

# Employee Kiosk



## Employee Kiosk Supervisor 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 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.



## 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.

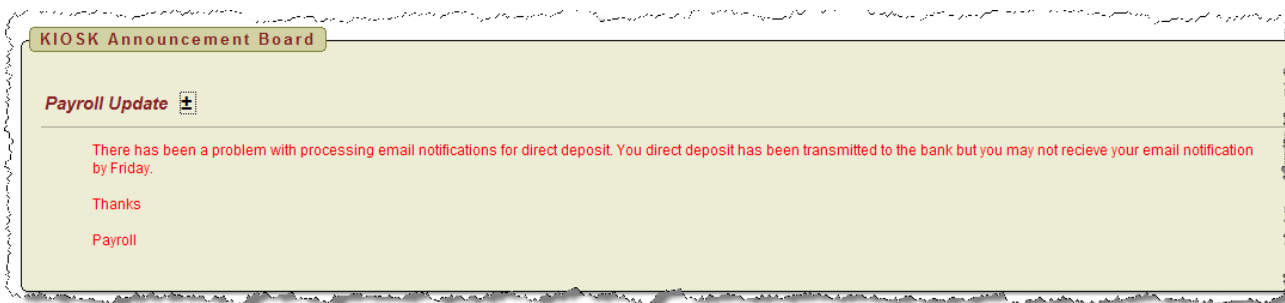


## KIOSK ANNOUNCEMENT BOARD

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



Clicking the (-) symbol will close the announcement.



## 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 anytime to go to that website.



## PROFILE

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

**Employee Profile** [Request Profile Data Change\(s\)](#)

Employee ID: GRA000100    State Certification ID:

**Name:**  
First Name: Emily    Middle Name: ES    Last Name: Teacher    Suffix:  
Legal First Name:    Legal Middle Name:    Legal Last Name:    Legal Suffix:

**Contact Information:**  
Address 1: 833 Submarine Drive    Phone: (444) 444-4444  
Street Address 2:    District Phone:    District Extension:  
City: Othertown    State: OH    Zip Code: 44447  
Email Address(es): esteach1@nooc.k12.oh.us, sbaughman@noe.n.com

**Other Information:**  
Gender: Female    Ethnicity:    Marital Status: Married  
OSSE District Code:    Sub Days:    Spouse's First Name:

**Education/Qualifications:**  
Degree Type: Bachelors    ECE Qualification:  
Semester Hours: 0    Other Credentials:

**Employee Dates:**  
Date of Birth: 08/09/1955    Last Evaluation:    Last Paid: 02/27/2009    Contract Renewal:    Limited Contract Exp:  
Hire Date: 08/21/2000    Next Evaluation:    ODHS New Hire: 08/21/2000

**Experience:**  
Total Years: 0    District: 0.00    Retirement System: 0.00    Ohio Public: 0.00    Non-Ohio Public: 0.00    Military: 0.00  
Authorized Years: 0    Accredited District: 0.00    Purchased: 0.00    Ohio Private: 0.00    Non-Ohio Private: 0.00    Transfer: 0.00  
Building: 0.00

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

**Employee Profile** [Request Profile Data Change\(s\)](#)

Employee ID: GRA000100    State Certificat

**Name:**  
First Name: Emily    Middle Na  
Legal First Name    Legal Middle Na

**Request Profile Data Change(s)**

**Employee Profile** Cancel    Submit Change Request

NOTE: When Submitting this request, data will be modified in the database. Incomplete data will be marked as "Missing" and will not be updated.

Employee ID: GRA000100    State Certification ID:

**Name:**  
First Name: Emily    Middle Name: ES    Last Name: Teacher    Suffix:  
           

Legal First Name:    Legal Middle Name:    Legal Last Name:    Legal Suffix:  
           

**Contact Information:**  
Address 1: 833 Submarine Drive    Phone: (444) 444-4444  
   

Street Address 2:    District Phone:    District Extension:  
       

City: Othertown    State: OH    Zip Code: 44447  
       

Form Address(es): esteach1@nooc.k12.oh.us, sbaughman@noe.n.com

## POSITION DETAILS

This is a brief view of your contract information.

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

The screenshot shows two sections: 'Current Positions' and 'Position Details'. The 'Current Positions' section contains a table with one row: 'Elementary School Teacher' with a start date of '09/21/2001' and status 'Active'. Below it is a link 'Export to CSV' and a page indicator '1 - 1'. The 'Position Details' section contains a table with the following information:

Job Number	1				
Job Title	Elementary School Teacher	Start Date	09/21/2001	Job Status	Active
Building ID	B1				
Contract Amount	\$50,000.00	Daily Or Hourly	Daily	Daily Or Hourly Rate	\$273.224
Hours in Work Day	7	Pay Per Period	\$1,923.08		
Work Days in Contract	193	Calendar Start Date	09/21/2001		
Salary Schedule Step	0	Salary Schedule Column	0		
Eligible for Sick Leave	Yes				
Eligible for Personal Leave	Yes				
Eligible for Vacation Leave	No				
Supervisor Name	Marcia ES Principal	Supervisor Email	esPRIN@RICOCK12.OH.US		

## 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 next evaluation date has been entered into USPS.

The screenshot shows a menu titled 'Performance Reviews' with three options:

- 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
<a href="#">Process Review</a>	Babe D RUTH	07/01/2002	Processed	1	-	Due in days
<a href="#">Process Review</a>	VICKIE L STIMA	10/17/2005	1536 days past due	0	-	Due in days

1 - 2

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.

**Performance Reviews**

	Current Evaluation Date	Next Evaluation Date	Documents Attached
<a href="#">View</a>	10/17/2005	-	Not Processed

1 - 1

[Return to Employee List](#)

**Performance Review Info**

Employee Name	Evaluation Date	Next Evaluation Date
VICKIE L STIMA	10/17/2005	-

**Associated Performance Review Files**

File Browse:  [Browse](#)

File Description:

[Upload and Attach the File](#)

No files have been associated to this Performance Review.

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

**Associated Performance Review Files**

File Browse:  [Browse](#)

File Description:

[Upload and Attach the File](#)

Select All	File Id	Filename	Description	Created By	Created Datetime <sup>A</sup>
<input type="checkbox"/>	<a href="#">download</a>	090114_kiosk_manual_ncocc.pdf	Self Evaluation	BUSAN@NCOCC-K12.ORG	12/31/2009 09:32 AM

1 - 1

[Delete Selected Rows](#)

### View All Processed Performance Reviews

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

**Processed Performance Reviews for District IRN: 1005**

Name		Processed Evaluation Date	Documents Attached
VICKIE L STIMA	<a href="#">View Details</a>	10/17/2005	1
Babe D RUTH	<a href="#">View Details</a>	07/01/2002	1

1 - 2

**Performance Review Info**

Employee Name	Evaluation Date
Babe D RUTH	07/01/2002

**Associated Performance Review Files**

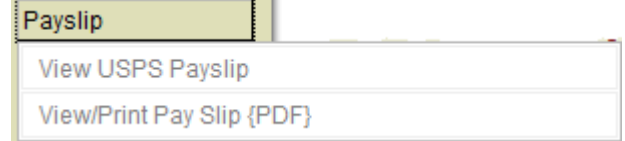
File Id	Filename	Description	Created By	Created Datetime <sup>A</sup>
<a href="#">download</a>	20091009 Summary.pdf	Information on staff	SUSAN@NCOCC-K12.ORG	10/13/2009 01:58 PM

1 - 1

## PAYSLIP

There are now 2 options for viewing payslips.



