUN000010	BUGS E B
BUL000010	SANDRA S BULLOCK	Flow Initiated	1 - BUS DRIVER	Professional	04/29/2009	04/29/2009	04/17/2009	1.000	Day(s)	-	Yes	BUN000010	BUGS E B
BUL000010	SANDRA S BULLOCK	Flow Initiated	1 - BUS DRIVER	Jury Duty	04/30/2009	04/30/2009	04/30/2009	.500	Day(s)	-	No	BUN000010	BUGS E B
BUL000010	SANDRA S BULLOCK	Exported	1 - BUS DRIVER	Other	04/29/2009	05/01/2009	04/30/2009	-3.000	Day(s)	Other Reason	No	BUN000010	BUGS E B
Count: 39													

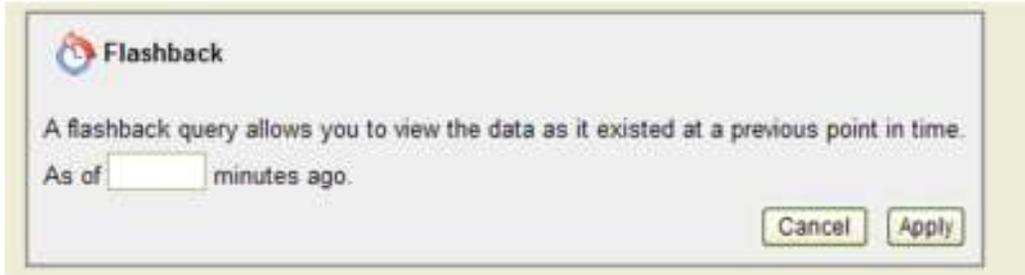
## Chart

Chart will allow you to take the display that you see in the employee leave analysis section and see that data as a chart. The available chart types are horizontal bar, vertical bar, pie or line.



### Flashback

Flashback will allow you to view data as it existed at a previous point in time. Enter the time in minutes and you will see the data as it appeared at that point.



A dialog box titled "Flashback" with a circular arrow icon. It contains the text: "A flashback query allows you to view the data as it existed at a previous point in time." Below this is a label "As of" followed by a text input field containing "0" and the text "minutes ago." At the bottom right are two buttons: "Cancel" and "Apply".

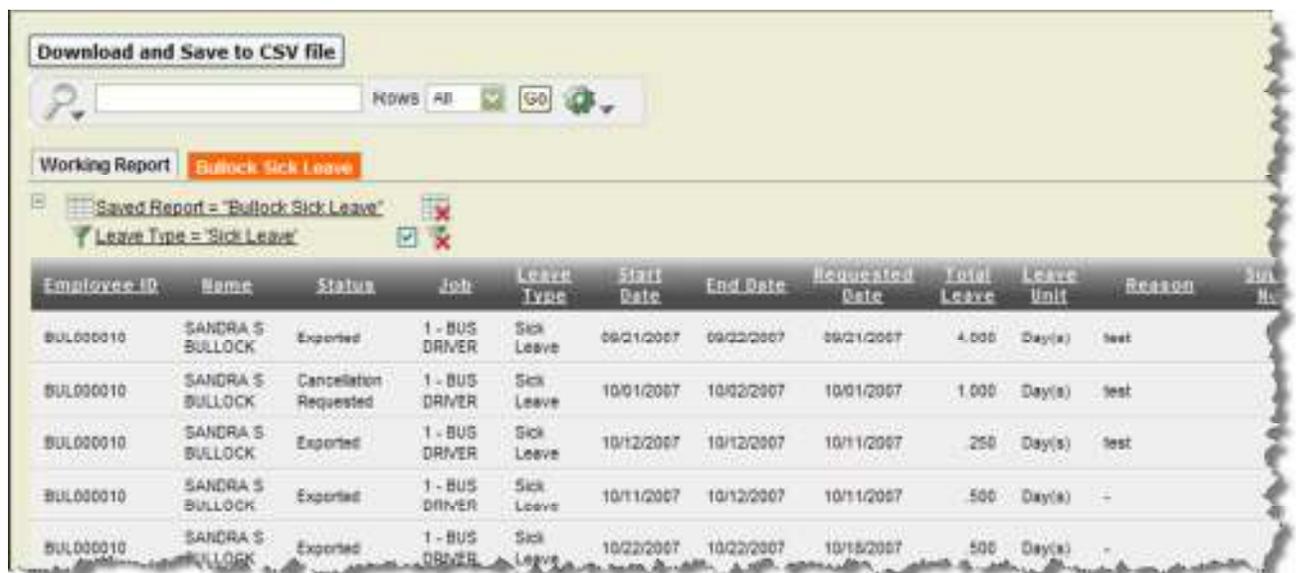
### Save Report

Once you have generated a report with the results you want, you have the option to save the report for future use. Once you click on the save report you will be prompted to enter a report name and description.



A dialog box titled "Save Report" with a floppy disk icon. It contains two text input fields: "Name" with the value "Bullock Sick Leave" and "Description" which is empty. At the bottom right are two buttons: "Cancel" and "Apply".

The next time you go into the interactive reports, the report you will saved will be available on a tab for you to view.



The screenshot shows a report interface. At the top, there is a search bar with a magnifying glass icon, a "Download and Save to CSV file" button, and a "GO" button. Below the search bar, there is a "Working Report" tab labeled "Bullock Sick Leave". Underneath, there is a "Saved Report = 'Bullock Sick Leave'" section with a "Leave Type = 'Sick Leave'" filter. The main part of the interface is a table with the following columns: Employee ID, Name, Status, Job, Leave Type, Start Date, End Date, Requested Date, Total Leave, Leave Unit, Reason, and Sum. The table contains five rows of data for Sandra S. Bullock.

Employee ID	Name	Status	Job	Leave Type	Start Date	End Date	Requested Date	Total Leave	Leave Unit	Reason	Sum
BUL000010	SANDRA S BULLOCK	Exported	1 - BUS DRIVER	Sick Leave	09/21/2007	09/22/2007	09/21/2007	4.000	Day(s)	test	
BUL000010	SANDRA S BULLOCK	Cancellation Requested	1 - BUS DRIVER	Sick Leave	10/01/2007	10/02/2007	10/01/2007	1.000	Day(s)	test	
BUL000010	SANDRA S BULLOCK	Exported	1 - BUS DRIVER	Sick Leave	10/12/2007	10/12/2007	10/11/2007	250	Day(s)	test	
BUL000010	SANDRA S BULLOCK	Exported	1 - BUS DRIVER	Sick Leave	10/11/2007	10/12/2007	10/11/2007	.500	Day(s)	-	
BUL000010	SANDRA S BULLOCK	Exported	1 - BUS DRIVER	Sick Leave	10/22/2007	10/22/2007	10/15/2007	.500	Day(s)	-	

### Reset

Reset will reset the report to its default settings in case you just need to start over.

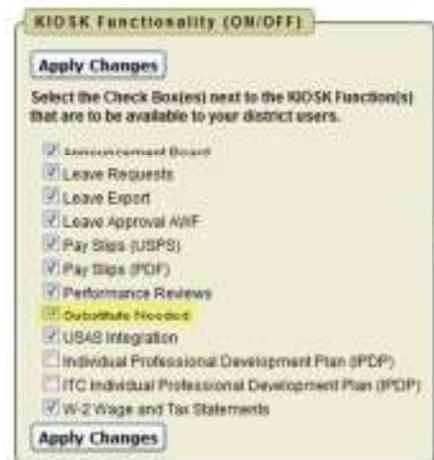
### **Set Default "Forward to Email" Address**

This functionality really creates a mini approval work-flow. If the "Default Forward to Email Address" is set when a supervisor views a request that is assigned to the "Default Approval" workflow, the system will populate the "Forward To Email:" automatically. Once the supervisor approves the request it will be marked with an "Approved and Forwarded" status and be forwarded to this email address person for their approval. The request will not be ready for export to USPS until the person the request was forwarded to approves it.

## **SUBSTITUTE COORDINATOR LEAVE REPORTS**

This feature will display substitutes needed and scheduled for your building or district depending on the role you have assigned in Kiosk. As an administrator you have the ability to decide what is turned on for your district.

1. Click on District Administrator.
2. Click on Configure District Options.
3. In the Kiosk Functionality section click Substitute Needed.
4. Click Apply Changes.



KIOSK Functionality (ON/OFF)

Apply Changes

Select the Check Box(es) next to the KIOSK Function(s) that are to be available to your district users.

- Announcement Board
- Leave Requests
- Leave Export
- Leave Approval W/F
- Pay Slips (USPS)
- Pay Slips (PDF)
- Performance Reviews
- Substitute Needed
- USAS Integration
- Individual Professional Development Plan (IPDP)
- ITC Individual Professional Development Plan (IPDP)
- W-2 Wage and Tax Statements

Apply Changes

5. You can also decide if you want the Substitute Needed box checked automatically for classified or certificated staff. If you check the box next to classified or certificated, Kiosk will look at the appointment type for the staff person and automatically check the substitute needed box on a leave request. The staff person will not be able to uncheck the box.



Default Substitute Needed for Appointment Type

Apply Changes

Select the Check Box(es) under "Default Substitute Needed?" if SUBSTITUTE NEEDED is to be selected by default when requesting Leave for a Position with this Appointment Type.

Default Substitute Needed?

- Classified
- Certificated

Apply Changes

Once you have activated the functionality you will need to decide who will be assigned the roles that relate to the Substitute Coordinator functionality. This role can be assigned to multiple people.

1. Click on District Administrator.

2. Click on Update/Delete District Users.
3. Search for the staff person, once you have found that person click on the IRN next to their name.
4. Click the check box next to the appropriate role.



- Substitute Coordinator will allow the staff person to see requests and schedule substitutes for the entire district.
- Substitute Coordinator – View Only will allow the staff person to only view substitute requests for the entire district.
- Substitute Coordinator by Building will allow the staff person to see requests and schedule substitutes for the building irn they are assigned to in USPS.
- Substitute Coordinator by Building – View Only will allow the staff person to see requests for substitutes for the building irn they are assigned to in USPS.
- Substitute Coordinator by Department Code will allow the staff person to filter requests for substitutes based on the department code that is used within USPS.
- Substitute Coordinator by Pay Group will allow the staff person to filter requests for substitutes based on the pay group that is used within USPS.

5. Click Apply Changes.

### **Viewing Substitute Requests**

To view requests that have the Substitute Needed box checked.

1. Click on Substitute Coordinator Leave Reports.
2. Coordinate Substitute(s) Needed.



The top section, District Leave Requests Requiring a Substitute, will display leave requests where the Substitute Needed box was checked for future dates. Any comments that the employee put on the request about the substitute will be displayed. You can sort on any column that is underlined.

Substitute Name	Manager Email	Manager Last Name	Manager First Name	Manager Full Name	Substitute Information	Academic Last Name	Academic First Name	Employee Full Name	Start Date	End Date	Leave Requested
<a href="#">Details</a>	espen@nccohs12.org	Principal	Marie	Marie Ed Principal	Sarah Jones would be available for duty	Teacher	Emily	Emily Ed Teacher	03/24/2011	03/24/2011	6,000 Hours

Number of Rows Displayed: 1

[PRINT District Leave Requests requiring a Substitute](#)

When scheduling a substitute you can now filter leave requests based on department code or pay group. The employee will need to have either the Substitute Coordinator by Pay Group or Substitute Coordinator by Department Code role assigned.

Filter All Reports

Department Code: [dropdown] First/Last Name: [input] Clear Name Filter

Filter by Department Code: [dropdown] Filter by Pay Group: [dropdown]

Department Code	Pay Group	...
001	00	...
002	00	...
003	00	...
004	00	...
005	00	...

Number of Rows Displayed: 1

[PRINT District Leave Requests requiring a Substitute](#)

1. To schedule a substitute click on Details.
2. Click on the checkbox next to Substitute Scheduled.
3. Enter the substitute information.

The information typed in will be displayed for the employee and supervisor. Anytime the substitute information is updated the employee will receive and email notification.

Leave Request Detail

Status: **Not Initiated** Last Activity: 01/31/2011 10:26 AM

Name: Emily Ed Teacher  
Initiated: 01/31/2011 10:26 AM  
Job: Clematis School Teacher

Leave Type: **600 Leave**  
Current Balance: 12,75 Hours

Start Date: 03/24/2011 Start Time: 07:00 AM  
End Date: 03/24/2011 End Time: 03:00 PM

Leave Requested: 6,000 Hours Phone: (444) 444-4444

Comments: [text area]

Substitute Needed?

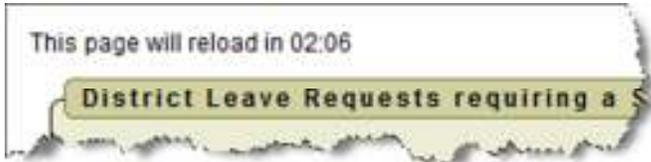
Substitute Scheduled?

**1** **2**

[PRINT District Leave Requests requiring a Substitute](#)

[Apply Changes & Add Comments](#)

Every four minutes the Schedule Substitute screen will refresh so that new requests that are made will display for the substitute coordinator.



The second section, District Leave Requests Requiring a Substitute – Past Dates, will display leave requests where the Substitute Needed box was checked for past dates. Any comments that the employee put on the request about the substitute will be displayed. You can sort on any column that is underlined.

District Leave Requests requiring a Substitute - Past Dates											
<u>Building Name</u>	<u>Request Email</u>	<u>Manager Last Name</u>	<u>Manager First Name</u>	<u>Manager Job Title</u>	<u>Substitute Information</u>	<u>Employee Last Name</u>	<u>Employee First Name</u>	<u>Employee Job Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Leave Requested</u>
<a href="#">Details</a>	esem@ncoc.k12.nh.us	Principal	Maria	Maria Es Principal	Mrs Jones works well with my class	Teacher	Emily	Emily Es Teacher	03/13/2008	03/13/2008	1.800 Day
<a href="#">Details</a>	esem@ncoc.k12.nh.us	Principal	Maria	Maria Es Principal		Teacher	Emily	Emily Es Teacher	03/18/2008	03/18/2008	1.800 Day
<a href="#">Details</a>	esem@ncoc.k12.nh.us	Principal	Maria	Maria Es Principal	Mrs Evans has been my sub and she's the way I'd handle the classroom	Teacher	Hammer	Hammer Es Teacher	03/03/2008	03/03/2008	1.800 Day
<a href="#">Details</a>	esem@ncoc.k12.nh.us	Principal	Maria	Maria Es Principal		Teacher	Hammer	Hammer Es Teacher	04/13/2008	04/13/2008	1.800 Day
<a href="#">Details</a>	esem@ncoc.k12.nh.us	Principal	Maria	Maria Es Principal		Teacher	Emily	Emily Es Teacher	05/13/2008	05/13/2008	1.800 Day

1. To schedule a substitute click on Details.
2. Click on the checkbox next to Substitute Scheduled.
3. Enter the substitute information.

