

KIOSK Administration-How to update Employee ID

This document shows how to update the Employee ID in the KIOSK system.

→click on District Administrator

 \rightarrow click on Configure District Options

 \rightarrow click on Go to button on the Employee ID/Username update

Employee							
ロ Employee Kiosk Documentation 久 Profile	High-Volume Updates						
E Position Details	Load Positions for All Registered Users						
🖾 Payslip 🗸	Click the button below to load the POSITION information for all registered employees. Loading the employee POSITION information for the entire District will populate the						
🕞 View/Print W-2	Job No, Building IRN(s), Department Code(s) and Pay Group(s) fields used when creating/modifying a Leave Approval Automated Work Flow for the District.						
 Leave Request Leave Calendar(s) 							
P _B Leave Administrator ∨	Logal reasons for All registered Users with District Not = 45278						
P Maintain Leave Approval Automate Approval Automate District Administrator	Mass Email Update Go to						
Configure District Options	Load and Update District Email Changes						
Change Password	Employee ID/Username update Go to						
Correspondence	Option for updating employee username, employee ID or both.						
	Page notifications Go to						
	Manage custom notifications per Klosk page.						
	Job Status(es) to include for Display						
	Select the Check Box(ex) next to the Job Status(ex) that are to be available for display to your district users. Active Celeved Inactive Terminated Apply Charges						

 \rightarrow search for the correct staff member \rightarrow enter the correct Employee ID \rightarrow click on the **Change Employee ID** button

Employee		
Employee Kiosk Documentation		
옷 Profile	Employee / Username update	
Position Details	Urage note:	
🔯 Payslip 🗸 🗸	Use the first item to find and select the employee to modify. For the employee ID and username modification first use the employee ID option and after the username.	
film Leave Balances	C Please search the Employee to be changed REEV10000 -	8=
🕞 View/Print W-2		
🖪 Leave Request 🗸 🗸	REEV10000 REEV10000 D	
Calendar(s) 🗸 🗸	Username to be changed New username O	
$\mathcal{P}_{\mathbf{a}}$ Leave Administrator \sim	ang/reeves@carroitonschools.org	
🏠 Leave Approval Automated Wor 🗸	Cancel	
Siosk Announcement Board		
𝒫 Kiosk Administrator ∨		
🗞 Change Password		
Correspondence		
R View/Print Acknowledged MCOECN		



 \rightarrow search for the employee under the Update/Delete district users option \rightarrow verify that the Employee ID number has been updated

Employee								🚯 Apps 🔻 🗞 Links 🔻 📾 🤆	antart Kosk Admin 🛛 🔍 ADAMS@MCOSCILORG 🔻			
D Employee Klosk Documentation												
A Profile	Search for User											
Position Details	IN		The function of the	User Login	Admin Privilages		Here blows		9.00			
🖽 Paysip 🗸 🗸	¥5278		Ca Unpuyee ID	reeves	All		User Name					
alla Leave Balances												
🕞 View/Print W-2	Matching User(s)											
😫 Leave Request 🛛 🗸												
Eta Leave Calendar(s) ~	NONE TOO -	Actions *										
Pa Leave Administrator 🗸 🗸									1-1of1			
🔓 Leave Approval Automated Wor 🗠	IEN	Employee ID	User Login	Admin Privs		User Last Name	User First Name	User Full Name	Last Activity Date 17			
SI Klosk Announcement Board				District Klock Administrator District Link Administrator								
₽ _µ Klosk Administrator ∨		ADA123455		Leave Approval ANF Leave Calendar - by Building					02.02.0000			
Change Password	NOL IN			Leave Calendar - by Department Code Leave Calendar - by District Building Leave Calendar - by District Building					01002062			
Correspondence				Laave Calendar - for District Staff Laave Calendar - for District Staff Laave Calendar - for Supervisor Staff								
K View/Print Acknowledged MCOECN	1-101											