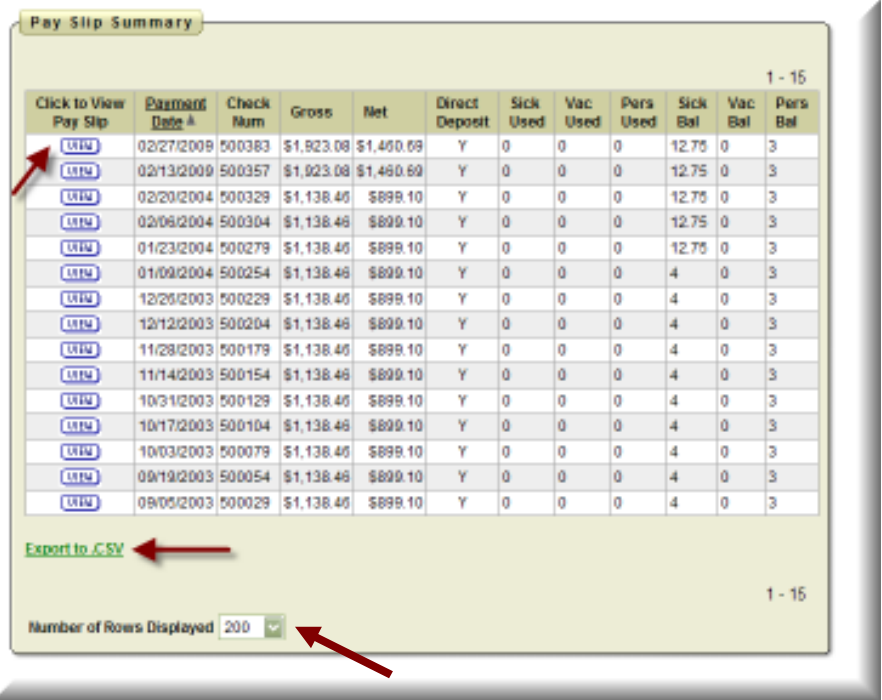
- View USPS Payslip
- View/Print Pay Slip {PDF}

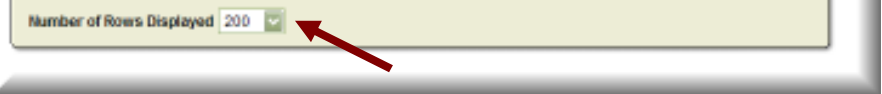


The main difference between the two options is that when you view the USPS Payslip you will not see the year-to-date totals on these payslips. The PDF payslips contain the actual year-to-date totals.

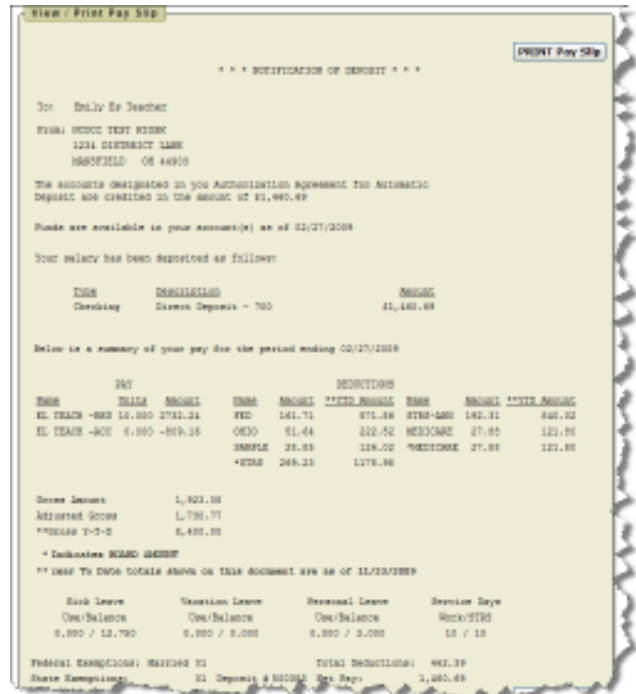
### View USPS Payslip

Viewing USPS Payslip permits the user to view past pay slips.

1. When you first select the USPS Payslip option you are prompted with a starting and ending date.
2. The default is the last 3 months of pay.
3. You can click on the calendar icon to change the date range.
4. Once you have your date range entered you can click Load Payslips.
5. You then are presented with a list of payslips. Click view icon to see the payslip detail.
6. The data may be exported to a .csv file (spreadsheet), not requiring you to contact payroll to get this information.

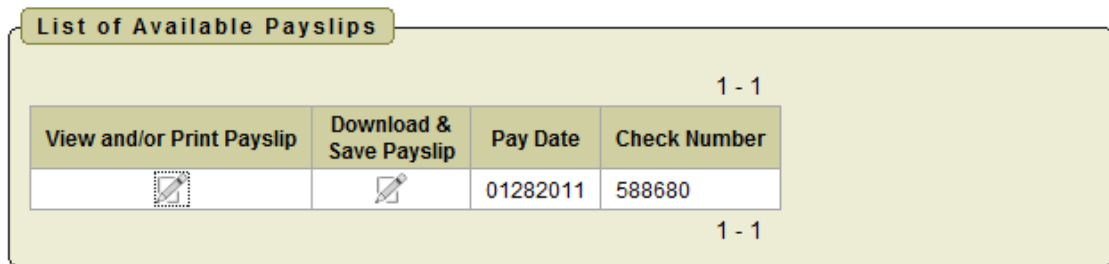
Click to View Pay Slip	Payment Date	Check Num	Gross	Net	Direct Deposit	Sick Used	Vac Used	Pers Used	Sick Bal	Vac Bal	Pers Bal
<a href="#">View</a>	02/27/2009	500383	\$1,823.08	\$1,460.69	Y	0	0	0	12.75	0	3
<a href="#">View</a>	02/13/2009	500357	\$1,823.08	\$1,460.69	Y	0	0	0	12.75	0	3
<a href="#">View</a>	02/20/2004	500329	\$1,138.46	\$899.10	Y	0	0	0	12.75	0	3
<a href="#">View</a>	02/06/2004	500304	\$1,138.46	\$899.10	Y	0	0	0	12.75	0	3
<a href="#">View</a>	01/23/2004	500279	\$1,138.46	\$899.10	Y	0	0	0	12.75	0	3
<a href="#">View</a>	01/09/2004	500254	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
<a href="#">View</a>	12/29/2003	500229	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
<a href="#">View</a>	12/12/2003	500204	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
<a href="#">View</a>	11/28/2003	500179	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
<a href="#">View</a>	11/14/2003	500154	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
<a href="#">View</a>	10/31/2003	500129	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
<a href="#">View</a>	10/17/2003	500104	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
<a href="#">View</a>	10/03/2003	500079	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
<a href="#">View</a>	09/19/2003	500054	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
<a href="#">View</a>	09/05/2003	500029	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
7. The number of payslips that are displayed can be changed by selecting the drop down arrow and setting the display to another number.

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



### View/Print Pay Slip {PDF}

- When you first select the View/Print Pay Slip {PDF} option you can
  - View and/or Print Payslip
  - Download & Save Payslip



- View and/or Print will open your payslip as a PDF file.
- Download & Save will give you the option to save the pay slip to your PC.

**Note:** The PDF payslip will include year-to-date totals.

**VIEW/PRINT W-2**

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

**Employee Kiosk** Other Links IPDP Scheduler

Employee Kiosk Documentation  
 Profile  
 Position Details  
 Performance Reviews  
 Payslip  
 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
		2007	1 - 1

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

W-2 Wage and Tax Statement 2007

**Copy B To Be Filed With Employer's State, City, or Local Income Tax Return**

1 **EMPLOYER'S IDENTIFICATION NUMBER** 222-22-2293  
 2 **Wages, tips, other compensation** 28458.12  
 3 **Federal income tax withheld** 3542.36  
 4 **Employer's number** 33-333233  
 5 **Medicare wages and tips** 44962.28  
 6 **Medicare tax withheld** 621.04  
 7 **Employer's name, address and ZIP code**  
 SIMPLE CITY SCHOOLS  
 123 WEST CHERRY ROAD  
 CHRYSTON, OH 44444  
 8 **Control number** 9000001  
 9 **Employee's name, address and ZIP code**  
 GARDNER J WILLIAMS  
 84048 WILLIAMS CITY RD E  
 ANYTOWN, OH 44223  
 10 **State security tax**  
 11 **Accumulated sick leave**  
 12 **Unemployment tax**  
 13 **State unemployment tax**  
 14 **State disability tax**  
 15 **State health insurance**  
 16 **State dental insurance**  
 17 **State life insurance**  
 18 **State pension/annuity**  
 19 **State other benefits**  
 20 **State other deductions**  
 21 **State other taxes**  
 22 **State other withholdings**  
 23 **State other withholdings**  
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 99 **State other withholdings**  
 100 **State other withholdings**

## 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

End Date

### Detail Leave Activity

Number of Rows Displayed

<u>Category</u>	<u>Job No.</u> <input type="button" value="▲"/>	<u>Trans Type</u>	<u>Length Of Absence</u>	<u>Unit</u>	<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

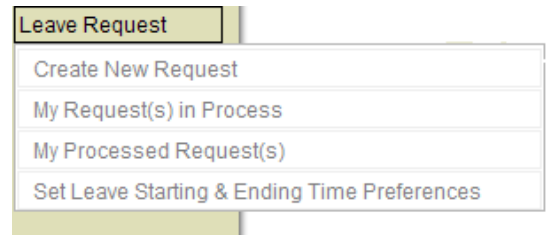
[Export detail activity to CSV](#)

1 - 9

## LEAVE REQUEST

There are 5 areas under Leave Request:

- Create New Request
- My Request(s) in Process
- My Processed Request(s)
- Set Leave Starting & Ending Time Preferences
- Supervisory Functions



### 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.

A screenshot of a web form titled "New Leave Request". The form has a light green header with "Cancel", "CLEAR", and "SUBMIT" buttons. The form contains several fields and sections, each with a numbered callout (1-11):

- 1: Absences FYTD (100 Hour(s))
- 2: Job (Active - Elementary School Teacher)
- 3: Leave Type (Select Leave Type)
- 4: Reason (text area)
- 5: Start Date (calendar icon)
- 6: End Date (calendar icon)
- 7: Leave Requested In Hour(s) (000)
- 8: Phone Where You Can Be Reached For Questions (444) 444-4444
- 9: Full Notification (checked)
- 10: Comments pertaining to this Leave Request (text area)
- 11: Substitute Needed? (checkbox)

At the bottom, it shows "Supervisor's Name: Grace C Payroll" and "Request Status: Initiated".