The third section, District Leave Requests with a Substitute Scheduled will display any leave requests where the substitute has already been scheduled. The substitute information that was entered on the request will be displayed. To display the substitutes scheduled you will need to enter a date range and click Go.

Filter by Date Range											
Start Date		End Date									
District Leave Requests with a Substitute Scheduled											
<u>Building Name</u>	<u>Request Email</u>	<u>Manager Last Name</u>	<u>Manager First Name</u>	<u>Manager Job Title</u>	<u>Substitute Information</u>	<u>Employee Last Name</u>	<u>Employee First Name</u>	<u>Employee Job Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Subst. Info</u>
<a href="#">Details</a>	esem@ncoc.k12.nh.us	Principal	Maria	Maria Es Principal	Mr Smith	Teacher	Emily	Emily Es Teacher	03/13/2008	03/13/2008	1.800 Day
<a href="#">Details</a>	esem@ncoc.k12.nh.us	Principal	Maria	Maria Es Principal		Secretary	Barbara	Sensante Es Secretary	04/03/2008	04/03/2008	1.800 Day
<a href="#">Details</a>	esem@ncoc.k12.nh.us	Principal	Maria	Maria Es Principal		Teacher	Hammer	Hammer Es Teacher	04/03/2008	04/03/2008	1.800 Day
<a href="#">Details</a>	esem@ncoc.k12.nh.us	Principal	Maria	Maria Es Principal	Mr Smith	Teacher	Emily	Emily Es Teacher	04/03/2008	04/03/2008	1.800 Day
<a href="#">Details</a>	esem@ncoc.k12.nh.us	Principal	Maria	Maria Es Principal	Miss Jones	Teacher	Emily	Emily Es Teacher	04/03/2008	04/03/2008	1.800 Day

Number of Rows Displayed: 5

[PRINT District Leave Requests with a Substitute Scheduled](#)

To see more details of the request or make additional comments click on Details.

## Viewing All Requests

You can view all requests for the district if you have the substitute coordinator role assigned. You have the option to view

- Unprocessed Requests
- Approved & Exported Requests
- Cancelled & Rejected Requests



### View/Print District Unprocessed Request(s)

The requests in this section will be requests that are somewhere within the approval process.

1. You can select either a start or end date for requests by clicking on the calendar icon and selecting a date.
2. You can filter on a specific employee id by clicking on the Employee ID pull down and selecting that employee.
3. You search for requests for a specific employee by entering the employee name.
4. You can filter the requests to see all requests for a specific leave type.
5. You can filter the requests to see all requests with a specific status such as approved, rejected, exported, etc...

Show Approval Flow	Employee ID	Last Name	First Name	Last Name	Leave Type	Job Category	Job Desc	Start Date	End Date	Leave Requested	Selection Needed
	48100100	Principal	Maria	Maria Ex Principal	Sick Leave	-	Elementary Principal	8/27/2011 8:30 AM	8/27/2011 5:30 PM	1.000 Days	View Filtered (cont.)
	DOV000180	Secretary	Samantha	Samantha Co Secretary	Sick Leave	-	Elementary Secretary	12/09/2010 8:30 AM	12/10/2010 5:30 PM	1.000 Days	View Filtered (cont.)
	81A00100	Custodian	James	James Ex Custodian	Sick Leave	-	Elementary Custodian	8/09/2009 8:30 AM	8/10/2009 5:30 PM	2.000 Days	View Filtered (cont.)
	81A00100	Custodian	James	James Ex Custodian	Vacation	-	Elementary Custodian	8/23/2009	8/23/2009	1.000 Days	View Filtered (cont.)

### View/Print District Approved & Exported Request(s)

The requests in this section will be requests that have the status of either approved or exported. When you first view these requests it will display requests from the last 30 days. If you want to see a different date range you can delete the information in the starting date field and then click Go or put in your own date range.

1. You can select either a start or end date for requests by clicking on the calendar icon and selecting a date.
2. You can filter on a specific employee id by clicking on the Employee ID pull down and selecting that employee.
3. You search for requests for a specific employee by entering the employee name.
4. You can filter the requests to see all requests for a specific leave type.
5. You can filter the requests to see all requests with a specific status such as approved, rejected, exported, etc...



The screenshot shows a web interface for viewing leave requests. At the top, there is a 'Filter by Date Range' section with fields for 'Starting Date' (1), 'Ending Date' (2), 'Employee ID' (3), 'Leave Type' (4), and 'Status' (5). Below this is a table titled 'View All Approved & Exported Leave Requests for District'. The table has columns for 'Show Approval Flow', 'Employee ID', 'Last Name', 'First Name', 'Full Name', 'Job Desc', 'Leave Type', 'Sub Category', 'Start Date', 'End Date', 'Leave Requested', 'Status', and 'Subcat. Note'. Three rows of data are visible, all for employee 'DOW00100' (Samantha Es Secretary) with status 'Exported'.

Show Approval Flow	Employee ID	Last Name	First Name	Full Name	Job Desc	Leave Type	Sub Category	Start Date	End Date	Leave Requested	Status	Subcat. Note
Details	DOW00100	Secretary	Samantha	Samantha Es Secretary	Elementary Secretary	Vacation Leave	-	04/02/2015 08:30 AM	04/02/2015 04:00 PM	1.000 Days	Exported	No
Details	DOW00100	Secretary	Samantha	Samantha Es Secretary	Elementary Secretary	Professional	-	04/02/2015 08:30 AM	04/02/2015 12:00 PM	0.500 Days	Exported	School
Details	DOW00100	Secretary	Samantha	Samantha Es Secretary	Elementary Secretary	Sick Leave	-	02/18/2015 08:30 AM	03/03/2015 04:00 PM	1.500 Days	Exported	No

### View/Print District Cancelled & Rejected Request(s)

The requests in this section will be requests that have the status of either cancelled or rejected. When you first view these requests it will display requests from the last 30 days. If you want to see a different date range you can delete the information in the starting date field and then click Go or put in your own date range.

1. You can select either a start or end date for requests by clicking on the calendar icon and selecting a date.
2. You can filter on a specific employee id by clicking on the Employee ID pull down and selecting that employee.
3. You search for requests for a specific employee by entering the employee name.
4. You can filter the requests to see all requests for a specific leave type.

- You can filter the requests to see all requests with a specific status such as approved, rejected, exported, etc...



## CALENDARS

This feature will display a building calendar with a list of staff that has a leave request on specific days. The default view for this calendar is to list the leave requests in based on the start time of each leave request. If you want them sorted by name click on the View Building Calendar -Sorted by Name button.

Roles can be assigned to give staff different calendar access. Multiple people can be assigned different roles.

- Click on District Administrator.
- Click on Update/Delete District Users.
- Search for the staff person, once you have found that person click on the IRN next to their name.
- Click the check box next to the appropriate role.
  - Leave Calendar - by Building will allow the staff person to see leave requests for the building in they are assigned to.
  - Leave Calendar - by Department Code will allow the



staff person to view leave requests by selecting one or multiple department codes.

- Leave Calendar – by District Building will allow the staff person to view leave requests by selecting one or multiple buildings.
- Leave Calendar – by Pay Group will allow the staff person to view leave requests by selecting one or multiple pay groups.
- Leave Calendar – for District Staff will allow the staff person to see leave requests by selecting one or multiple staff.
- Leave Calendar – for Supervisor Staff will allow the supervisor to see leave for the staff they supervise by selecting one or multiple staff.

5. Click Apply Changes

### **My Calendar**

Each employee will have a link for My Calendar, so that they can see their leave requests in a calendar view.



### **Leave Calendar by Building**

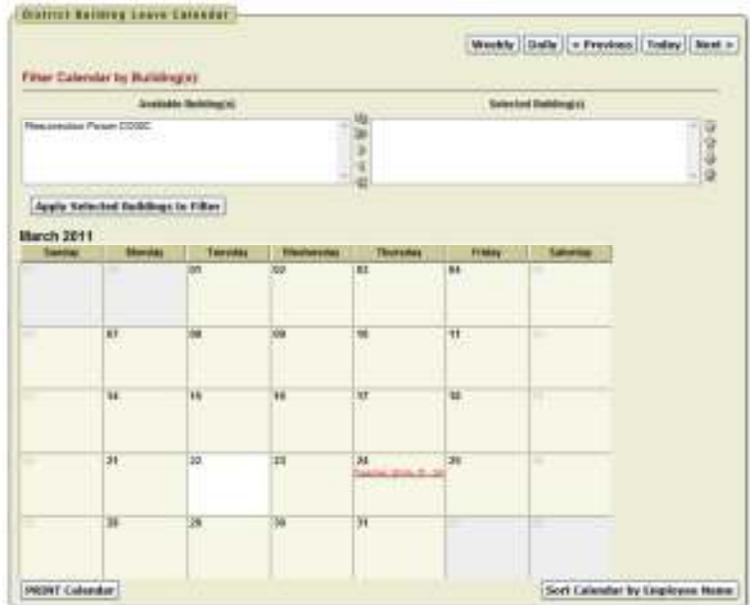
Will display leave requests for the building IRN you are assigned to in USPS. If a request is red it means the request is going through the approval process. If a request is green that means the request has been completely approved or exported.



### **Leave Calendar by District Building**

Will display leave requests based on the building(s) that you specify. If a request is red it means the request is going through the approval process. If a request is green that means the request has been completely approved or exported.

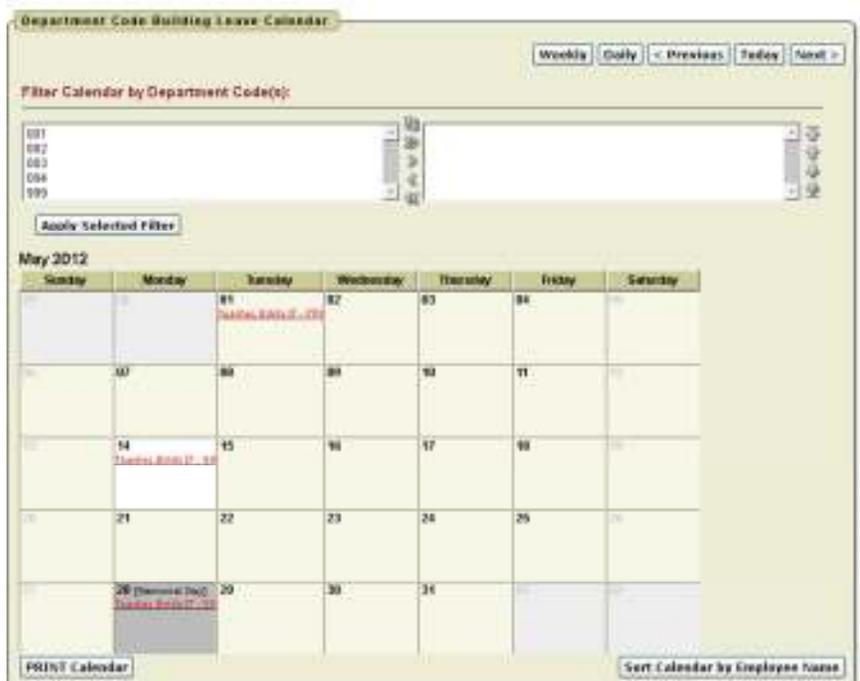
1. Select the building you want to view.
2. Click on the > arrow pointing to the right.
3. Click Apply Selected Buildings to filter.



### **Leave Calendar by Department Code**

Will display leave requests based on the department code(s) that you specify. If a request is red it means the request is going through the approval process. If a request is green that means the request has been completely approved or exported.

1. Select the department you want to view.
2. Click on the > arrow pointing to the right.
3. Click Apply Selected Buildings to filter.



## Leave Calendar by District Staff

Will display leave requests based on the staff that you specify. If a request is red it means the request is going through the approval process. If a request is green that means the request has been completely approved or exported.

1. Select the staff person you want to view.
2. Click on the > arrow pointing to the right.
3. Click Apply Selected Employee(s) to filter.
4. You can also enter a date range to display leave requests in the calendar view for a specific date range.



## Leave Calendar by Pay Group

Will display leave requests based on the pay group(s) that you specify. If a request is red it means the request is going through the approval process. If a request is green that means the request has been completely approved or exported.

1. Select the pay group you want to view.
2. Click on the > arrow pointing to the right.
3. Click Apply Selected Buildings to filter.



## Leave Calendar by Supervisor Staff

Will display leave requests based on the staff that a supervisor is assigned. If a request is red it means the request is going through the approval process. If a request is green that means the request has been completely approved or exported.

1. You can filter based on a specific work flow.
2. Select the work flow you want to view.
3. Click on the > arrow pointing to the right.
4. If you want to view a specific staff, select the staff person you want to view.
5. Click on the > arrow pointing to the right.
6. Click Apply Selected Employee(s) to filter.

The screenshot shows two main sections. The top section, 'Filter Requests', has two sub-sections: 'Filter Calendar by Work Flow(s)' and 'Filter Calendar by Employee(s)'. The first sub-section lists work flows: 'OH ES Secretary', 'OH Principal', 'OH ES Teacher', and 'Supervisor - All Leave'. The second sub-section shows 'Available Staff' (Principal: Grace D, Secretary: Samantha Es, Treasurer: Rebecca Es, Treasurer: Nancy) and 'Selected Staff' (Teacher: Emily Es). A button at the bottom reads 'Apply Selected Employee(s) / Work Flow(s) to Filter'. The bottom section, 'Supervisor Staff Leave Calendar', shows a monthly calendar for June 2012 with columns for Sunday through Saturday and rows for dates 04 through 22. Navigation buttons for 'Weekly', 'Daily', '< Previous', 'Today', and 'Next >' are visible.