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.

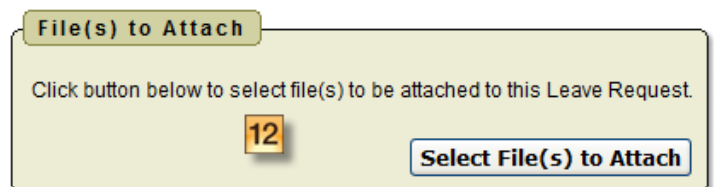
6. Start and End Times are both required – if you forget the time, you will be prompted to add it upon submitting your request. This can be set as a preference. See Set Leave Starting & Ending Time Preferences section.



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).

The screenshot shows a dialog box titled "Select File(s) to Attach". It contains five rows, each with a label "Attachment 1:" through "Attachment 5:", a "Browse..." button, and a "Description:" text field. A yellow callout box with the number "13" points to the "Browse..." button for Attachment 1. At the bottom right, there is a "Select File(s)" button and a "Cancel" button. A yellow callout box with the number "15" points to the "Select File(s)" button.

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.)*

The screenshot shows a form titled "Professional Leave Details / Expense". It has two columns for "Event Location (Address)" and "Vendor Location (Address)", each with fields for "City", "State", and "Zip Code". A yellow callout box with the number "1" points to the "Event Location (Address)" header, and another with "2" points to the "Vendor Location (Address)" header. Below these is a large text area for "Purpose of Leave / Leave Description" with a yellow callout box "3" and a "0 of 500" character count. At the bottom, there is an "Estimated Costs" section with several input fields: "Registration Fees", "Lodging Amount", "Meals Amount", "Other Expenses Amount", "Mileage Rate: 0.510 X # of Miles", and "Mileage Amount". A yellow callout box "4" points to the "Meals Amount" field. At the very bottom, there is a "Total Leave Amount" field and a "Calculate" button with a yellow callout box "5", and a "Clear Amounts" button.



- 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.

**Professional Leave Request Form**

Today's Date: 11/23/2009

Name: Emily Es Teacher      Position: Elementary School Teacher

Start Date: November 30, 2009 Time: 09:00 AM

End Date: November 30, 2009 Time: 03:00 AM

Dates/Times:

Total Leave requested: 1 Day(s)

Reason from Leave Request: Meeting

Location of Meeting: Professional Leave Event: Columbus, OH 43224

Purpose of Meeting: Meeting

Vendor Location: ODE Columbus, OH 43221

		Estimated	EXPENSES	Actual
Travel:	150 miles @ 0.400 per mile:	\$60.00		
	Lodging Amount:	\$0.00		
	Meals Amount:	\$15.00		
	Registration Fees:	\$50.00		
	Other Expenses Amount:	\$10.00		
	<b>Total Expenses Amount:</b>	<b>\$135.00</b>		

\*\* PAID RECEIPTS MUST BE ATTACHED FOR ALL EXPENSES \*\*

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.

1 error has occurred

Previously Entered Date Conflict

The date in previously entered request that conflicts with the selected date range

Please account with the correct date

Previously Entered Date Range

**New Leave Request**

Cancel CLEAR SUBMIT

Address: YTD 03/04/09

ADD Index - Elementary School Teacher

Leave Type: Sub Leave

Balance Balance Request 12.25 hours

Reason:

Start Date: 12/07/2009    End Date: 12/09/2009    Start Time: 07:30 AM    End Time: 03:00 PM

## 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	Substitute 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 07:00AM	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 03:39 PM

**Job:** Elementary Principal  
**Leave Type:** Sick Leave  
**Current Balance:** 39.75 Day(s)

**Reason:**

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

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

**Comments:**

[Update Request](#)

### Transaction History

Name	Action	Comments	Transaction Date
Nardia ES Principal	Flow Initiated	-	02/03/2011 03:39PM
Nardia ES Principal	Substitute Needed	-	02/03/2011 03:39PM

[Export to CSV](#)

Number of Rows Displayed: 5

### 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	Substitute Needed	Last Activity Date	Start Date	End Date
<a href="#">Details</a>	<a href="#">Update</a>		-	Elementary Principal	Sick Leave	Flow Initiated Level 1	02/03/2011 03:38PM	01/27/2011 07:00AM	01/27/2011 04:00PM

[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: 39.75 Day(s)

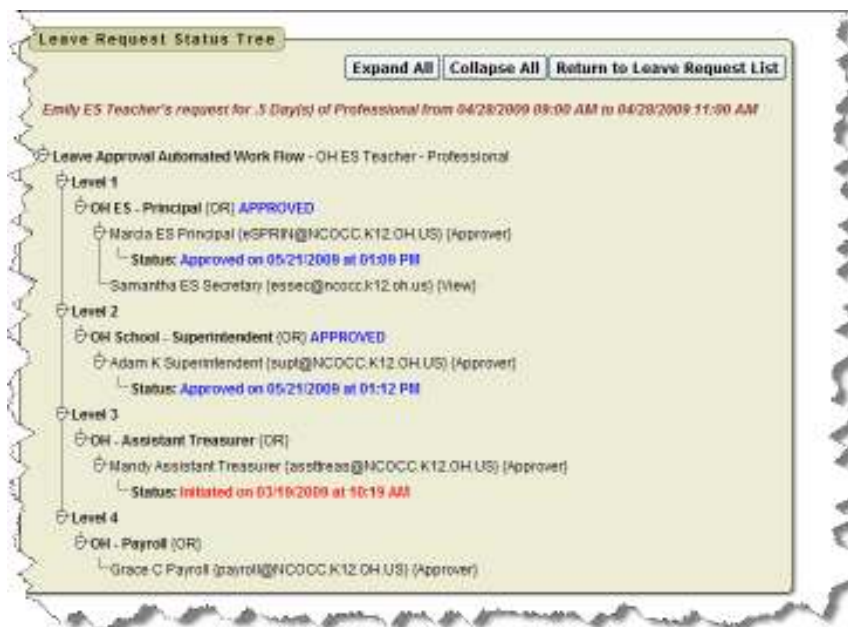
Flu

Reason

3 of 1000

Start Date: 01/27/2011 (use MM/DD/YYYY format) Start Time: 07 : 00 : AM  
 End Date: 01/27/2011 (use MM/DD/YYYY format) End Time: 04 : 00 : PM  
 Leave Requested in Day(s): 1.000 (use format #, ##, ###, ###.###)

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.

**Filter by Date Range**

Starting Date   Ending Date

Leave Type  Status

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

In the Approved and Exported Leave Requests section

Approved & Exported Leave Request(s)										
	View Approval Status	Job Description	Leave Type Requested	Status	Substitute Needed	Last Activity Date	Start Date	End Date	Total Leave	Create Cancellation
<a href="#">Details</a>		- Elementary School Teacher	Sick Leave	Exported	Yes	08/31/2010 03:33PM	07/07/2010 07:00AM	07/07/2010 03:00PM	7.000 Hour(s)	
<a href="#">Details</a>		- Elementary School Teacher	Sick Leave	Exported	Yes	08/31/2010 03:33PM	05/19/2010 07:00AM	05/19/2010 03:00PM	8.000 Hour(s)	
<a href="#">Details</a>		- Elementary School Teacher	Compensatory Time	Approved	No	08/13/2010 03:31PM	08/13/2010 03:00PM	08/13/2010 05:00PM	2.000 Hour(s)	-
<a href="#">Details</a>		- Elementary School Teacher	Compensatory Time	Approved	No	08/13/2010 03:31PM	08/23/2010 03:00PM	08/23/2010 06:00PM	3.000 Hour(s)	-
<a href="#">Details</a>		- Elementary School Teacher	Sick Leave	Approved	Scheduled	08/21/2010 12:44AM	08/20/2010 07:00AM	08/21/2010 03:00PM	16.000 Hour(s)	-

row(s) 1 - 5 of 19

[Export to CSV](#)

Number of Rows Displayed

row(s) 1 - 5 of 19

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.