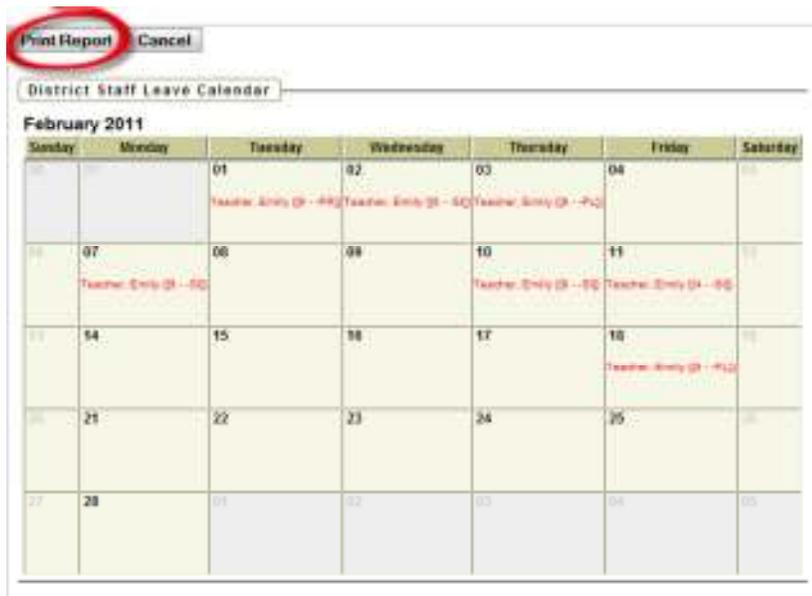
You also have the option to display the calendar by week or day.

The screenshot shows two views of the 'Building Leave Calendar'. The left view is the 'Monthly' view for 'December 2009' for 'Building(s): Adams Elementary School'. It shows a grid with columns for Sunday (12/09) through Sunday (12/13) and rows for times from 12 am to 1 pm. The right view is the 'Daily' view for 'December 21, 2009' (Monday 12/21), showing a grid with rows for times from 12 am to 10 am.

If you want to print the calendar click on the Print Calendar button.



Then click Print Report.



## ADMINISTRATIVE LEAVE REPORTS

As an administrator of the Kiosk for your district you will have the ability to see all leave requests for your district and be able to analyze those requests. The reports you have access to are:

- View/Approve/Reject District Request(s)
- View Processed/Exported District Request(s)
- View/Print District Request(s)
- District Staff Leave Request Analysis
- Leave Expense Report



The Leave Administrator role can be assigned to staff and multiple people can be assigned this role.

1. Click on District Administrator.
2. Click on Update/Delete District Users.
3. Search for the staff person, once you have found that person click on the IRN next to their name.
4. Click the check box next to the Leave Administrator.
5. Click Apply Changes.



## View/Approve/Reject District Request(s)

The requests in this section will be requests that are awaiting action from a leave administrator. Requests waiting here could be cancelled requests or requests that have been escalated by the employee.

You can mass approve these requests by clicking on the check box and then clicking Approve Selected Leave Requests. You can also click on details and view each individual request.

The next section will include district wide request(s) that are somewhere in the approval process. You can click on details to see the complete request.

The next section will include approved request(s) waiting to be exported into USPS. You can click on details to see the complete request.

All three sections can be filtered by the following:

1. You can select a start date for requests by clicking on the calendar icon and selecting a date.
2. You can select an end date for requests by clicking on the calendar icon and selecting a date.
3. You can search for requests for a specific employee by entering the employee name.
4. You can filter the requests to see all requests for a specific leave type.
5. You can filter the requests to see all requests with a specific status such as approved, rejected, exported, etc...

### **View Processed/Exported District Request(s)**

The requests in this section will be requests that have been completely processed and could have the status of Approved, Cancelled or Rejected. You can click on details to see the complete request.

Show Approval Flow	Status	Substitute Needed	Last Name	First Name	Full Name	Job Description	Leave Type Requested	Leave Requested	Start Date	End Date	Track Date
Details	Cancelled	Yes	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Sick Leave	8.000 Hours(s)	01/01/2020 07:00AM	01/01/2020 03:00PM	12/01/2019 11:32AM
Details	Cancelled	Yes	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Sick Leave	8.000 Hours(s)	01/01/2020 07:00AM	01/01/2020 03:00PM	12/01/2019 11:31AM
Details	Cancelled	Yes	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Sick Leave	8.000 Hours(s)	12/27/2019 07:00AM	12/27/2019 03:00PM	12/18/2019 05:58PM
Details	Cancelled	Yes	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Sick Leave	12.000 Hours(s)	12/08/2019 07:00AM	12/08/2019 03:00PM	12/08/2019 03:33AM
Details	Cancelled	Yes	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Sick Leave	12.000 Hours(s)	12/13/2019 07:00AM	12/14/2019 03:00PM	12/08/2019 10:22AM

The next section will include request(s) that have been exported to USPS. You can click on details to see the complete request.

Show Approval Flow	Status	Substitute Needed	Last Name	First Name	Full Name	Job Description	Leave Type Requested	Leave Requested	Start Date	End Date	Track Date
Details	Exported	Scheduled	Secretary	Samantha	Samantha Es Secretary	Elementary Secretary	Professional	8.000 Day(s)	04/02/2020 08:30AM	04/02/2020 12:00PM	01/07/2020 03:33AM
Details	Exported	Yes	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Sick Leave	8.000 Hours(s)	05/19/2019 07:00AM	05/19/2019 03:00PM	08/27/2019 03:33AM
Details	Exported	Yes	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Sick Leave	7.000 Hours(s)	07/07/2019 07:00AM	07/07/2019 03:00PM	08/27/2019 03:33AM
Details	Exported	Yes	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Personal Leave	1.000 Day(s)	05/18/2020 08:30AM	05/18/2020 03:00PM	07/07/2019 02:44AM
Details	Exported	Yes	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Personal Leave	1.000 Day(s)	05/22/2020 08:30AM	05/22/2020 03:00PM	07/07/2019 02:44AM
Details	Exported	Yes	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Sick Leave	8.600 Days	05/18/2019 12:00PM	05/18/2019 04:00PM	07/07/2019 02:44AM
Details	Exported	Yes	Teacher	Hammer	Hammer Es Teacher	Elementary School Teacher	Personal Leave	1.000 Day(s)	05/20/2020 08:30AM	05/20/2020 04:00PM	07/07/2019 02:44AM

Both sections can be filtered by the following:

1. You can select a start date for requests by clicking on the calendar icon and selecting a date.
2. You can select an end date for requests by clicking on the calendar icon and selecting a date.
3. You can search for requests for a specific employee by entering the employee name.
4. You can filter the requests to see all requests for a specific leave type.
5. You can filter the requests to see all requests with a specific status such as approved, rejected, exported, etc...

***View/Print District Request(s)***

You can view and print all district request(s) in this section.



When you first click on the link the requests will be broken down into the following sections:

- View/Print District Unprocessed Request(s)
- View/Print Approved & Exported District Request(s)
- View/Print District Cancelled & Rejected Request(s)

*View/Print District Unprocessed Request(s)*

Unprocessed requests will include requests that are somewhere within the approval process.

1. You can filter the information based on a starting date ending date.
2. You can filter the information by

Date	Employee Name	SSN	Name	Leave Type	Location	Start Date	End Date	Leave Request	Status	Submission Number	Submission Information
03/23/2015	JAMES E D	000000000	Condon	Sick Leave	Elementary Condon	03/23/2015 07:30 AM	03/23/2015 03:30 PM	2800 Sick	Flow	10001	
03/23/2015	JAMES E D	000000000	Condon	Vacation Leave	Elementary Condon	03/23/2015 07:30 AM	03/23/2015 03:30 PM	1800 Sick	Flow	10001	
04/28/2015	ERIC E S	000000000	Teacher	Professional	Elementary School Teacher	04/28/2015 09:00 AM	04/28/2015 11:00 AM	2800 Sick	Flow to Process	10001	
05/25/2015	JAMES E D	000000000	Teacher	Professional	Elementary School Teacher	05/25/2015 07:30 AM	05/25/2015 03:30 PM	1800 Sick	Flow to Process	10001	

- selecting a specific employee id.
- 3. You can filter by employee name.
- 4. You can filter the information based on a specific leave type.
- 5. You can filter the information based on a specific status.

Click the Go icon to initiate the filter.

Once you filter the requests, you have the option to send an email notification to those employees attached to the filtered requests. You can also export to a .csv file or printed.

View All Unprocessed Leave Requests for District

Show Approval View	Employee ID	Last Name	First Name	Last Name	Leave Type	Sub Category	Job (Mac)	Start Date	End Date
Details	48300100	Principal	Maria	Maria Es Principal	Sick Leave	-	Elementary Principal	04/27/2012 07:30 AM	04/27/2012 03:00 PM
Details	05000100	Teacher	Emily	Emily Es Teacher	Sick Leave	-	Elementary School Teacher	04/28/2012 08:30 AM	04/30/2012 03:00 PM
Details	05000100	Teacher	Emily	Emily Es Teacher	Sick Leave	-	Elementary School Teacher	04/19/2012 08:30 AM	04/19/2012 12:00 PM
Details	05000100	Teacher	Emily	Emily Es Teacher	Sick Leave	-	Elementary School Teacher	04/19/2012 12:00 PM	04/19/2012 03:00 PM
Details	05000100	Teacher	Emily	Emily Es Teacher	Sick Leave	-	Elementary School Teacher	04/19/2012 08:30 AM	04/19/2012 03:00 PM

Download CSV

Number of Rows Displayed: 5

PRINT Unprocessed Filtered Requests    Email Notification for Filtered Requests

Send Notification

Subject: KIOSK NOTIFICATION: \_\_\_\_\_

The email message will include individualized information about the request for each Employee

Message

0 of 2000

Cancel    Send Notification

View/Print Approved & Exported District Request(s)

The requests in this section will be requests that have the status of either approved or exported. When you first view these requests it will display requests from the last 30 days. If you want to see a different date range you can delete the information in the starting date field and then click Go or put in your own date range.

Filter by Date Range

Starting Date: 06/07/2012    Ending Date: \_\_\_\_\_

Employee ID: All    Name: \_\_\_\_\_    Leave Type: All    Status: All    Go

View All Approved & Exported Leave Requests for District

No Approved & Exported Leave Requests available for display for the entered Filter Data values.  
Please adjust FILTER START and END Dates and click GO.

Number of Rows Displayed: 5

PRINT Approved/Exported Filtered Requests    Email Notification for Filtered Requests

1. You can filter the information based on a starting.
2. You can filter the information based on ending date.
3. You can filter the information by selecting a specific employee id.
4. You can filter by employee name.
5. You can filter the information based on a specific leave type.
6. You can filter the information based on a specific status.

Click the Go icon to initiate the filter.

Once you filter the requests, you have the option to send an email notification to those employees attached to the filtered requests. You can also export to a .csv file or printed.

View All Unprocessed Leave Requests for District

Show Approval Flow	Employee ID	Last Name	First Name	Last Name	Leave Type	Sub Category	Job (Mac)	Start Date	End Date
Details	05L00100	Principal	Maria	Maria Es Principal	Sick Leave	-	Elementary Principal	04/27/2012 07:30 AM	04/27/2012 03:00 PM
Details	05A00100	Teacher	Emily	Emily Es Teacher	Sick Leave	-	Elementary School Teacher	04/18/2012 08:30 AM	04/30/2012 03:00 PM
Details	05A00100	Teacher	Emily	Emily Es Teacher	Sick Leave	-	Elementary School Teacher	04/18/2012 08:30 AM	04/18/2012 12:00 PM
Details	05A00100	Teacher	Emily	Emily Es Teacher	Sick Leave	-	Elementary School Teacher	04/18/2012 12:00 PM	04/18/2012 03:00 PM
Details	05A00100	Teacher	Emily	Emily Es Teacher	Sick Leave	-	Elementary School Teacher	04/18/2012 08:30 AM	04/18/2012 03:00 PM

Export to CSV

Number of Rows Displayed: 30

PRINT Unprocessed Filtered Requests    **Email Notification for Filtered Requests**

**Send Notification**

Subject: KICKS/NOTIFICATION: \_\_\_\_\_

The email message will include individualized information about the request for each Employee.

Message

0 of 2000

Cancel      Send Notification

View/Print District Cancelled & Rejected Request(s)

The requests in this section will be requests that have the status of either cancelled or rejected. When you first view these requests it will display requests from the last 30 days. If you want to see a different date range you can delete the information in the starting date field and then click Go or put in your own date range.

**Filter by Date Range**

Starting Date 05/07/2012    Ending Date \_\_\_\_\_

Employee ID    Name    Leave Type    Status    Go

All       All    All    All

1. You can filter the information based on a starting.
2. You can filter the information based on ending date.
3. You can filter the information by selecting a specific employee id.
4. You can filter by employee name.
5. You can filter the information based on a specific leave type.
6. You can filter the information based on a specific status.

Click the Go icon to initiate the filter.

Once you filter the requests, you have the option to send an email notification to those employees attached to the filtered requests. You can also export to a .csv file or printed.

View All Cancelled & Rejected Leave Requests for District

	Show Approval Flow	Employee ID *	Last Name	First Name	Full Name	Job Desc.	Leave Type	Sub Category	Start Date	End Date
Details		GRA000100	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Sick Leave	-	01/01/2009 07:00 AM	01/01/12 03:00

[Export to .CSV](#)

Number of Rows Displayed: 5

[PRINT Cancelled/Rejected Filtered Requests](#) [Email Notification for Filtered Requests](#)

**Send Notification**

Subject: KIOSK Notification: \_\_\_\_\_

The email message will include individualized information about the request for each Employee.

Message

0 of 2000

[Cancel](#) [Send Notification](#)

When you select the print option, you have the ability to sort from the print screen.