Approved & Exported Leave Request(s)											
row(s) 1 - 5 of 19 <a href="#">Next</a>											
	View Approval Status		Job Description	Leave Type Requested	Status	Substitute Needed	Last Activity Date	Start Date	End Date	Total Leave	Create Cancellation
<a href="#">Details</a>		-	Elementary School Teacher	Sick Leave	Exported	Yes	08/31/2010 03:33PM	07/07/2010 07:00AM	07/07/2010 03:00PM	7.000 Hour(s)	
<a href="#">Details</a>		-	Elementary School Teacher	Sick Leave	Exported	Yes	08/31/2010 03:33PM	05/19/2010 07:00AM	05/19/2010 03:00PM	8.000 Hour(s)	

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**

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#1211629

115 of 1000

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):

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

Comments pertaining to this Leave Request  
 0 of 4000

Supervisor's Name: Manda ES Principal Supervisor's Email: esprin@ncoc.k12.oh.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.

Approved & Exported Leave Request(s)					
	View Approval Status		Job Description	Leave Type Requested	Status
<a href="#">Details</a>		-	Elementary School Teacher	Sick Leave	Exported
<a href="#">Details</a>		-	Elementary School Teacher	Sick Leave	Exported
<a href="#">Details</a>		-	Elementary School Teacher	Compensatory Time	Approved
<a href="#">Details</a>		-	Elementary School Teacher	Compensatory Time	Approved
<a href="#">Details</a>		-	Elementary School Teacher	Sick Leave	Approved

[Export to CSV](#)

Number of Rows Displayed: 5

## Cancelled Requests

As a supervisor 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.

**Leave Request Detail**

Escalate to HR Leave Administrator **Cancel Request**  
Apply Comments ONLY

Status: Flow Initiated Last Activity: 11/8/2012 12:16 AM

Absences FYTD 141 Hour(s)

Job: Elementary School Teacher  
Leave Type: Sick Leave  
Current Balance 12.75 Hour(s)

Reasons:

Start Date: 10/12/2012 Start Time: 08:00 AM  
End Date: 10/12/2012 End Time: 03:00 PM

Leave Requested (in Hour(s)): 7.000 Phone: (444) 444-4444 Full Notification: Y

Substitute Needed: Y  
Substitute Scheduled: Y

Comments:

Update Request

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).

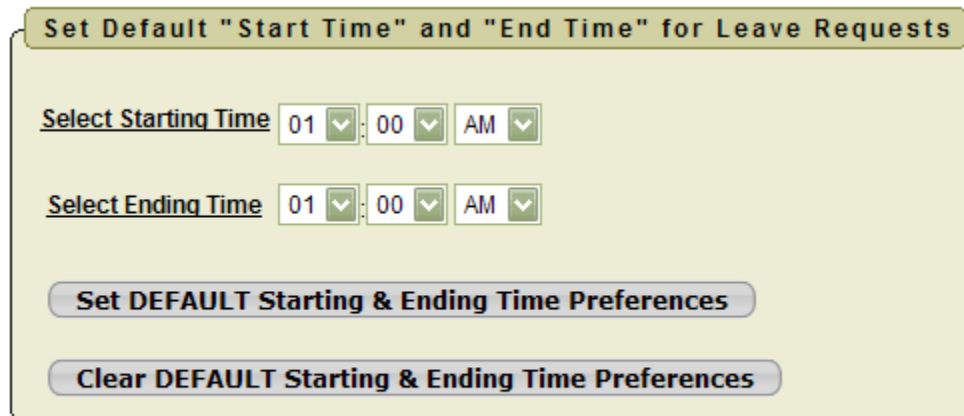
3. If the request has been approved and has been exported, then employees can go to My Processed Requests and look for the red 'X' next to their requests in the Create Cancellation column. Clicking the X will automatically create a negative request in one quick step (so it doesn't have to be done manually), and then the request can be submitted for approval.

Approved & Exported Leave Request(s)											
View	Approval Status	Job Description	Leave Type Requested	Sub-Category	Status	Substitute Needed	Last Activity Date	Start Date	End Date	Total Leave	Create Cancellation
Details		Elementary School Teacher	Sick Leave	-	Approved	Yes	08/25/2012 05:35PM	03/24/2011 07:00AM	03/24/2011 01:00PM	6.000 Hour(s)	-
Details		Elementary School Teacher	Professional	-	Exported	Yes	08/25/2012 05:33PM	02/01/2011 07:00AM	02/01/2011 03:03PM	8.000 Hour(s)	016403
Details		Elementary School Teacher	Personal Leave	PT -	Approved	Yes	08/25/2012 05:16PM	02/03/2011 07:00AM	02/03/2011 03:00PM	8.000 Hour(s)	-
Details		Elementary School Teacher	Sick Leave	-	Approved	Yes	08/25/2012 05:16PM	02/07/2011 07:00AM	02/07/2011 03:00PM	8.000 Hour(s)	-
Details		Elementary School Teacher	Other	-	Approved	Yes	08/25/2012 03:12PM	12/06/2010 07:00AM	12/06/2010 03:00PM	8.000 Hour(s)	-
Details		Elementary School Teacher	Sick Leave	-	Exported	Scheduled	07/03/2012 10:52AM	05/25/2011 08:00AM	05/26/2011 03:00PM	14.999 Hour(s)	001250
Details		Elementary School Teacher	Sick Leave	-	Exported	Yes	04/25/2012 11:07AM	06/10/2011 08:00AM	06/10/2011 03:00PM	7.000 Hour(s)	016386
Details		Elementary School Teacher	Sick Leave	-	Exported	Yes	04/20/2012 01:53PM	04/18/2011 07:00AM	04/18/2011 03:00PM	8.000 Hour(s)	X
Details		Elementary School Teacher	Sick Leave	-	Exported	Yes	04/20/2012 01:53PM	05/02/2011 07:00AM	05/02/2011 03:00PM	8.000 Hour(s)	X

Looking at leave calendars will help you see who has created leave requests on days that ended up being snow days.

### **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.



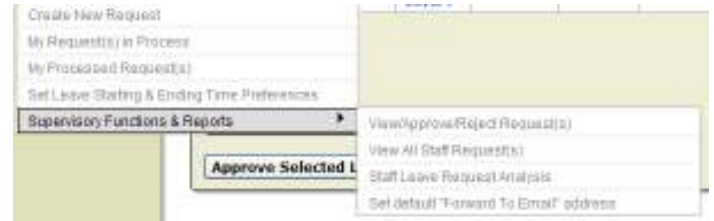
The screenshot shows a dialog box titled "Set Default 'Start Time' and 'End Time' for Leave Requests". It contains two rows of time selection controls. The first row is labeled "Select Starting Time" and has three dropdown menus showing "01", "00", and "AM". The second row is labeled "Select Ending Time"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

1. Enter a starting time
2. Enter an ending time
3. Click Set 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)

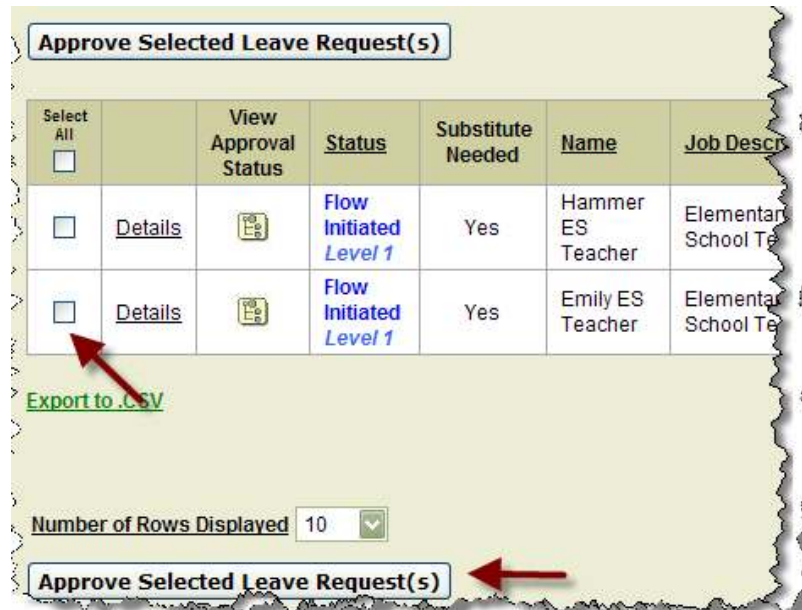
When you first click on the link a list of all requests needing action will be displayed. A quick glance will show you the employee who created the request, what the leave type is, if there is an attachment on the request; leave balance, a balance of approved leave that has not been exported to payroll 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	Full 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	Yes	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Sick Leave	7.000 Hour(s)	\$2.75 Hour(s)	\$4.00 Hour(s)
<input type="checkbox"/>	<a href="#">Details</a>	Flow Initiated Level 1	Yes	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Professional	7.000 Hour(s)	N/A Hour(s)	0.00 Hour(s)
<input type="checkbox"/>	<a href="#">Details</a>	Flow Initiated Level 1	Scheduled	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Sick Leave	3.000 Hour(s)	\$2.75 Hour(s)	\$4.00 Hour(s)

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.

Leave Request(s) Waiting Approval

Approve Selected Leave Request(s)

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
<input type="checkbox"/>	<a href="#">Details</a>		-	Flow Initiated Level 1	Yes	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: Hammer 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) 555-0007

Comments:

Substitute Needed?

Substitute Scheduled?

First Name  Last Name

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

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

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.

	Show Approval Flow	Employee ID	Last Name	First Name	Full Name	Leave Type	Sub Category	Job Desc	Start Date *	End Date	Leave Requested	Leave Unit	Status	Sh...
Details	Default Approval	GRAD00100	Teacher	Emily	Emily Es Teacher	Sick Leave	-	Elementary School Teacher	05/28/2012 08:00 AM	05/28/2012 03:00 PM	7.000	Hour(s)	Escalated (Blackout Date)	Yes
Details		GRAD00100	Teacher	Emily	Emily Es Teacher	Sick Leave	-	Elementary School Teacher	05/15/2012 08:00 AM	05/15/2012 03:00 PM	7.000	Hour(s)	Flow Initiated Level 1	Yes
Details		GRAD00100	Teacher	Emily	Emily Es Teacher	Professional	-	Elementary School Teacher	05/01/2012 08:00 AM	05/01/2012 03:00 PM	7.000	Hour(s)	Flow Initiated Level 1	Yes

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.



### Cancelled Requests

As a supervisor 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. Since employees have choices for dealing with cancellations you will see them differently on the approval screen.



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. A supervisor will not see this cancellation and will not need to take action on it.
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). This request would go through the normal work flow process you a supervisor would be able to approve it from supervisor approval screen. This type of request can be mass approved.
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. This request would go through the work flow process and

would need to be approved. This type of cancellation cannot be mass approved. You must click on Details to approve the cancellation.

- If a request has been by at least one level in the work flow and still has the status of Approved and the employee cancels the request the supervisor will be notified via email and either the supervisor or leave administrator will need to approve the cancellation. This type of cancellation cannot be mass approved. You must click on Details to approve the cancellation.

Leave Request(s) Waiting Approval

Approve Selected Leave Request(s)

Select All	View Approval Status	Status	Substitute Needed	Last Name	First Name	Full Name	Job Description	Leave Type Requested	Sub Category	Leave Requested	U Be
<input type="checkbox"/>		Flow Initiated Level 1	Yes	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Sick Leave	-	-14.000 Hour(s)	Ho
<input type="checkbox"/>		Flow Initiated	Yes	Teacher	Emily	Emily Es Teacher	Elementary	Sick Leave	-	7.000	

### 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

Select All	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 Beginning Balance	Personal Used	Personal Balance	Comp Accrual	Comp Max	Comp Used	Cor Bal
<input type="checkbox"/>	<a href="#">See All Leave</a>	Custodian	James	Es	1.25	200.00	0.00	64.75	0.834	18.00	0.00	15.838	3.00	3.00	0.00	2.00	0.00	0.00	0.00	
<input type="checkbox"/>	<a href="#">See All Leave</a>	Principal	Marcia	Es	1.25	200.00	0.00	39.75	2.00	24.00	0.00	6.00	3.00	3.00	0.00	2.00	0.00	0.00	0.00	
<input type="checkbox"/>	<a href="#">See All Leave</a>	Secretary	Samantha	Es	1.25	200.00	3.00	190.75	1.00	12.00	0.00	6.00	3.00	3.00	0.00	1.00	0.00	0.00	0.00	
<input type="checkbox"/>	<a href="#">See All Leave</a>	Teacher	Emily	Es	1.25	200.00	0.00	12.75	0.00	0.00	0.00	0.00	3.00	3.00	0.00	3.00	0.00	0.00	0.00	
<input type="checkbox"/>	<a href="#">See All Leave</a>	Teacher	Hammer	Es	1.25	200.00	1.00	21.75	0.00	0.00	0.00	0.00	3.00	3.00	0.00	3.00	0.00	0.00	0.00	
<input type="checkbox"/>	<a href="#">See All Leave</a>	Treasurer	Kevin	-	1.25	200.00	0.00	138.75	1.25	15.00	0.00	5.00	3.00	3.00	0.00	3.00	0.00	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

Rows: All

Employee ID	Last Name	First Name	Middle Name	Status	Job	Leave Type	Start Date	End Date	Requested Date	Total Leave	Leave Unit	Reason	Substitute Needed	Substitute Information
D04000100	Secretary	Samantha	Etz	Exported	1 - Elementary Secretary	Vacation Leave	04/02/2009	04/02/2009	03/10/2009	1	Day(s)	Vacation	No	-
D04000100	Secretary	Samantha	Etz	Flow In/Out	1 - Elementary Secretary	Sick Leave	12/09/2010	12/10/2010	12/09/2010	1.5	Day(s)	-	Scheduled	Jim Green Janel Jones
D04000100	Secretary	Samantha	Etz	Exported	1 - Elementary Secretary	Sick Leave	02/18/2009	03/09/2009	03/10/2009	3	Day(s)	Flu	No	-
D04000100	Secretary	Samantha	Etz	Flow In-Process	1 - Elementary Secretary	Personal Leave	04/07/2012	04/07/2012	04/02/2012	1	Day(s)	-	Yes	-
D04000100	Secretary	Samantha	Etz	Exported	1 - Elementary Secretary	Professional	04/02/2009	04/02/2009	03/10/2009	.5	Day(s)	OASL Training	Scheduled	-

You also have the option to run interactive reports.

Employee Leave Analysis

Download and Save to CSV file

No data found.

Download and Save to CSV file

- Select Columns
- Filter
- Sort
- Control Break
- Highlight
- Compute
- Aggregate
- 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...

Filter

Column	Operator	Expression
Employee ID	=	

No data found.

Download and Save to CSV file

Cancel Apply

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.

Employee Leave Analysis

Download and Save to CSV file

Search: [ ] Rows: All [Go]

Filters:
 

- Leave Type = Sick Leave [X]
- Total Leave > 1 [X]

Employee ID	Name	Status	Job	Leave Type	Start Date	End Date	Requested Date	Total Leave	Leave Unit	Reason	Substitute Needed	Manager ID	Manager Name
BUL000010	SANDRA S BULLOCK	Exported	1 - BUS DRIVER	Sick Leave	09/21/2007	09/22/2007	09/21/2007	4.000	Day(s)	test	No	BUN000010	BUGS E BURNBY
BUL000010	SANDRA S BULLOCK	Flow #labeled	1 - BUS DRIVER	Sick Leave	03/06/2009	03/27/2009	03/27/2009	2.000	Day(s)	TEST Mail-Seed	No	BUN000010	BUGS E BURNBY

Download and Save to CSV file

### 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.

Employee Leave Analysis

Download and Save to CSV file

Search: [ ] Rows: All [Go]

Sort

Column	Direction	Null Sorting
1 - Select Column -	Ascending	Default
2 - Select Column -	Ascending	Default
3 - Select Column -	Ascending	Default
4 - Select Column -	Ascending	Default
5 - Select Column -	Ascending	Default
6 - Select Column -	Ascending	Default

Cancel Apply

### 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.

Control Break

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

Cancel Apply

Leave Type: [X]

Leave Type : Jury Duty

Employee ID	Name	Status	Job	Start Date	End Date	Requested Date	Total Leave	Leave Unit
BUL000010	SANDRA S BULLOCK	Approved	1 - BUS DRIVER	01/09/2008	01/10/2008	01/09/2008	1.000	Day(s)
BUL000010	SANDRA S BULLOCK	Exported	1 - BUS DRIVER	10/19/2007	10/19/2007	10/11/2007	2.500	Day(s)
BUL000010	SANDRA S BULLOCK	Exported	1 - BUS DRIVER	10/03/2007	10/03/2007	10/12/2007	1.000	Day(s)
BUL000010	SANDRA S BULLOCK	Exported	1 - BUS DRIVER	10/22/2007	10/23/2007	10/11/2007	1.750	Day(s)
BUL000010	SANDRA S BULLOCK	Flow #labeled	1 - BUS DRIVER	04/30/2009	04/30/2009	04/30/2009	.500	Day(s)
BUL000010	SANDRA S BULLOCK	Flow #Process	1 - BUS DRIVER	05/05/2008	05/05/2008	05/07/2008	1.000	Day(s)