[Print Report](#) [Cancel](#)

Unprocessed Leave Requests for District

Employee ID	Last Name *	First Name	Full Name	Leave Type	Sub Category	Job Desc.	Start Date	End Date	Leave Requeste	Status	Substitute Needed	Subs
EVA000100	Custodian	James	James Es Custodian	Vacation Leave	-	Elementary Custodian	03/23/2009	03/23/2009	1.000 Day(s)	Flow Initiated Level 1	No	
EVA000100	Custodian	James	James Es Custodian	Sick Leave	-	Elementary Custodian	03/09/2009	03/10/2009	2.000 Day(s)	Flow Initiated Level 1	No	
ABL000100	Principal	Marcia	Marcia Es Principal	Sick Leave	-	Elementary Principal	01/27/2011	01/27/2011	1.000 Day(s)	Flow Initiated Level 1	Yes	
DOW000100	Secretary	Samantha	Samantha Es Secretary	Sick Leave	-	Elementary Secretary	12/09/2010	12/10/2010	1.500 Day(s)	Flow Initiated Level 1	Scheduled	
GRA000100	Teacher	Emily	Emily Es Teacher	Sick Leave	-	Elementary School Teacher	12/21/2009	12/22/2009	1.500 Day(s)	Flow Initiated Level 1	Yes	

## District Staff Leave Request Analysis

The display will give you a quick snapshot of each employee(s) accrual, maximum accrual amount, used and balances for each leave type.

To see all the requests for a specific employee click on the See All Leave link.

District Employees

See All Leave for Selected

Search by Name:  Rows: 10

See All Leave	Empid	Last Name	FIRST Name	Middle Name	Sick Accrual	Sick Max	Sick Used	Sick Balance	Vacation Accrual	Vacation Max	Vacation Used	Vacation Balance	Personal Max	Personal Designated Balance	Personal Used	Personal Balance	Comp Accrual	Comp Max	Comp Used	Cal Date
See All Leave		Cordoba	James	Es	1.25	300.00	0.00	84.75	8.004	18.00	0.00	15.036	3.00	3.00	8.00	2.00	8.00	0.00	0.00	
See All Leave		Principal	Maria	Es	1.25	300.00	0.00	38.75	2.00	24.00	0.00	8.00	3.00	3.00	8.00	2.00	8.00	0.00	0.00	
See All Leave		Secretary	Bernadita	Es	1.25	300.00	3.00	198.75	1.00	12.00	0.00	8.00	3.00	3.00	8.00	1.00	8.00	0.00	0.00	
See All Leave		Teacher	Debi	Es	1.25	300.00	0.00	12.75	0.00	8.00	0.00	8.00	3.00	3.00	8.00	3.00	8.00	0.00	0.00	
See All Leave		Teacher	Hannel	Es	1.25	300.00	1.00	21.75	0.00	8.00	0.00	8.00	3.00	3.00	8.00	3.00	8.00	0.00	0.00	
See All Leave		Treasurer	Vale		1.25	300.00	0.00	138.75	1.25	18.00	0.00	8.00	3.00	3.00	8.00	3.00	8.00	0.00	0.00	

See All Leave for Selected

You can also select multiple employees by putting a check in the box next to the employee name and then clicking See All Leave for Selected.

District Employee Leave Analysis

Download and Save to CSV file

Search:  Rows: All

Employee ID	Last Name	FIRST Name	Middle Name	Status	Job	Leave Type	Start Date	End Date	Requested Date	Days Left	Leave Used	Balance	Substitute	Substitute Name
00180048	Secretary	Saverita	Es	Employed	Secretary	Vacation Leave	0400000	0400000	0400000	1	Days	Vacation	No	-
00180048	Secretary	Saverita	Es	First Absent	Secretary	Sick Leave	12090010	12090010	12090010	1.8	Days	-	Schedule	Jim O'Neil Janet Jones
00180048	Secretary	Saverita	Es	Employed	Secretary	Sick Leave	0200000	0200000	0200000	3	Days	No	No	-
00180048	Secretary	Saverita	Es	First In Process	Secretary	Personal Leave	04010010	04010010	04010010	1	Days	-	Yes	-
00180048	Secretary	Saverita	Es	Employed	Secretary	Professional	0400000	0400000	0400000	8	Days	SAD Training	Schedule	-

You also have the option to run interactive reports.

Employee Leave Analysis

Download and Save to CSV file

Search:  Rows: All

No data found.

Download and Save to CSV file

- Select Columns
- Filter
- Sort
- Control Break
- Highlight
- Compute
- Address
- Chart
- Flashback
- Save Report
- Reset
- Help

**Filter**

Filter will allow you to take the display that you see in employee leave analysis section and narrow your results.

Under column you choose what you want to filter on, such as start date, end date, leave type, substitute needed, etc.



Based on the column filter you use you then will be prompted to select an operator like =, >, <, etc...

You can have multiple filters. In the example below the filter was used to display just requests for sick leave that were greater than 1 day. To remove a filter you can click on the red X.



**Sort**

Sort will allow you to take the display that you see in the employee leave analysis section and sort your results.

You can have multiple sorts on the information.



**Control Break**

Control Break will allow you to take the display that you see in the employee leave analysis section and create breaks in the data. For example if you do a control break on leave type, each leave will have a heading and all requests for the leave type will be displayed under that heading. You can have multiple control breaks on the information.

The screenshot shows a 'Control Break' dialog box with a table of columns and their status. Below the dialog, the main data table is displayed with three sections: 'Leave Type : Jury Duty', 'Leave Type : Military', and 'Leave Type : Other'. Each section contains a table with columns for Employee ID, Name, Status, Job, Start Date, End Date, Proposed Date, Total Leave, and Leave Unit.

Column	Status
1 - Leave Type	Enabled
2 - Select Column -	Enabled
3 - Select Column -	Enabled
4 - Select Column -	Enabled
5 - Select Column -	Enabled
6 - Select Column -	Enabled

Leave Type : Jury Duty								
Employee ID	Name	Status	Job	Start Date	End Date	Proposed Date	Total Leave	Leave Unit
BUL30010	SANDRA S BULLOCK	Approved	1 - BUS DRIVER	31092008	31102008	31092008	1.000	Day(s)
BUL30010	SANDRA S BULLOCK	Expired	1 - BUS DRIVER	10162007	10162007	10112007	2.000	Day(s)
BUL30010	SANDRA S BULLOCK	Expired	1 - BUS DRIVER	10032007	10032007	10122007	1.000	Day(s)
BUL30010	SANDRA S BULLOCK	Expired	1 - BUS DRIVER	10222007	10232007	10112007	1.750	Day(s)
BUL30010	SANDRA S BULLOCK	Flow Infeled	1 - BUS DRIVER	34092009	34092009	34092009	.500	Day(s)
BUL30010	SANDRA S BULLOCK	Flow In Process	1 - BUS DRIVER	25042008	30082008	25072008	1.000	Day(s)

Leave Type : Military								
Employee ID	Name	Status	Job	Start Date	End Date	Proposed Date	Total Leave	Leave Unit
BUL30010	SANDRA S BULLOCK	Expired	1 - BUS DRIVER	10092007	10092007	10232007	1.000	Day(s)

Leave Type : Other								
Employee ID	Name	Status	Job	Start Date	End Date	Proposed Date	Total Leave	Leave Unit

**Highlight**

Highlight will allow you to take the display that you see in the employee leave analysis section and highlight the specific data. You can select the background and text color and whether or not you want a row or cell highlighted. For example if you want to highlight all the sick leave you would select the column of sick leave and use the operator of = and the expression of sick leave. All the sick leave would be highlighted with the colors you chose.



Employee ID	Name	Status	Job	Leave Type	Start Date	End Date	Employee Date	Total Leave	Leave Used	Reasons	Substitute Needed	Manager ID	Manager Name
BAL00010	SANDRA S BULLOCK	Approved	1 - BUS DRIVER	Sick Leave	08/23/07	08/23/07	08/23/07	4.00	Days	Ill	No	BAL00010	SUSAN BARRY
BAL00010	SANDRA S BULLOCK	Requested	1 - BUS DRIVER	Personal Leave	08/21/07	08/23/07	08/21/07	3.00	Days	-	No	BAL00010	SUSAN BARRY
BAL00010	SANDRA S BULLOCK	Approved	1 - BUS DRIVER	Personal Leave	08/21/07	08/23/07	08/21/07	3.00	Days	-	No	BAL00010	SUSAN BARRY
BAL00010	SANDRA S BULLOCK	Expired	1 - BUS DRIVER	Professional	08/21/07	08/23/07	08/22/07	2.00	Days	-	No	BAL00010	SUSAN BARRY
BAL00010	SANDRA S BULLOCK	Requested	1 - BUS DRIVER	Sick Leave	08/21/07	08/23/07	08/21/07	1.00	Days	Ill	No	BAL00010	SUSAN BARRY
BAL00010	SANDRA S BULLOCK	Approved	1 - BUS DRIVER	Sick Leave	08/21/07	08/23/07	08/21/07	3.00	Days	Ill	No	BAL00010	SUSAN BARRY
BAL00010	SANDRA S BULLOCK	Expired	1 - BUS DRIVER	Professional	08/11/07	08/12/07	08/11/07	1.00	Days	-	No	BAL00010	SUSAN BARRY
BAL00010	SANDRA S BULLOCK	Expired	1 - BUS DRIVER	Sick Leave	08/11/07	08/12/07	08/11/07	3.00	Days	-	No	BAL00010	SUSAN BARRY
BAL00010	SANDRA S BULLOCK	Expired	1 - BUS DRIVER	July Day	08/15/07	08/15/07	08/15/07	2.00	Days	-	No	BAL00010	SUSAN BARRY
BAL00010	SANDRA S BULLOCK	Expired	1 - BUS DRIVER	July Day	08/22/07	08/23/07	08/22/07	1.75	Days	-	No	BAL00010	SUSAN BARRY
BAL00010	SANDRA S BULLOCK	Expired	1 - BUS DRIVER	Sick	08/15/07	08/15/07	08/15/07	1.00	Days	-	No	BAL00010	SUSAN BARRY
BAL00010	SANDRA S BULLOCK	Expired	1 - BUS DRIVER	July Day	08/03/07	08/03/07	08/03/07	1.00	Days	-	No	BAL00010	SUSAN BARRY
BAL00010	SANDRA S BULLOCK	Expired	1 - BUS DRIVER	Sick Leave	08/22/07	08/23/07	08/22/07	3.00	Days	-	No	BAL00010	SUSAN BARRY
BAL00010	SANDRA S BULLOCK	Expired	1 - BUS DRIVER	Sick	08/03/07	08/03/07	08/03/07	1.00	Days	-	No	BAL00010	SUSAN BARRY

You can have multiple highlights. To remove a highlight you can click on the red X.

**Compute**

Compute will allow you to take the display that you see in the employee leave analysis section and computed columns to your report.



## Aggregate

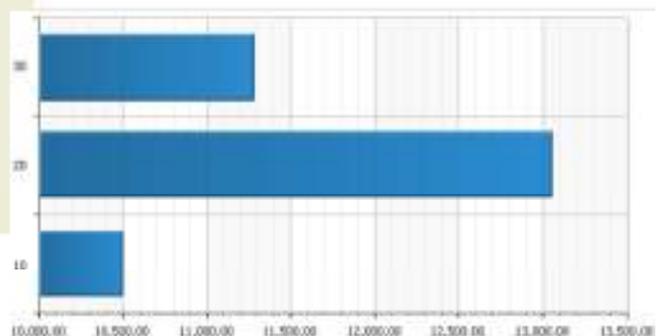
Aggregate will allow you to take the display that you see in the employee leave analysis section and select specific functions such as count, sum, average, etc. You can use the aggregate multiple times with the same information. Once you choose your function your information will be displayed on the last line. See example below where a count was done on Total Leave.



BUL000010	S BULLOCK	Flow Initiated	1 - BUS DRIVER	Sick Leave	03/26/2009	03/27/2009	03/27/2009	2.000	Day(s)	TEST Mgr-Select	No	BUN000010	BUGS E B
BUL000010	SANDRA S BULLOCK	Flow Initiated	1 - BUS DRIVER	Sick Leave	03/26/2009	03/26/2009	03/27/2009	1.000	Day(s)	Multi-Select Again for a single day	No	BUN000010	BUGS E B
BUL000010	SANDRA S BULLOCK	Flow Initiated	1 - BUS DRIVER	Personal Leave	03/31/2009	03/31/2009	03/27/2009	1.000	Day(s)	zero	No	BUN000010	BUGS E B
BUL000010	SANDRA S BULLOCK	Flow Initiated	1 - BUS DRIVER	Professional	04/29/2009	04/29/2009	04/17/2009	1.000	Day(s)	-	Yes	BUN000010	BUGS E B
BUL000010	SANDRA S BULLOCK	Flow Initiated	1 - BUS DRIVER	Jury Duty	04/09/2009	04/09/2009	04/09/2009	.500	Day(s)	-	No	BUN000010	BUGS E B
BUL000010	SANDRA S BULLOCK	Exorted	1 - BUS DRIVER	Other	04/29/2009	05/01/2009	04/09/2009	-3.000	Day(s)	Other Reason	No	BUN000010	BUGS E B
Count: 39													

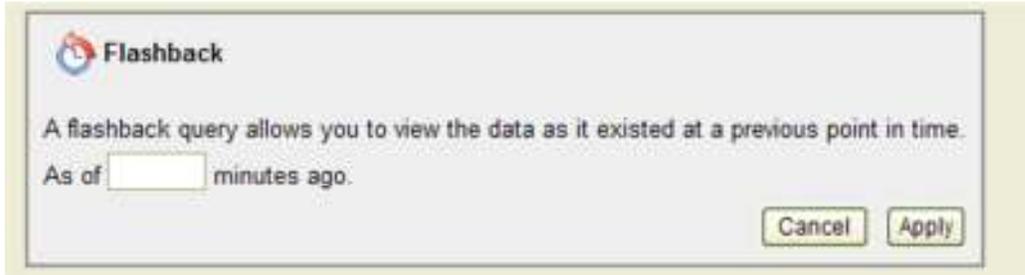
## Chart

Chart will allow you to take the display that you see in the employee leave analysis section and see that data as a chart. The available chart types are horizontal bar, vertical bar, pie or line.