Leave Type : Military

Employee ID	Name	Status	Job	Start Date	End Date	Requested Date	Total Leave	Leave Unit
BUL000010	SANDRA S BULLOCK	Exported	1 - BUS DRIVER	10/08/2007	10/26/2007	10/23/2007	1.000	Day(s)

Leave Type : Other

Employee ID	Name	Status	Job	Start Date	End Date	Requested 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	Requested Date	Total Leave	Leave Unit	Reason	Substitute Needed	Manager ID	Manager Name
BUL000010	SANDRA S BULLOCK	Exported	1 - BUS DRIVER	Sick Leave	89/21/2887	89/22/2887	89/21/2887	4.888	Day(s)	test	No	BUM000010	BUOS E BUNBY
BUL000010	SANDRA S BULLOCK	Cancellation Requested	1 - BUS DRIVER	Personal Leave	89/21/2887	89/24/2887	89/21/2887	5.888	Day(s)	-	No	BUM000010	BUOS E BUNBY
BUL000010	SANDRA S BULLOCK	Approved	1 - BUS DRIVER	Personal Leave	89/21/2887	89/24/2887	89/21/2887	5.888	Day(s)	-	No	BUM000010	BUOS E BUNBY
BUL000010	SANDRA S BULLOCK	Exported	1 - BUS DRIVER	Professional	89/21/2887	89/24/2887	89/22/2887	2.888	Day(s)	-	No	BUM000010	BUOS E BUNBY
BUL000010	SANDRA S BULLOCK	Cancellation Requested	1 - BUS DRIVER	Sick Leave	18/01/2887	18/02/2887	18/01/2887	1.888	Day(s)	test	No	BUM000010	BUOS E BUNBY
BUL000010	SANDRA S BULLOCK	Exported	1 - BUS DRIVER	Sick Leave	18/12/2887	18/12/2887	18/11/2887	.250	Day(s)	test	No	BUM000010	BUOS E BUNBY
BUL000010	SANDRA S BULLOCK	Exported	1 - BUS DRIVER	Professional	18/11/2887	18/12/2887	18/11/2887	1.588	Day(s)	-	No	BUM000010	BUOS E BUNBY
BUL000010	SANDRA S BULLOCK	Exported	1 - BUS DRIVER	Sick Leave	18/11/2887	18/12/2887	18/11/2887	.588	Day(s)	-	No	BUM000010	BUOS E BUNBY
BUL000010	SANDRA S BULLOCK	Exported	1 - BUS DRIVER	Jury Duty	18/16/2887	18/18/2887	18/11/2887	2.588	Day(s)	-	No	BUM000010	BUOS E BUNBY
BUL000010	SANDRA S BULLOCK	Exported	1 - BUS DRIVER	Jury Duty	18/22/2887	18/23/2887	18/11/2887	1.758	Day(s)	-	No	BUM000010	BUOS E BUNBY
BUL000010	SANDRA S BULLOCK	Exported	1 - BUS DRIVER	Other	18/15/2887	18/16/2887	18/12/2887	1.588	Day(s)	-	No	BUM000010	BUOS E BUNBY
BUL000010	SANDRA S BULLOCK	Exported	1 - BUS DRIVER	Jury Duty	18/03/2887	18/03/2887	18/12/2887	1.888	Day(s)	-	No	BUM000010	BUOS E BUNBY
BUL000010	SANDRA S BULLOCK	Exported	1 - BUS DRIVER	Sick Leave	18/22/2887	18/22/2887	18/18/2887	.588	Day(s)	-	No	BUM000010	BUOS E BUNBY
BUL000010	SANDRA S	Exported	1 - BUS	Other	18/05/2887	18/06/2887	18/03/2887	1.888	Day(s)	-	No	BUM000010	BUOS E BUNBY

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

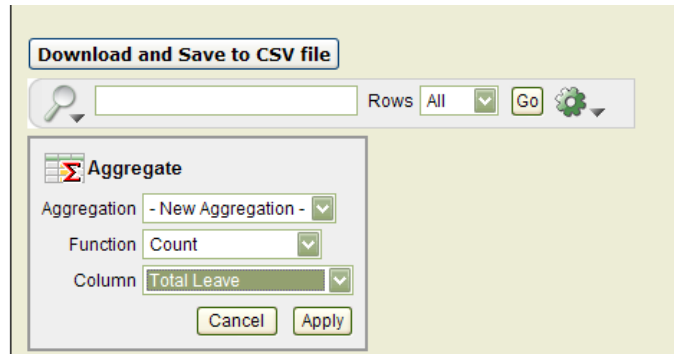
## Compute

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



## Aggregate

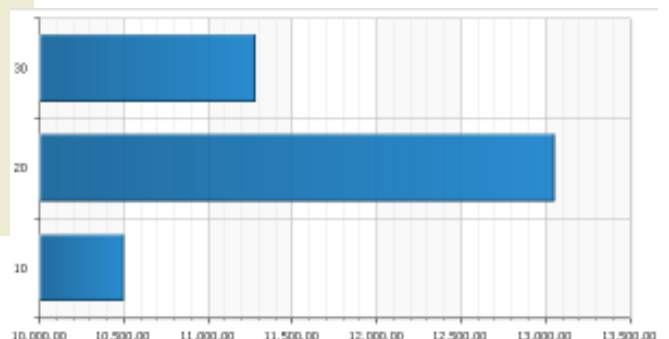
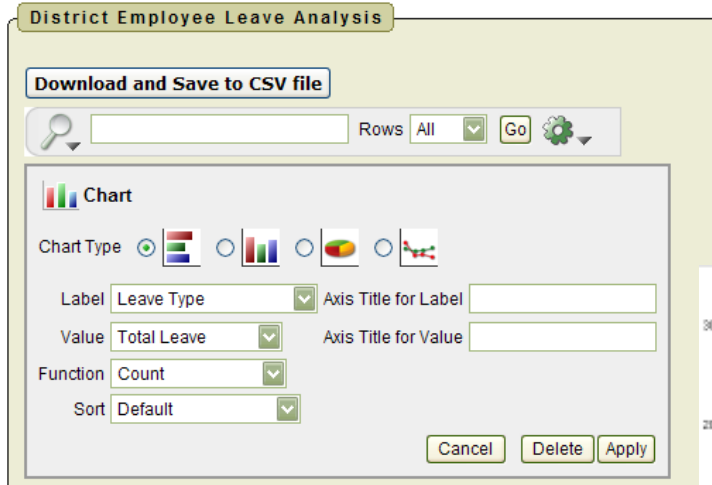
Aggregate will allow you to take the display that you see in the employee leave analysis section and select specific functions such as count, sum, average, etc. You can use the aggregate multiple times with the same information. Once you choose your function, your information will be displayed on the 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 Multi-Select	No	BUN000010	BUGS E BU
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 BU
BUL000010	SANDRA S BULLOCK	Flow Initiated	1 - BUS DRIVER	Personal Leave	03/31/2009	03/31/2009	03/27/2009	1.000	Day(s)	demo	No	BUN000010	BUGS E BU
BUL000010	SANDRA S BULLOCK	Flow Initiated	1 - BUS DRIVER	Professional	04/20/2009	04/20/2009	04/17/2009	1.000	Day(s)	-	Yes	BUN000010	BUGS E BU
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 BU
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 BU
Count: 39													

## Chart

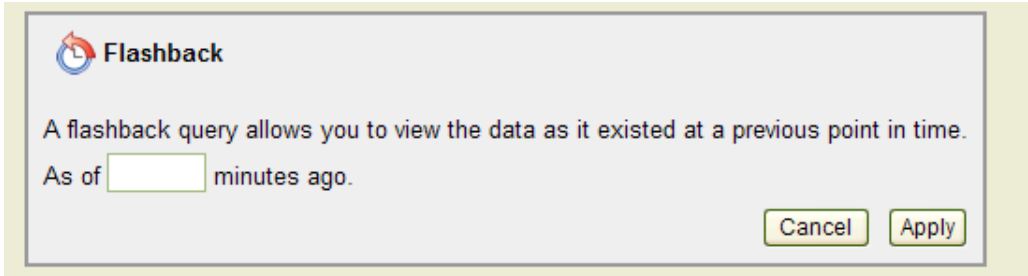
Chart will allow you to take the display that you see in the employee leave analysis section and see that data as a chart. The available chart types are horizontal bar, vertical bar, pie or line.