### Flashback

Flashback will allow you to view data as it existed at a previous point in time. Enter the time in minutes and you will see the data as it appeared at that point.



A dialog box titled "Flashback" with a circular arrow icon. It contains the text: "A flashback query allows you to view the data as it existed at a previous point in time. As of  minutes ago." At the bottom right are "Cancel" and "Apply" buttons.

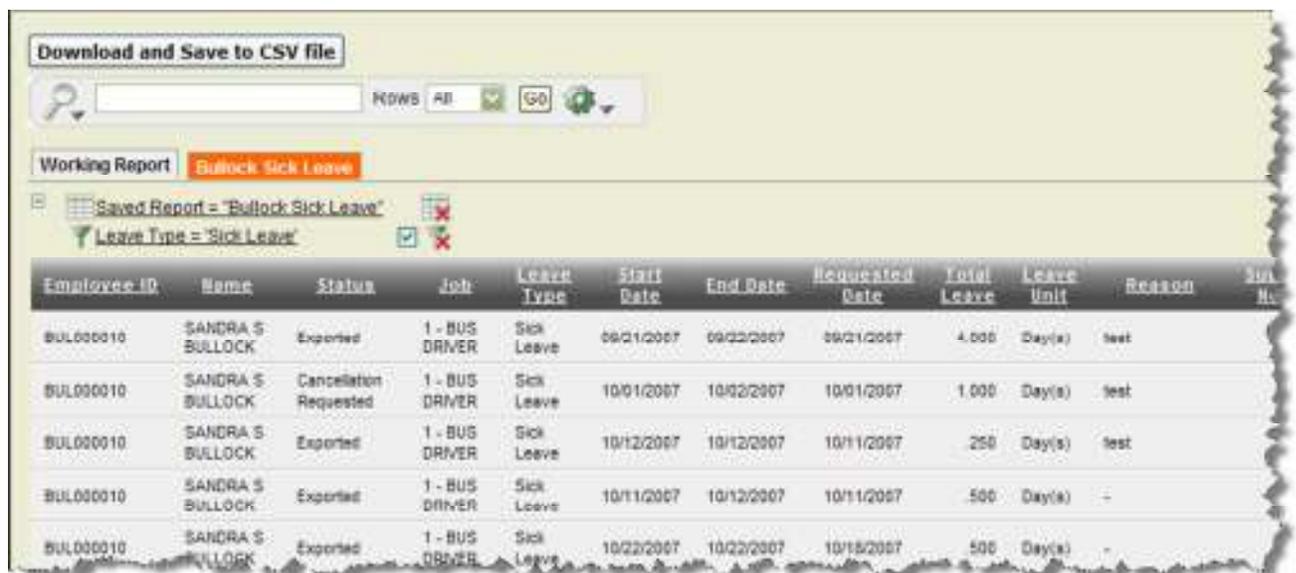
### Save Report

Once you have generated a report with the results you want, you have the option to save the report for future use. Once you click on the save report you will be prompted to enter a report name and description.



A dialog box titled "Save Report" with a floppy disk icon. It contains two text input fields: "Name" with the value "Bullock Sick Leave" and "Description" which is empty. At the bottom right are "Cancel" and "Apply" buttons.

The next time you go into the interactive reports, the report you will saved will be available on a tab for you to view.



A screenshot of a report interface. At the top is a search bar with "NDWS AB" and a "GO" button. Below it is a "Working Report" tab labeled "Bullock Sick Leave". Underneath, there are checkboxes for "Saved Report = 'Bullock Sick Leave'" and "Leave Type = 'Sick Leave'". The main part of the image is a table with the following data:

Employee ID	Name	Status	Job	Leave Type	Start Date	End Date	Requested Date	Total Leave	Leave Unit	Reason	Sub No
BUL000010	SANDRA S BULLOCK	Exported	1 - BUS DRIVER	Sick Leave	09/21/2007	09/22/2007	09/21/2007	4.000	Day(s)	test	
BUL000010	SANDRA S BULLOCK	Cancellation Requested	1 - BUS DRIVER	Sick Leave	10/01/2007	10/02/2007	10/01/2007	1.000	Day(s)	test	
BUL000010	SANDRA S BULLOCK	Exported	1 - BUS DRIVER	Sick Leave	10/12/2007	10/12/2007	10/11/2007	250	Day(s)	test	
BUL000010	SANDRA S BULLOCK	Exported	1 - BUS DRIVER	Sick Leave	10/11/2007	10/12/2007	10/11/2007	.500	Day(s)	-	
BUL000010	SANDRA S BULLOCK	Exported	1 - BUS DRIVER	Sick Leave	10/22/2007	10/22/2007	10/15/2007	.500	Day(s)	-	

### Reset

Reset will reset the report to its default settings in case you just need to start over.

## Leave Expense

This report will list each employee and all of their individual requests that have expenses captured. The first screen will give you a quick summary of the expenses and a total for that request.

View Leave Detail	View/Print Leave Form	Employment	Jobs	Jobdesc	Leave Type	Total Leave	Leave Unit	Start Date	End Date	Registration Fees Amount	Registration Acct #	Lodging Amount	Meals Amount
<a href="#">View</a>	<a href="#">Print</a>	00400100	1	Elementary School Teacher	Professional	0	Days	00/00/2010	00/00/2010	\$0.00	-	\$0.00	\$0.00
<a href="#">View</a>	<a href="#">Print</a>	00400100	1	Elementary School Teacher	Professional	2	Days	00/00/2008	00/00/2008	\$0.00	-	\$0.00	\$0.00
<a href="#">View</a>	<a href="#">Print</a>	00400100	1	Elementary School Teacher	Professional	0	Days	02/01/2011	02/01/2011	\$100.00	-	\$0.00	\$100.00
<a href="#">View</a>	<a href="#">Print</a>	00400100	1	Elementary School Teacher	Professional	1	Days	01/01/2010	01/01/2010	\$100.00	-	\$100.00	\$0.00
<a href="#">View</a>	<a href="#">Print</a>	00400100	1	Elementary School Teacher	Professional	1	Days	00/00/2010	00/00/2010	\$0.00	001-2004-000-1000-000000-000-00-001	\$0.00	\$0.00

View Leave Detail	View/Print Leave Form	Employment	Jobs	Jobdesc	Leave Type	Total Leave	Leave Unit	Start Date	End Date	Registration Fees Amount	Registration Acct #	Lodging Amount	Meals Amount
<a href="#">View</a>	<a href="#">Print</a>	00400100	1	Elementary School Teacher	Professional	1	Days	01/01/2008	01/01/2008	\$0.00	-	\$0.00	\$0.00

Clicking on View will display the actual leave request.

You can click on the drop down arrow and filter the information even further. For example if you wanted to see a specific starting date you would select Start Date and then enter a value and click Go.

View Leave Detail	View/Print Leave Form	Employment	Jobs	Jobdesc	Leave Type	Total Leave	Leave Unit	Start Date	End Date	Registration Fees Amount	Registration Acct #	Lodging Amount	Meals Amount
<a href="#">View</a>	<a href="#">Print</a>	00400100	1	Elementary School Teacher	Professional	00	1			00	1	Elementary School Teacher	Prof
<a href="#">View</a>	<a href="#">Print</a>	00400100	1	Elementary School Teacher	Professional	00	1			00	1	Elementary School Teacher	Prof
<a href="#">View</a>	<a href="#">Print</a>	00400100	1	Elementary School Teacher	Professional	00	1			00	1	Elementary School Teacher	Prof
<a href="#">View</a>	<a href="#">Print</a>	00400100	1	Elementary School Teacher	Professional	00	1			00	1	Elementary School Teacher	Prof
<a href="#">View</a>	<a href="#">Print</a>	00400100	1	Elementary School Teacher	Professional	00	1			00	1	Elementary School Teacher	Prof

### **Export Approved District Request(s) for Posting**

After leave requests have been through the complete approval process the request can be exported from Kiosk and loaded into USPS.

There are two roles that can be assigned to staff for exporting leave requests. As an administrator you can assign the roles to staff.

1. Click on District Administrator.
2. Click on Update/Delete District Users.
3. Search for the staff person, once you have found that person click on the IRN next to their name.
4. Click the check box next to the appropriate role.

Leave Export Administrator - This is the person that will export approved leave from the kiosk into payroll.

- Leave Export Administrator with Notification - This is usually the backup person that will export approved leave from the kiosk into payroll when the Leave Export Administrator is unavailable. Receives notification when there is leave ready to be exported.

5. Click Apply Changes.



To export requests click on Export Approved District Request(s) for Posting



If you use any of the filter options you will need to click Go for those filters to take place. The leave Type of Other will not be exported unless you check the box to include it for export.

1. The starting date will be the oldest request starting date on requests waiting to be exported.

2. You can select the ending date for your export by clicking on the calendar icon. You may choose to change this date to match your pay period.

3. You can specify a specific building for your leave requests.

4. You can export for a specific employee id.

5. You can export for a specific employee name.

6. You can specify a leave type or export all leave types.

7. You can specify a pay group or all pay groups.

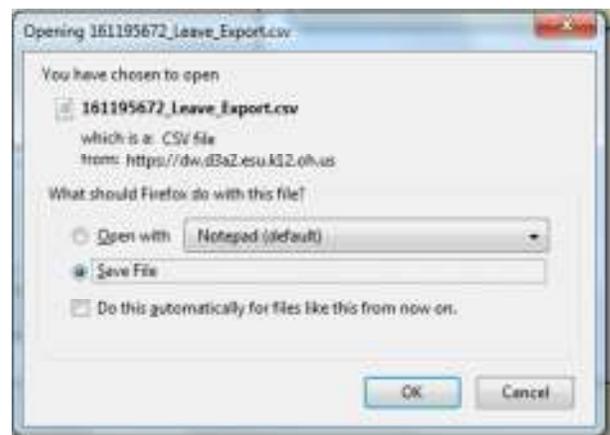
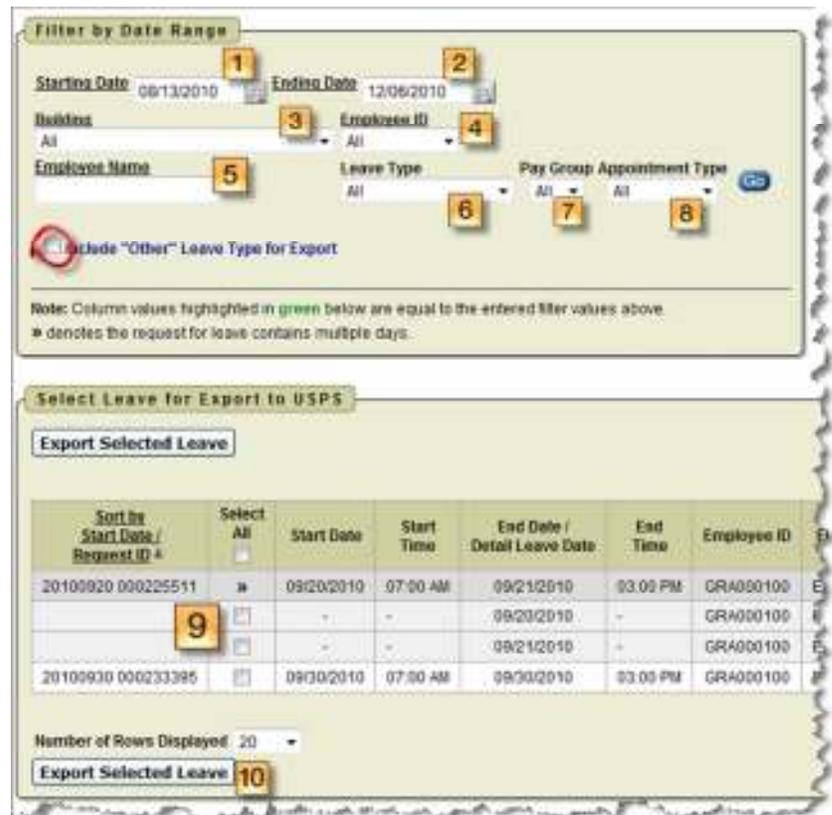
8. You can specify an appointment type or all types.

9. Click the boxes next to the leave request to export them or click select all.

10. Click Export Select Items.

11. You will be prompted to save the .csv file on your computer. Give the file a name that you can remember and can easily locate it.

12. Use your FTP software to transfer the .csv file from your computer to the USPS software. When you FTP the file make sure you transfer it in ASCII format.



13. Once you have the file transferred go into USPS and select USPS\_MNT.

14. Select USPIMPORT

15. Select ATTEND

16. Enter the file name of the file you saved. Any errors during the load will be displayed in the ATTERR.TXT file. If you need further assistance with this load please contact your ITC.



### **Exported Leave History (View/Revert/Re-Export)**

Once you have exported leave requests into USPS you have the ability to go and see those files that were exported and export them again. You need to be careful about re-exporting files that may have been imported into USPS already. USPS will not allow more than one day to be added to any given date. For example if an employee had requested a half day absence that half day would be duplicated since both half days would equal a whole day. If a leave request was export by mistake, you have the ability to change that status back to approve by Reverting the request.



You can view the export file or click export to save and import the file again into USPS.

Exported Leave History

[Return to District List](#)

row(s) 1 - 5 of 5 • [Help](#)

Export Again	View Details	Start Date	End Date	Date / Time Exported	Export Control No	Number Requests Exported	Exported By Employee ID	Exported By	Date/Time of Last Export	Employee ID Last Export	Last Exported By
<a href="#">Export</a>	<a href="#">View</a>	08/30/2010	08/30/2010	03/23/2011 / 02:16:11 PM	161195672	1	HED000100	PAYROLL@NCOCC.K12.OH.US			
<a href="#">Export</a>	<a href="#">View</a>	05/19/2010	07/07/2010	08/31/2010 / 03:33:52 PM	335252095	2	HED000100	PAYROLL@NCOCC.K12.OH.US			
<a href="#">Export</a>	<a href="#">View</a>	05/16/2009	05/25/2009	07/01/2010 / 02:44:36 PM	443670587	5	HED000100	PAYROLL@NCOCC.K12.OH.US			
<a href="#">Export</a>	<a href="#">View</a>	03/11/2009	05/11/2009	09/25/2009 / 02:52:58 PM	525605389	3	HED000100	PAYROLL@NCOCC.K12.OH.US			
<a href="#">Export</a>	<a href="#">View</a>	03/11/2009	04/20/2009	04/08/2009 / 02:53:11 PM	531168531	8	HED000100	PAYROLL@NCOCC.K12.OH.US			

Number of Rows Displayed: 5

[Return to District List](#)

row(s) 1 - 5 of 5 • [Help](#)

Under Exported Leave History, the Leave Export Administrator will be able to view exported leave and change the status from exported to approved so that the leave request can be exported again.

1. Click on Revert Leave to Approved on the date that has the exported leave request in it.
2. Once the leave requests are displayed, check the box for the leave request that needs an approved status.
3. Click Remove Exported Status Flag from Selected Records.

Exported Leave History

Export Again	View Details	Revert to Approved	Start Date	End Date	Date / Time Exported	Export Control No	Num Req Exp
<a href="#">Export</a>	<a href="#">View</a>	<a href="#">Revert Leave to Approved</a>	05/12/2011	05/13/2011	05/21/2011 / 09:08:52 AM	095263388	
<a href="#">Export</a>	<a href="#">View</a>	<a href="#">Revert Leave to Approved</a>	12/15/2009	11/23/2010	05/06/2011 / 10:16:38 AM	163856292	
<a href="#">Export</a>	<a href="#">View</a>	<a href="#">Revert Leave to Approved</a>	09/30/2010	09/30/2010	03/23/2011 / 02:16:11 PM	161195672	
<a href="#">Export</a>	<a href="#">View</a>	<a href="#">Revert Leave to Approved</a>	09/20/2010	09/21/2010	05/06/2011 / 10:16:57 AM	165231158	
<a href="#">Export</a>	<a href="#">View</a>	<a href="#">Revert Leave to Approved</a>	05/19/2010	07/07/2010	08/31/2010 / 03:33:52 PM	335252095	

Number of Rows Displayed: 5

Exported Leave Requests Detail

[Return to Exported Leave History](#)

Remove Exported Status Flag from Selected Records

Sort by Start Date / Request ID *	Select All	Startdate	Start Time	End Date / Detail Leave Date	End Time	Employee ID	Emplo
20110512 000434781	<input checked="" type="checkbox"/>	05/12/2011	08:00 AM	05/13/2011	03:00 PM	GRA000100	Emily Teach
20110512 000434781	<input type="checkbox"/>	-	-	05/12/2011	-	GRA000100	Emily Teach
20110512 000434781	<input type="checkbox"/>	-	-	05/13/2011	-	GRA000100	Emily Teach

[Return to Exported Leave History](#)

**Logout All District Users from USPS**

When processing payroll you may receive an error that files are locked by users. Employees accessing Kiosk could be one of the causes to the locked files. You can logout all your district users to complete the payroll process.

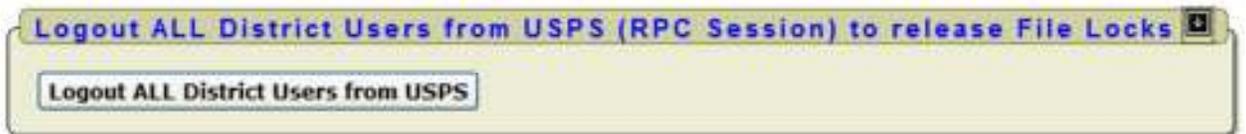
- 1. To logout users click on Administrative Leave Reports.
- 2. Click on Export Approved District Request(s) for Posting.



- 3. Click on arrow to open window.



- 4. Click on Logout All District Users from USPS.



### Maintain Leave Approval Blackout Dates

If your district has a policy that leave cannot be taken before a holiday or 2 weeks before schools ends then Blackout Dates will help maintain those policies. Your staff will still be able to create a request for a blackout date but the staff person will receive a message that the request is during a blackout date and it will require them to click Ok before the request can be submitted.



When you select maintain leave approval blackout dates if you have entered blackout dates you will see a quick summary of those blackout dates.



If you need to edit a blackout date click on the pencil icon.

To create a new blackout date click on Create.

1. Give your blackout date a label. For example you could enter End of Year. This would allow you to enter a date range for the last two weeks of school.
2. Select yes if you want the blackout date to be enabled.
3. Select yes if you want the request to be escalated to the leave admin. By selecting no, when the employee creates the request it will go through the normal approval process. Selecting yes will have the request go directly to the leave admin for approval.



4. Enter a start and end date for you blackout.
5. Enter a specific employee id for this blackout or use the \* for all employees.
6. Enter a specific job number for this blackout or use the \* for all jobs.
7. Click on a specific building for this blackout or use the \* for all buildings. You can hold the ctrl key down to select multiple buildings.
8. Click on a specific department code for this blackout or use the \* for all departments. You can hold the ctrl key down to select multiple departments.
9. Click on a specific pay group for this blackout or use the \* for all pay groups. You can hold the ctrl key down to select multiple pay groups.
10. Click on a specific leave type for this blackout or use the \* for all leave types. You can hold the ctrl key down to select multiple leave types.
11. Click Create.

When staff enters a request that falls on a blackout date, they will receive a message where they can continue to submit the request or cancel the request.



If they continue with the request, the supervisor will see that the request is on a blackout date on the supervisor summary screen.

If you do not want any requests to go through for blackout dates you can select Disallow Blackout Dates on the District Configuration under Leave Types. When an employee creates a request on a blackout date they will not be able to submit the request. They will receive an error message.



## MAINTAIN LEAVE APPROVAL AUTOMATED WORK FLOWS

Currently leave requests in your district follow a certain path for the approval process. You can duplicate those paths within Kiosk. Creating and maintaining those paths or flows are done in Maintain Leave Approval Automated Work Flows.

To create work flows you will need to turn on the Leave Approval AWF in district configuration.

1. Click on District Administrator.
2. Click on Configure District Options.
3. In the Kiosk Functionality section click Announcement Board.
4. Click Apply Changes.



Once you have activated the functionality you will need to decide who will be assigned the role of

- Leave Export Administrator  
This is the person that will export approved leave from the Kiosk into USPS
- Leave Export Administrator w/Notification  
This is usually the backup person that will export approved leave from the Kiosk into USPS when the Leave Export Administrator is unavailable. This person will receive email notification when a request is ready to be exported.

These roles can be assigned to multiple people.

1. Click on District Administrator.
2. Click on Update/Delete District Users.
3. Search for the employee and click the IRN next to the employee name.
4. Click the check box next to the appropriate role.
5. Click Apply Changes.



## Creating a Work Group

1. Click on Maintain Leave Approval Automated Work Flows.
2. When you enter this section for the first time you will need to create Approval Work Groups. The Work Groups will be made up of staff within the district that will be responsible for approving or receiving notification of a request that needs approval.
3. To start a new Work Group click on Create New Approval Group.

Administrative Leave Reports
Substitute Coordinator Leave Reports
Maintain Leave Approval Automated Work Flows
Kiosk District Announcement Board
District Administrator
Change Password
Correspondence

Define Approval Group(s) for District IRN: 926

row(s) 1 - 5 of 11 [Next](#)

Edit	View Hierarchy	Group Name <sup>A</sup>	Group Type	Members
		Abstract	OR	
		OH - Assistant Treasurer	OR	1
		OH - Food Service	OR	1
		OH - Maintenance Supervisor	OR	1
		OH - Payroll	OR	1

row(s) 1 - 5 of 11 [Next](#)

Number of Rows Displayed 5

[Create New Approval Group](#)

4. Enter the name of your Group. This could be any name you want to give the group. If you were creating a work group that included the high school principal and the high school secretary you may choose to call this group High School.
5. Click on the drop down arrow to select a Group Type. Your options are AND/OR.
  - If you select AND that means if you put more than one person in this work group as an approver, Kiosk will require that both approvers take action on the request.
  - If you select OR as the type and you have more than one approver for the work group either approver can take action on the request.

LAAWF Group

[Return to Leave Approval Automated Work Flows](#) [Create Group](#)

Group Name: Supervisor **1**

Group Type: **2**   
 Select Group Type   
 AND   
 OR

**3**

6. Click Add Group Members.
7. Click on the Group Member drop down menu. A list of registered Kiosk staff will be displayed. You can select the employee name that will be added to this group.

If you select Supervisor for the group member, Kiosk will look at the Supervisor field that was loaded into Kiosk from USPS. So a leave request that was entered will go to the supervisor listed.

If you select Manager for the group member it will include any User within the District that is assigned to the "Leave Administrator" Role.

8. Once you have selected the employee or supervisor, you will need to assign why type of member they are.

- No  
This means the staff person is not an approver but is allowed to view the request.
- No & Notify  
This means that the staff person is not an approver but will be sent email notification when a leave request needs approval.
- Yes  
This means that the staff person is an approver and will be sent email notification when a request is waiting for approval.

You must have a least one approver in the group before you can create a work group.

9. Click Add Member to Group

10. Click Add Group Members if you need to add more staff to this work group. For example you may need to add a secretary who will not be approving requests but will be able to view them and be notified about requests. So you would add that secretary as another member to the group.



11. Once you have added all the members you can click Return to Leave Approval Automated Work Flows.



Edit	Member ID	Member Name	Approver	Approver Type
	Supervisor	Supervisor	Y	Approver

Leave Flows Assigned To w/ Unprocessed Leave Requests  
There are NO Leave Flows Assigned to this group w/ Unprocessed Leave Requests

12. You will see your new group in the list of work groups.



Edit	View Hierarchy	Group Name	Group Type	Members
		Abstract	OR	
		OH - Assistant Treasurer	OR	1
		OH - Food Service	OR	1
		OH - Maintenance Supervisor	OR	1
		OH - Payroll	OR	1
		OH - Transportation	OR	1
		OH ES - Principal	OR	1
		OH HS - Principal	OR	2
		OH MS - Principal	OR	2
		OH School - Superintendent	OR	1
		OH School - Treasurer	OR	1
		Supervisor	OR	1

## Creating a Work Flow

1. Once you have all your work groups created you can now create a New Flow.

Sequence	Priority	Job No.	Leave Flow Name	Employee ID	Job No.	Building Code	Department Code	Pay Group	Leave Type	Employee Ability
1	1		0140 Teacher - Professional	*	*	00001	*	P	Professional	100
2	2		0140 Teacher - Professional	*	*	00001	*	P	Professional	100
3	3		0140 Teacher - Professional	*	*	00001	*	P	Professional	100
4	4		0140 Teacher - Professional	*	*	00001	*	P	Professional	100
5	5		0140 Teacher	*	*	00001	*	J	Teacher	100
6	6		0140 Teacher	*	*	00001	*	P	Professional	100
7	7		0140 Teacher	*	*	00001	*	P	Professional	100
8	8		0140 Teacher	*	*	00001	*	P	Professional	100
9	9		0140 Teacher	*	*	00001	*	P	Professional	100
10	10		0140 Teacher	*	*	00001	*	P	Professional	100
11	11		0140 Teacher	*	*	00001	*	P	Professional	100
12	12		0140 Teacher	*	*	00001	*	P	Professional	100
13	13		0140 Teacher	*	*	00001	*	P	Professional	100
14	14		0140 Teacher	*	*	00001	*	P	Professional	100
15	15		0140 Teacher	*	*	00001	*	P	Professional	100
16	16		0140 Teacher	*	*	00001	*	P	Professional	100
17	17		0140 Teacher	*	*	00001	*	P	Professional	100
18	18		0140 Teacher	*	*	00001	*	P	Professional	100
19	19		0140 Teacher	*	*	00001	*	P	Professional	100
20	20		0140 Teacher	*	*	00001	*	P	Professional	100

2. Give your new work flow a name. For example if the flow is for the high school you may call it HS or if the work flow is for HS professional leave you may call it HS - Professional. Just make sure that whatever you name the work flow that it makes sense to you.

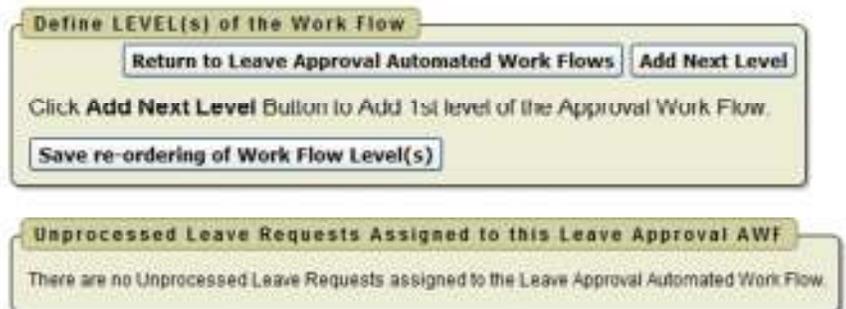
Leave Flow Priority Seq 13  
 Leave Flow Name: \_\_\_\_\_ 2  
 Employee ID: \_\_\_\_\_ 3  
 Job No: \_\_\_\_\_ 4  
 Building IRN(s): \_\_\_\_\_ 5  
 Department Code(s): \_\_\_\_\_ 6  
 Pay Group(s): \_\_\_\_\_ 7  
 Leave Type(s): \_\_\_\_\_ 8

3. If this work flow is going to be for a specific employee click the drop down arrow to select that employee's name. If it is for a group of employees leave the \* for this field.
4. Enter a specific job number or use the \* for all jobs.
5. Click on a specific building or use the \* for all buildings. You can hold the ctrl key down to select multiple buildings.
6. Click on a specific department code or use the \* for all departments. You can hold the ctrl key down to select multiple departments.
7. Click on a specific pay group or use the \* for all pay groups. You can hold the ctrl key down to select multiple pay groups.

8. Click on a specific leave type or use the \* for all leave types. You can hold the ctrl key down to select multiple leave types.
9. Click Create.
10. Once you have created the work flow you will need to define it. Define it means that you are going to add work groups to this flow. Click on the pencil icon.



11. Click Add Next Level.



12. Click on the Group ID drop down menu and select the group that will be the first approvers in this work flow.

13. Click Add Level.



14. To add another level for this work flow Add Next Level. For example the first level you just added may be the supervisor for the leave request and the superintendent needs to be the next level for the request. By selecting Add Next Level you can select the Superintendent from the work group list so after the supervisor has approved the request it will go to the superintendent next.