## Flashback

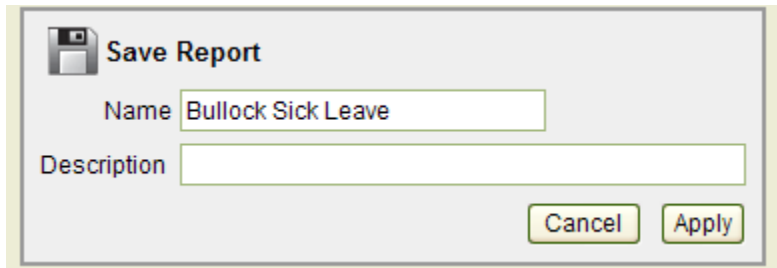
Flashback will allow you to view data as it existed at a previous point in time. Enter the time in minutes and you will see the data as it appeared at that point.



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.



The interface shows a "Download and Save to CSV file" button, a search bar, and a "Rows" dropdown set to "All". A "Working Report" tab for "Bullock Sick Leave" is active. Below it, a filter for "Leave Type = 'Sick Leave'" is shown with a checked checkbox. The main table displays 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	10/18/2007	.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**

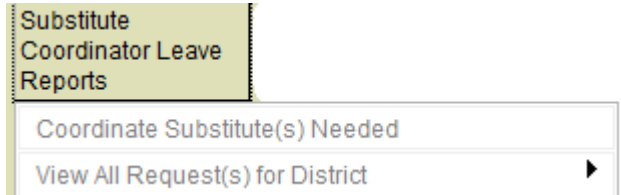
This functionality really creates a mini approval work-flow. If the "Default Forward to Email Address" is set when a supervisor views a request that is assigned to the "Default Approval" workflow, the system will populate the "Forward To Email:" automatically. Once the supervisor approves the request 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**

### **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.



Substitute Coordinator Leave Reports

Coordinate Substitute(s) Needed

View All Request(s) for District

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.



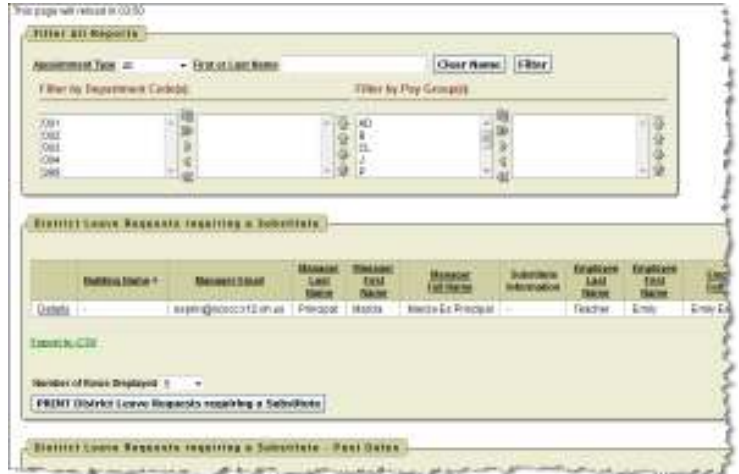
<u>Building Name</u>	<u>Manager Email</u>	<u>Manager Last Name</u>	<u>Manager First Name</u>	<u>Manager Full Name</u>	<u>Substitute Information</u>	<u>Employee Last Name</u>	<u>Employee First Name</u>	<u>Employee Full Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Leave Requested</u>	
Deble	-	esefin@noocck12.ch.us	Principal	Nanda	Marcia Es Principal	Sarah Jones would be available this day.	Teacher	Emily	Emily Es Teacher	03/24/2011	03/24/2011	6,000 Hour(s)

Export to CSV

Number of Rows Displayed: 5

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.



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.



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>Manager Email</u>	<u>Manager Last Name</u>	<u>Manager First Name</u>	<u>Manager Full Name</u>	<u>Substitute Information</u>	<u>Employee Last Name</u>	<u>Employee First Name</u>	<u>Employee Full Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Leave Requested</u>
<a href="#">Details</a>	-	esprin@ncocc.k12.oh.us	Principal	Marcia	Marcia Es Principal	Mrs Jones works well with my class.	Teacher	Emily	Emily Es Teacher	03/13/2009	03/13/2009	1.000 Days
<a href="#">Details</a>	-	esprin@ncocc.k12.oh.us	Principal	Marcia	Marcia Es Principal	-	Teacher	Emily	Emily Es Teacher	03/18/2009	03/18/2009	1.000 Days
<a href="#">Details</a>	-	esprin@ncocc.k12.oh.us	Principal	Marcia	Marcia Es Principal	Mrs Evans has been my sub and I like the way she handles the classroom.	Teacher	Hammer	Hammer Es Teacher	03/30/2009	03/30/2009	1.000 Days
<a href="#">Details</a>	-	esprin@ncocc.k12.oh.us	Principal	Marcia	Marcia Es Principal	-	Teacher	Hammer	Hammer Es Teacher	04/13/2009	04/13/2009	1.000 Days
<a href="#">Details</a>	-	esprin@ncocc.k12.oh.us	Principal	Marcia	Marcia Es Principal	-	Teacher	Emily	Emily Es Teacher	05/11/2009	05/11/2009	1.000 Days

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.

District Leave Requests with a Substitute Scheduled											
	<u>Building Name</u>	<u>Manager Email</u>	<u>Manager Last Name</u>	<u>Manager First Name</u>	<u>Manager Full Name</u>	<u>Substitute Information</u>	<u>Substitute Last Name</u>	<u>Substitute First Name</u>	<u>Employee Last Name</u>	<u>Employee First Name</u>	<u>Employee Full Name</u>
<a href="#">Details</a>	-	esprin@ncocc.k12.oh.us	Principal	Marcia	Marcia Es Principal	Jim Smith Jim used to be a sub at this school	Teacher	Chris	Emily Es Teacher	03/13/2009	03/13/2009
<a href="#">Details</a>	-	esprin@ncocc.k12.oh.us	Principal	Marcia	Marcia Es Principal	-	Teacher	Barbara	Barbara Es Secretary	03/03/2009	03/03/2009
<a href="#">Details</a>	-	esprin@ncocc.k12.oh.us	Principal	Marcia	Marcia Es Principal	-	Teacher	Hammer	Hammer Es Teacher	03/03/2009	03/03/2009
<a href="#">Details</a>	-	esprin@ncocc.k12.oh.us	Principal	Marcia	Marcia Es Principal	Jim Smith	Teacher	Chris	Emily Es Teacher	03/03/2009	03/03/2009
<a href="#">Details</a>	-	esprin@ncocc.k12.oh.us	Principal	Marcia	Marcia Es Principal	Mrs. Jones called after I was approved to substitute	Teacher	Chris	Emily Es Teacher	03/03/2009	03/03/2009

Number of Subs Displayed: 5

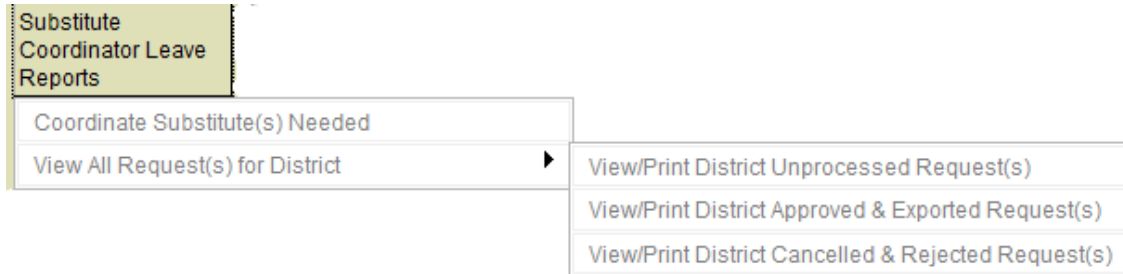
PRINT District Leave Requests with a Substitute Scheduled

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...

Item Approval Item	Employee ID	Leave Status	TRM Status	Full Name	Leave Type	Sub Category	Job Title	Start Date	End Date	Leave Requested	Status	Available Working
Details	MIL00030	Principal	SEAGA	Maria E. Prineas	Sick Leave	-	Elementary Principal	01/07/2011 07:30 AM	01/07/2011 04:30 PM	1.000 Day(s)	Flow Initiated Leave(s) F	Yes
Details	DOW00130	Secretary	SARANTA	SARANTA La Octavia	Sick Leave	-	Elementary Secretary	12/08/2010 07:30 AM	12/10/2010 03:30 PM	1.000 Day(s)	Flow Initiated Leave(s) F	Schedule
Details	EY4000100	Coordinator	JAMES	JAMES E. Cuddeback	Sick Leave	-	Elementary Coordinator	11/08/2009 07:30 AM	02/10/2009 02:30 PM	2.000 Day(s)	Flow Initiated Leave(s) F	No
Details	EY0000300	Director	JAMES	JAMES E. CUDDEBACK	Vacation	-	Elementary Director	11/02/2009 07:30 AM	02/02/2009 12:00 PM	1.000 Day(s)	Flow Approved	Yes

### 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 application interface for viewing and printing district approved and exported leave requests. At the top, there is a 'Filter by Date Range' section with fields for 'Starting Date' (1) and 'Ending Date' (2). Below this are dropdown menus for 'Employee ID' (3), 'Name' (4), 'Leave Type' (5), and 'Status' (6), along with a 'Go' button. Below the filter section is a link to 'View All Approved & Exported Leave Requests for District'. The main part of the screenshot is a table with the following columns: 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 Subst. Need. The table contains three rows of data, all for Employee ID DOW000100, Last Name Secretary, and First Name Samantha. The first row is for Elementary Secretary, Elementary Secretary, Vacation Leave, with a start date of 04/02/2009 and an end date of 04/02/2009, for 1.000 Day(s), with a status of Exported and a Subst. Need of No. The second row is for Elementary Secretary, Elementary Secretary, Professional, with a start date of 04/20/2009 and an end date of 04/20/2009, for 0.500 Day(s), with a status of Exported and a Subst. Need of Sched. The third row is for Elementary Secretary, Elementary Secretary, Sick Leave, with a start date of 02/18/2009 and an end date of 03/20/2009, for 3.000 Day(s), with a status of Exported and a Subst. Need of No.