Below is what it would look like if you added the superintendent as the next level.

Define LEVEL(s) of the Work Flow

Return to Leave Approval Automated Work Flows Add Next Level

Down/Up	Edit	Leave Flow Level	View Group Hierarchy	Group Name	Delete Level
▼ ▲		1		Supervisor	
▼ ▲		2		OH School - Superintendent	

Save re-ordering of Work Flow Level(s)

---

Unprocessed Leave Requests Assigned to this Leave Approval AWF

There are no Unprocessed Leave Requests assigned to the Leave Approval Automated Work Flow.

Once all levels of the approval process have been added to the work flow you can set the priority for your flows.

Work flows that are specific like for a certain building irn or pay group will need to be at the top. When a request is created, Kiosk will go through the work flows you have created to see which work flow matches the request. It will compare the employee id, job number, building irn, etc... to see which flow will match. Kiosk starts at the top of the work flows as it looks to see which flow matches the request.

15. You can change the sequence by clicking on the arrows and dragging your mouse to the place where you want the work flow to go and then letting go. You can move the work flows around into the correct sequence.

Leave Approval Automated Work Flows for District IRN: 926

Create New Flow

Sequence	Priority Seq	Edit	Define	See	Leave Flow Name	Employee ID	Job No.	Building IRN(s)	Department Code(s)	Pay Group(s)	Leave Type(s)	Employees Matching
▼ ▲	1				Supervisor - All Leave	*	*	*	*	*	*	<a href="#">View</a>
▼ ▲	2				OH HS Teacher - Professional	*	*	002923	*	T	Professional	No Match Found
▼ ▲	3				OH HS Teacher - Professional	*	004565	*	T	Professional	No Match Found	No Match Found
▼ ▲	4				OH HS Teacher - Professional	*	*	002923	*	T	Professional	No Match Found
▼ ▲	5				OH HS Teacher	*	*	002923	*	T	*	No Match Found

16. Once you have moved the work flow click update priority sequence to keep the change.

▼ ▲	16				OH ES Secretary
▼ ▲	17				OH MS Secretary
▼ ▲	18				OH HS Secretary

Update Priority Sequence

17. You can also view the employees who will be affected by this work flow when you click on the View in the Employees Matching column.

Leave Approval Automated Work Flows for District IRN: 926

Create New Flow

Sequence	Priority Seq	Edit	Define	See	Leave Flow Name	Employee ID	Job No.	Building IRN(s)	Department Code(s)	Pay Group(s)	Leave Type(s)	Employees Matching
▼ ▲	1				Supervisor - All Leave	*	*	*	*	*	*	<a href="#">View</a>
▼ ▲	2				OH HS Teacher - Professional	*	*	002923	*	T	Professional	No Match Found

Kiosk will give you a list of employees.

Return to Leave Approval Automated Work Flows

Rows: 15 Go

Employee ID	Job Number	Building IRN	Pay Group	Department Code	Lastname	Leave Type	Last Name	First Name
ABL000100	1	000091	F	001	esprin@nccccc.k12.oh.us	Compensatory Time	Principal	Marcia
ABL000100	1	000091	F	001	esprin@nccccc.k12.oh.us	Dock	Principal	Marcia
ABL000100	1	000091	F	001	esprin@nccccc.k12.oh.us	Jury Duty	Principal	Marcia
ABL000100	1	000091	F	001	esprin@nccccc.k12.oh.us	Other	Principal	Marcia
ABL000100	1	000091	F	001	esprin@nccccc.k12.oh.us	Personal Leave	Principal	Marcia
ABL000100	1	000091	F	001	esprin@nccccc.k12.oh.us	Professional	Principal	Marcia
ABL000100	1	000091	F	001	esprin@nccccc.k12.oh.us	Sick Leave	Principal	Marcia
ABL000100	1	000091	F	001	esprin@nccccc.k12.oh.us	Vacation Leave	Principal	Marcia
BUR000100	1	002923	C	005	hccook@nccccc.k12.oh.us	Compensatory Time	Cook	Anne
BUR000100	1	002923	C	005	hccook@nccccc.k12.oh.us	Dock	Cook	Anne
BUR000100	1	002923	C	005	hccook@nccccc.k12.oh.us	Jury Duty	Cook	Anne
BUR000100	1	002923	C	005	hccook@nccccc.k12.oh.us	Other	Cook	Anne
BUR000100	1	002923	C	005	hccook@nccccc.k12.oh.us	Personal Leave	Cook	Anne
BUR000100	1	002923	C	005	hccook@nccccc.k12.oh.us	Professional	Cook	Anne
BUR000100	1	002923	C	005	hccook@nccccc.k12.oh.us	Sick Leave	Cook	Anne

1 - 15 of 184

Return to Leave Approval Automated Work Flows

### Editing Work Groups

1. If you need to edit a work group click on the pencil icon next to the group you want to change.

Define Approval Group(s) for District IRN: 926

1 - 12

Edit	View Hierarchy	Group Name A	Group Type	Members
		Abstract	OR	
		OH - Assistant Treasurer	OR	1
		OH - Food Service	OR	1
		OH - Maintenance Supervisor	OR	1

2. Click on the pencil icon to select another employee.

LEAVE GROUP

Return to Leave Approval Automated Work Flows Delete Apply Changes

Group Name: OHES - Principal

Group Type: OR

3. A list of all employee requests that are affected by this work group will be displayed.

GROUP SUMMARY

EMP	Member ID	Member Name	Approved	Approval Type
	ABL000100	Marcia E Esprin	Y	Approval

1 - 1

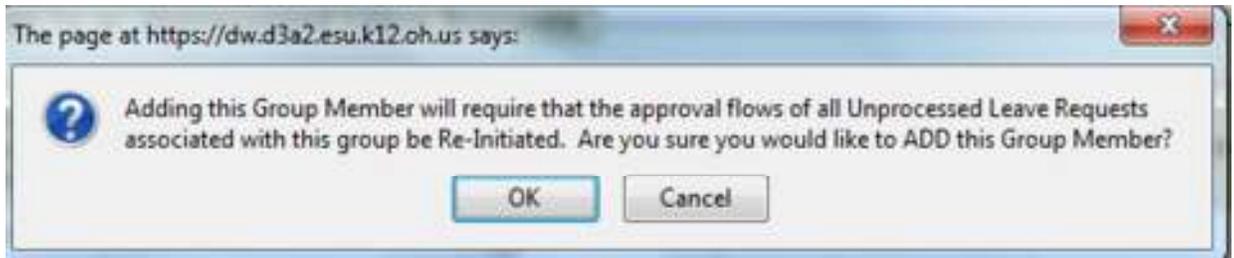
All Group Members

LEAVE GROUP ASSIGNED TO BY UNPROCESSED LEAVE REQUESTS

View Unprocessed Leave Requests Assigned	UNPROCESSED LEAVE REQUESTS	Leave Item Name	View	Employee ID	Job No	Building IRN	Department Code	Pay Grade	Leave Type
	01	OH EIS Teacher		-	-	000091	-	0	-
	02	OH EIS Teacher-Professional		-	-	000091	-	0	Professional
	03	OH EIS Cook/odian		-	-	000091	-	7	-
	04	OH EIS Secretary		-	-	000091	-	6	-

1 - 4

- Adding or removing group members may require you to re-initiate leave requests. Re-initiate means that the requests will go through the approval process again. Even if the request is at the second or third level for approval the requests will start over at the first level and go through the approval process again. If that is required you will receive the following message.



- Once you click Ok you will be prompted to click here if you want to address the requests that need to be re-initiated.

**Re-Initiate updated Leave Request Approvals**

There are a total of 21 leave requests that need to be "Re-Initiated" due to Leave Approval Automated Work Flow (LAAWF) modifications.

Please click [HERE](#) to address these requests at your earliest convenience.

These requests may prove to be problematic to the district supervisors/approvers and/or the users requesting them if not re-initiated.

- You then will see a screen that displays all the affected requests and you can click on Re-Initiate listed Leave Requests. The requests will then be re-initiated and you will receive a message that it was successful.

Leave Requests to be Re-Initiated												
Re-Initiate listed Leave Requests												
ID	See It	Employee ID	Name	Job Description	Leave Type	Start Date	End Date	Status	Substitute Needed	Transaction Date	Rebuild Necessary	
54470		GRA000100	Emily ES Teacher	Elementary School Teacher	Personal Leave	07/31/2009	07/31/2009	Flow Initiated Level 1	No	03/31/2015	Yes	
57543		GRA000100	Emily ES Teacher	Elementary School Teacher	Sick Leave	02/06/2010	02/11/2010	Flow Initiated Level 1	Yes	03/31/2015	Yes	
102354		GRA000100	Emily ES Teacher	Elementary School Teacher	Sick Leave	12/21/2009	12/22/2009	Flow Initiated Level 1	Yes	03/31/2015	Yes	
108870		PH000100	Hammner ES Teacher	Elementary School Teacher	Personal Leave	12/16/2009	12/16/2009	Flow Re-Process Level 2	Yes	12/04/2015	Yes	

**NOTE:** When a district is using the Abstract Supervisor in work flows and the supervisor is changed in USPS any pending requests needing the new supervisor's approval will be re-initiated when the employee logs into Kiosk. This will allow the new supervisor to approve the request.

## Editing Work Flows

1. If you need to change the building, pay group, department code, or leave type associated with this work flow then you will need to click the pencil icon in the Edit column.  
If you no longer need a work flow you can click on Edit and De-activate it.
2. If you want to change the approval levels you will need to click on the pencil icon in the Define It column.
3. If you want to just view the approval work flow you can click on the tree icon in the See It column.

4.

Leave Approval Automated Work Flows for District IRN: 526												
Sequence	Priority Seq	Edit It	Define It	See It	Leave Flow Name	Employee ID	Job No.	Building IRN(s)	Department Code(s)	Pay Group(s)	Leave Type(s)	Employees Matching
1	1				Supervisor - All Leave	*	*	*	*	*	*	<a href="#">View</a>
2	2				CH HS Teacher - Professional	*	*	002927	*	T	Professional	No Match Found

## DISTRICT ADMINISTRATOR

In District Administrator you have the ability to Configure District Options. The configuration is discussed in the appropriate sections in this document.

You can also Update/Delete District Users. This would be the place where you can assign roles to your staff, reset their password, or delete their account.



You need to be careful about deleting user accounts. If a user is an approver and is tied to a work flow you can cause some problems within Kiosk.

### Update/Delete District Users

Once you click on Update/Delete District Users, you will see a list of registered Kiosk users in your district.

You can search for users by

- Their user login
- Privileges (Roles) they have been assigned
- User Name (either last or first name)

You can also sort the list of employees by clicking on the underlined column headings.

Matching User(s)							
Emp #	Employee ID	User Login	Admin Privs	User Last Name	User First Name	User Full Name	Last Activity Date
025	KEN000100	as@treas@ncocc.k12.oh.us	N	Treasurer	Mandy	Mandy Assistant Treasurer	03/02/2010
025	GIB000100	busdriver1@ncocc.k12.oh.us	N	Driver	Annie	Annie Bus Driver	03/02/2010
025	HCR000100	busdriver2@ncocc.k12.oh.us	N	Driver	Brea	Brea Bus Driver	03/02/2010
025	EVA000100	escustodian@ncocc.k12.oh.us	N	Custodian	James	James Es Custodian	03/12/2010
025	ABL000100	esprin@ncocc.k12.oh.us	Leave Administrator	Principal	Marcia	Marcia Es Principal	03/22/2011
025	DOW000100	essec@ncocc.k12.oh.us	Leave Calendar - by Building Leave Calendar - by District Leave Calendar - for District Staff Satellite Coordinator	Secretary	Samantha	Samantha Es Secretary	12/16/2010

Once you have located the employee, you can click on the IRN number next to their name to display their roles.

You can click on the check boxes to assign roles to the staff person and then click Apply Selected Roles.

You can also type in a new password and click Reset Password.

This will reset the employee's password and the employee will receive an email message with the new password.



## CHANGE PASSWORD

This feature will allow you to change your password once you are logged into Kiosk.

You must enter your old password and then type the new one twice before clicking on 'Change Password'.

Your password must be 8 characters in length.

As an administrator you have the ability to decide what is turned on for your district.

1. Click on District Administrator
2. Click on Configure District Options
3. In the Password Security Requirements sections you can set the following:
  - At least one special character  
If you turn this requirement on your staff will have to include at least one special character like !\$%\*( ) in their password. Special characters will make passwords more secure.

- At least one numeric character  
If you turn this requirement on your staff will have to include at least one numeric character like at 123456789 in their password. Numeric characters will make passwords more secure
- At least one capital letter  
If you turn this requirement on your staff will have to include at least one capital letter their password. Capital letters will make passwords more secure
- Password Expiration  
You can have passwords expire every 30, 90 or 180 days. Staff will be prompted when they have reached the expiration to change their password. If you do not require passwords to be changed you can leave this field set to No Expiration.

You check multiple boxes. If you require your staff to have one capital letter and one numeric character in their password you can check both boxes.

4. Click Apply Changes

**CORRESPONDENCE**

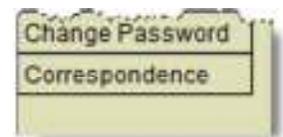
This feature will allow staff to communicate with the HR Admin within the Kiosk software.

Staff will see the link below to send messages to the person who has the HR Administrator role.



When they click on Contact Kiosk Admin a message box will display for them to type a message that will be sent to the Kiosk Admin. They will click Send when done typing their message.

When you click on Correspondence you will see a list of the messages that have been sent.



Click on the magnifying glass to see the message.

Opened	Subject	Status	Last Message
02/07/2011 02:33:27PM	Sick Leave Accrual	Pending	My sick leave accrual amount does not look correct.

1 - 1

**Compose Message**

Subject: Sick Leave Accrual

Message:

[Archive Correspondence](#) [Cancel](#) [Send](#)

You will see a history of the correspondence and have the ability to send a new message.

**History**

Date: 02/07/2011 02:33:27PM  
 From: PAYROLL@NCOCC.K12.OH.US  
 I will double check with the signed contract but I think it is correct.

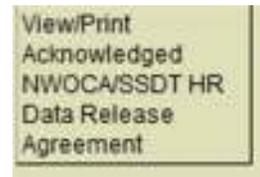
Date: 02/07/2011 02:33:27PM  
 From: ESPRIN@NCOCC.K12.OH.US  
 My sick leave accrual amount does not look correct.

1 - 2

**VIEW/PRINT ACKNOWLEDGED NWOCA/SSDT HR DATA RELEASE AGREEMENT**

Once a year the person who has been assigned the role of treasurer will need to acknowledge the release agreement.

Click on View/Print Acknowledged NWOCA/SSDT HR Data Release Agreement.



You will see a prompt to accept the license.

[Return to Profile](#)

**NORTHWEST OHIO COMPUTER ASSOCIATION  
 PROGRAM OF THE NORTHERN BUCKEYE EDUCATION COUNCIL  
 AGREEMENT FOR LIMITED INFORMATION PROCESSING SERVICES**

This Agreement is hereby entered into by and between the NORTHWEST OHIO COMPUTER ASSOCIATION PROGRAM OF THE NORTHERN BUCKEYE EDUCATION COUNCIL, hereinafter referred to as NWOCA or the Council, and the NCOCC TEST KIOSK hereinafter referred to as BOARD. In consideration of the following covenants, the parties agree as follows:

- 1. Terms of Agreement**

This Agreement is effective for all services covered herein from July 1, 2007 until terminated in writing by one or both parties. This Agreement may be terminated by either party upon 60 days written notice to the other party.
- 2. Services Provided**

NWOCA agrees to furnish and BOARD agrees to utilize information processing services subject to the terms and conditions contained in this Agreement. The services to be furnished are those defined herein. These services are offered to BOARD subject to availability (to be determined by capacity limitations, prior sale, other use, and the combined requirements of all customers served by NWOCA). NWOCA will notify BOARD of the days and hours during which individual services are normally available.

**HR Kiosk Application Hosting Services.** As part of this Agreement NWOCA will provide HR Kiosk application and related data hosting services to BOARD. BOARD will be responsible for controlling access to the application through account security rules and passwords. Data access will be made available to BOARD and its employees via a secure socket layer (SSL) web-based connection. This service requires that BOARD utilize the latest version of the USPS software and the USPSweb software available through the State Software Development Team (SSDT), and implemented and managed by the regional Information Technology Center (ITC) utilized by BOARD.

Separately and apart from this Agreement, BOARD agrees to obtain at its own expense the additional service(s) and equipment or device(s) necessary for transmission or receipt of computer service(s) at its location(s), including those specifically supplied herein. These referenced additional services and items include, but are not limited to, microcomputers, suitable data sets, and internet service or other applicable data communications facilities including connections to other facilities of BOARD.
- 3. Service To Be Billed**

By having access to the services described herein, BOARD agrees to abide with all applicable laws and any rules or processes specified by NWOCA. There are no fees directly payable by BOARD for services described herein.
- 4. User Access and Security**

If appropriate, NWOCA will assign BOARD identification codes, account numbers, and any other mandatory access feature(s) required to gain access to its computing system(s).

## DATE CODE MAINTENANCE

Kiosk allows you to configure date reminders for your staff. For example if you staff is required to have a background check completed every 4 years, you can configure Kiosk to look at the employee date code in USPS and send notification reminders and display reminders within Kiosk when the employees logs in.

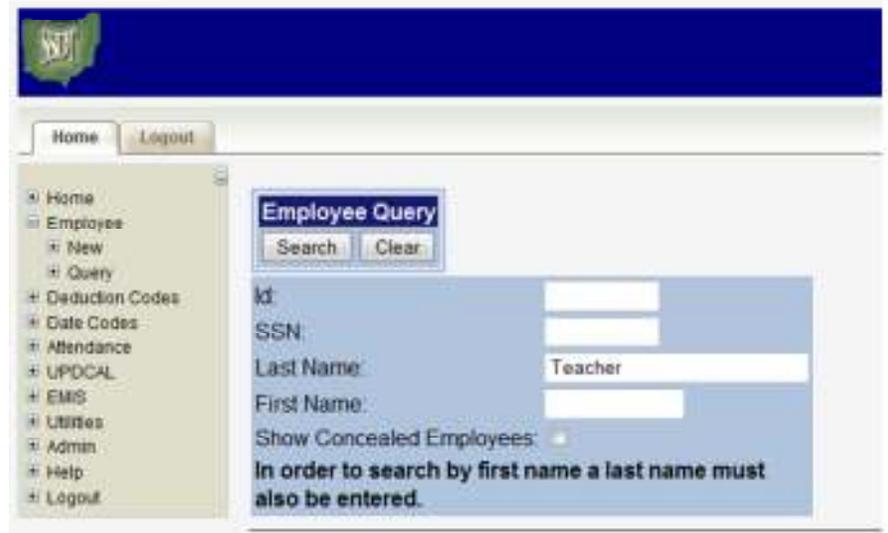
The first part of the configuration must be done in USPSWeb.

1. Login to USPSWeb
2. Click the + next to Date Codes
3. Click on New
4. Enter Date Code
5. Enter Description
6. Click on Accept



The screenshot shows the USPSWeb interface with a navigation menu on the left. The 'Date Codes' section is expanded, and the 'New' option is selected. The main content area displays the 'Date Code Details' form. The form has two buttons: 'Accept' and 'Cancel'. Below the buttons is a 'Date Code Add' section with two input fields: 'Date Code' with the value 'DL' and 'Description' with the value 'Driver's License'.

7. Click on the + next to Employee
8. Click on Query
9. Enter employee's name
10. Click Search



The screenshot shows the USPSWeb interface with the 'Employee' section expanded and 'Query' selected. The main content area displays the 'Employee Query' form. The form has two buttons: 'Search' and 'Clear'. Below the buttons are input fields for 'Id', 'SSN', 'Last Name' (with the value 'Teacher'), and 'First Name'. There is a checkbox for 'Show Concealed Employees' which is currently unchecked. A message below the form reads: 'In order to search by first name a last name must also be entered.'

11. Click on the employee's name



The screenshot shows the USPSWeb interface with the 'Employee Query' form. The 'Search' button has been clicked, and the results are displayed in a table. The table has columns for 'Id', 'Last Name', 'First Name', and 'Title'. The results are as follows:

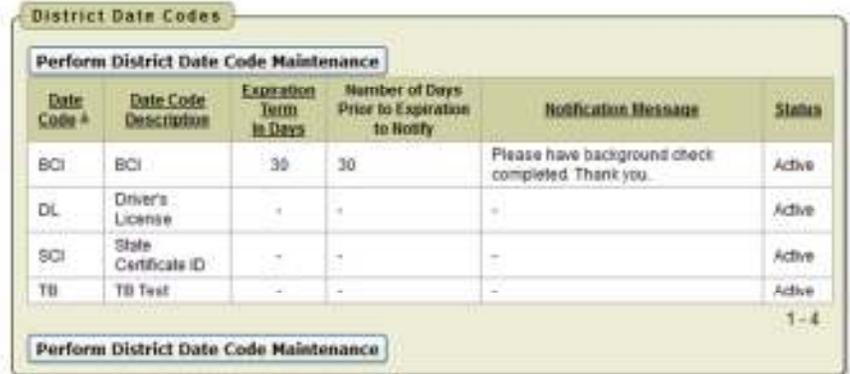
Id	Last Name	First Name	Title
24000000	Teacher	David	EB
1991000000	Teacher	David	EB
013-888-888	Teacher	Stephen	EB
PH-000000	Teacher	Hammer	EB
PC000000	Teacher	John	EB
AC000000	Teacher	Kelley	EB
SCA000000	Teacher	Kathleen	EB
GA-000000	Teacher	Kurt	EB
PH000000	Teacher	Lisa	EB
MCC000000	Teacher	Liz	EB
MS000000	Teacher	Scott	EB
BP000000	Teacher	Tammy	EB

Export options: CSV



Once a date has been entered for an employee for a specific date code that code will appear on the District Date Code Maintenance.

1. Click on District Administrator
2. Click on Configure District Options
3. Locate the District Date Codes Section. A summary of the current date codes that have been created will be displayed.
4. Click on Perform District Maintenance button



5. Enter the expiration term in days. This is the number of days the DATE CODE is VALID. For example, if a district has background checks due every year then they would use 365. If they have background checks every two years then they would enter 730.
6. Enter the number of days you want the employee to be notified prior to the expiration of the date. Therefore, if this value is 180 and Expiration Term in Days is set to 365 then notification would be sent at day 185 and every day thereafter until the Date is updated.



7. Type in the message you want to send with the notification.
8. Select if you want the date code notification active or inactive.
9. Last Updated By and Last Updated Date/Time will be updated when you click apply changes.

## ADDITIONAL DISTRICT CONFIGURATION OPTIONS

### ***Load Positions for All Registered Users***

When changes are made in USPS for an employee, Kiosk will be updated with those changes when the employee logs into Kiosk after the change was made. If you want to force the update, you can in District Configuration.

1. Click on District Administrator.

2. Click on Configure District Options.

3. Click on Load Positions for All Registered Users button.



### ***User Account Expiration***

Kiosk allows you to configure when employee accounts will automatically be deleted after so many days of no activity. You can choose from 90, 180, 270 or never delete.

1. Click on District Administrator.

2. Click on Configure District Options.

3. Select the numbers of days of no activity.

4. Click Apply Changes.



### ***User Login Attempts***

Kiosk is configured that after 20 attempts to try to login, it will disable the account and not allow the employee to login for 24 hours.



## SUMMARY OF ROLES AND RESPONSIBILITIES

***All roles can be assigned to multiple users within the Districts.***

### ***Announcement Board Administrator (Page 9)***

- This is the person that can post district wide announcements, such as: district office will be closed..., W2's will be mailed..., etc.

### ***District Kiosk Administrator (Page 90)***

- This person has access to all aspects/functions of the Kiosk.
- This person has the ability to turn on and off functions that are available to the district.
- If the district is using the leave module, this person has the ability to turn on and off functions of the leave module.
- This person has the ability to assign all of the other administrator roles to district employees and delete employee access to the Kiosk.
- This person has the ability to change password for everyone in the district.
- Receives notifications when someone has used the Contact Administrator Link.

### ***District Link Administrator (Page 11)***

- This is the person who maintains the district links under Other Link and Custom Link.
- Other Links is an actual tab on the horizontal bar and can be divided into categories.
- Custom Links will be actual URL links that are displayed on the horizontal bar under the Logout icon.

### ***HR Administrator (Page 14)***

- This includes the ability to track and perform Performance Evaluations when necessary.
- This user will receive all requests for "Profile Data Changes".
- Receives notifications when there is a "Profile Data Change."

### ***Leave Administrator (Page 59)***

- This is the person or persons who have the final leave approval on cancellation requests.
- This person also has access to the administrative leave reports for the district.
- Receives notifications when a leave request is ready for their approval if they are in the work flow and if a leave request has been cancelled
- Receives notifications when a request has been escalated to HR Leave Admin.

### ***Leave Approval Automated Work Flow Administrator (Page 80)***

- This is the person who will create and maintain the automated work flows for leave approval.

### ***Leave Export Administrator (Page 73)***

- This is the person that will export approved leave from the kiosk into payroll

***Leave Export Administrator w/Notification (Page 73)***

- This is usually the backup person that will export approved leave from the kiosk into payroll when the Leave Export Administrator is unavailable.
- Receives notification when there is leave ready to be exported.

***Leave Calendar – by Building (Page 54)***

- This calendar will list all of the requested leaves for a building.
- This role would be assigned to the principal and/or secretary.

***Leave Calendar – by Department Code (Page 55)***

- This calendar will give you the option to select employees to be displayed by their USPS Department Code.
- This role would be assigned to a person that needs to see leave that is filtered on department codes such as a food service director with staff in different buildings but are assigned to the cafeteria staff department code.
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***Leave Calendar – by District Building (Page 55)***

- This calendar will give you the option to select the building to be displayed.
- This role would be assigned to a person that needs to see leave for multiple buildings such as a superintendent.

***Leave Calendar – by Pay Group (Page 56)***

- This calendar will give you the option to select employees to be displayed by their USPS Pay Group.
- This role would be assigned to a person that needs to see leave that is filtered on pay groups such as a food service director with staff in different buildings but are assigned to the cafeteria staff pay group.

***Leave Calendar – for District Staff (Page 56)***

- This calendar lists all district personnel in alphabetical order.
- Individual employees can be selected.

***Leave Calendar – for Supervisor Staff (Page 57)***

- This calendar lists all employees that are assigned to a supervisor.
- This role would be assigned to bus supervisor, food service supervisor, etc.

***Substitute Coordinator (Page 47)***

- This is the person or persons that will assign substitutes as needed.
- Receives notification when a leave has been cancelled.

***Substitute Coordinator – View Only (Page 47)***

- This is a person who needs access to the Substitute Coordinator information but will not be assigning substitutes.

***Substitute Coordinator by Building (Page 47)***

- This is the person or persons that will assign substitutes as needed by building.
- Receives notification when a leave has been cancelled.

***Substitute Coordinator by Building – View Only (Page 47)***

- This is a person who needs access to the Substitute Coordinator by Building information but will not be assigning substitutes.
- This is usually the building principal and/or secretary.

***Substitute Coordinator by Department Code (Page 48)***

- This is the person or persons that will assign substitutes as needed. This person will have the option to filter the leave requests by an employee's USPS Department Code.
- Receives notification when a leave has been cancelled.

***Substitute Coordinator by Pay Group (Page 48)***

- This is the person or persons that will assign substitutes as needed. This person will have the option to filter the leave requests by an employee's USPS Pay Group.
- Receives notification when a leave has been cancelled.

***Treasurer (Page 93)***

- This is the person that must sign the HR Data Release Agreement. This agreement expires every year. The Treasurer will receive an email letting him/her know when the agreement is due to expire. If the agreement lapses, your kiosk will be locked until the agreement has been signed. No one in the district will be able to log in to the system.
- Receives notifications when License Agreement needs to be accepted.