Show Approval Flow	Employee ID	Last Name	First Name	Full Name	Job Desc	Leave Type	Sub Category	Start Date	End Date	Leave Requested	Status	Subst. Need
Details	DOW000100	Secretary	Samantha	Samantha Es Secretary	Elementary Secretary	Vacation Leave	-	04/02/2009 08:00 AM	04/02/2009 04:00 PM	1.000 Day(s)	Exported	No
Details	DOW000100	Secretary	Samantha	Samantha Es Secretary	Elementary Secretary	Professional	-	04/20/2009 08:00 AM	04/20/2009 12:00 PM	0.500 Day(s)	Exported	Sched
Details	DOW000100	Secretary	Samantha	Samantha Es Secretary	Elementary Secretary	Sick Leave	-	02/18/2009 08:00 AM	03/20/2009 04:00 PM	3.000 Day(s)	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...

## VIEW CALENDARS

Based on your role in the district it will determine what calendars you will be able to view.

### **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**

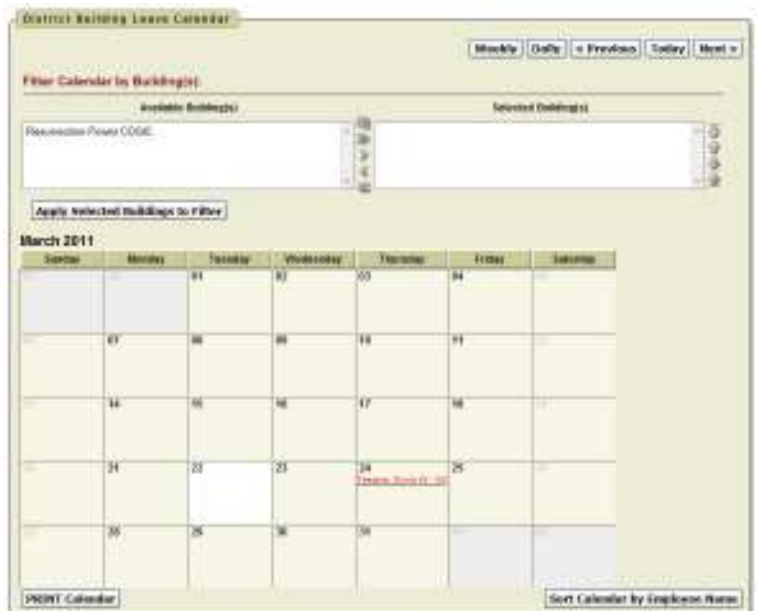
Will display leave requests for the building IRN you are assigned to in USPS. If a request is red it means the request is going through the approval process. If a request is green that means the request has been completely approved or exported.



### **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.

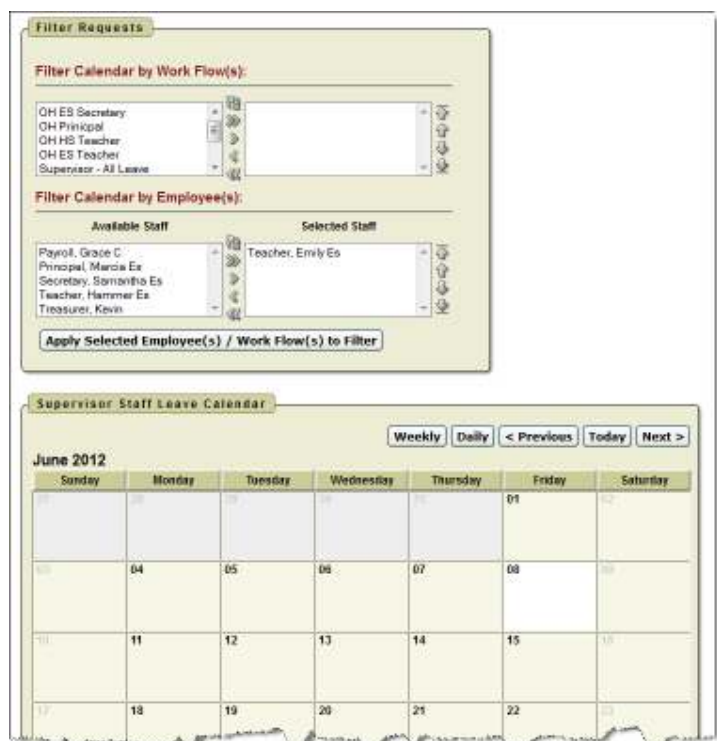
1. Select the pay group you want to view.
2. Click on the > arrow pointing to the right.
3. Click Apply Selected Buildings to filter.



## 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.



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

**Building Leave Calendar**

Monthly Daily < Previous Today Next >

For Building(s): Adams Elementary School

**December 2009**

	Sunday 12/20	Monday 12/21	Tuesday 12/22	Wednesday 12/23	Thursday 12/24	Friday 12/25	Saturday 12/26
12 am		Emily De Teacher (E)	Emily De Teacher (E)				
1 am							
2 am							
3 am							
4 am							
5 am							
6 am							
7 am							
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							

Monthly Weekly < Previous Today Next >

For Building(s): Adams Elementary School

**December 21, 2009**

Monday 12/21

12 am	Emily De Teacher (E)
1 am	
2 am	
3 am	
4 am	
5 am	
6 am	
7 am	
8 am	
9 am	
10 am	

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

**District Staff Leave Calendar**

Weekly Daily < Previous Today Next >

Filter Calendar by Employee(s):

Available Staff	Selected Staff
<input type="checkbox"/> Cook, Arnie (C)	<input type="checkbox"/> Principal, Maria (E)
<input type="checkbox"/> Cook, Jane (E)	<input type="checkbox"/> Teacher, Emily (E)
<input type="checkbox"/> Guelshan, James (C)	<input type="checkbox"/> Teacher, Harmond (E)
<input type="checkbox"/> Guelshan, Lisa (E)	<input type="checkbox"/> Teacher, John (E)
<input type="checkbox"/> Emrich, Andy (Transportation)	

Apply Selected Employee(s) to Filter

**February 2011**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		01	02	03	04	
	07	08	09	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
	28					

**PRINT Calendar** Staff Calendar by Employee: Home

Then click Print Report.

**Print Report** Cancel

**District Staff Leave Calendar**

**February 2011**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		01	02	03	04	05
		Teacher, Emily (E) - (PL)	Teacher, Emily (E) - (SE)	Teacher, Emily (E) - (PL)		
	07	08	09	10	11	12
	Teacher, Emily (E) - (SE)			Teacher, Emily (E) - (SE)	Teacher, Emily (E) - (SE)	
	14	15	16	17	18	19
					Teacher, Emily (E) - (PL)	
	21	22	23	24	25	26
	28					

## 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.

Your district has the ability to configure that your password change in a certain number days. Your district may also require you to use at least one capital letter, number or special character when creating your password. They will let you know of those requirements.

Old Password   
New Password  (must be at least 8 characters)  
Re-Enter New Password     
Please enter old and new passwords.

## CORRESPONDENCE

This feature will allow you to send messages to the Kiosk Admin from within the Kiosk software.



When you click on Contact Kiosk Admin a message box will display for you to type a message that will be sent to the Kiosk Admin for your district. Click Send with done typing your message.

Compose Message  
Subject   
Message

When you click on Correspondence you will see a list of the message you have sent.

Correspondence  
Status

	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

To view the correspondence between you and the Kiosk Admin click on the magnifying glass. You will see a history of the correspondence and have the ability to send a new message.

**Compose Message**

**Subject** Sick Leave Accrual

**Message**

**Archive Correspondence** **Cancel** **Send**

**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.

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

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