Employee Kiosk District Administrator Manual

TABLE OF CONTENTS

TABLE OF CONTENTS ... 2

LOGGING IN ... 5

KIOSK MENU ... 6

EMPLOYEE KIOSK DOCUMENTATION ... 7

KIOSK FUNCTIONALITY/SETUP ... 8

KIOSK ANNOUNCEMENT BOARD ... 9

OTHER LINKS ... 11

PROFILE ... 12

POSITION DETAILS ... 13

PERFORMANCE REVIEWS ... 14

- VIEW MY PERFORMANCE REVIEWS ... 15
- PROCESS EMPLOYEE PERFORMANCE REVIEWS ... 15
- VIEW ALL PROCESSED PERFORMANCE REVIEWS ... 16
- DELETE UNPROCESSED PERFORMANCE REVIEWS ... 17
- LIST EMPLOYEES WITHOUT PERFORMANCE REVIEW ... 17

PAYSLIP ... 18

- VIEW USPS PAY SLIP ... 19
- VIEW/PRINT PAY SLIP (PDF) ... 20

VIEW/PRINT W-2 ... 21

LEAVE BALANCES ... 23

LEAVE REQUEST ... 24

- CONFIGURING LEAVE REQUESTS ... 24
  - LEAVE TIME INCREMENTS ... 24
  - LEAVE TYPES ... 25
  - LEAVE SUB CATEGORY MAINTENANCE ... 26
  - CUSTOMIZING LEAVE EXPENSES ... 27
  - ABSCENSE WARNING THRESHOLD ... 28

CREATE NEW LEAVE REQUEST 29
MY REQUEST(S) IN PROCESS 33
MY PROCESSED REQUEST(S) 35
CANCELLED REQUESTS 37
SET LEAVE STARTING & ENDING TIME PREFERENCE 37
SUPERVISORY FUNCTIONS 38
VIEW/APPROVE/REJECT REQUESTS 38
VIEW ALL STAFF REQUESTS 40
STAFF LEAVE REQUESTS ANALYSIS 41
SET DEFAULT FORWARD TO EMAIL 47
SUBSTITUTE COORDINATOR LEAVE REPORTS 47
VIEWING SUBSTITUTE REQUESTS 48
VIEWING ALL REQUESTS 51
CALENDARS 53
MY LEAVE CALENDAR 54
LEAVE CALENDAR BY BUILDING 54
LEAVE CALENDAR BY DISTRICT BUILDING 55
LEAVE CALENDAR BY DEPARTMENT CODE 55
LEAVE CALENDAR BY DISTRICT STAFF 56
LEAVE CALENDAR BY PAY GROUP 56
LEAVE CALENDAR BY SUPERVISOR STAFF 57
ADMINISTRATIVE LEAVE REPORTS 59
VIEW/APPROVE/REJECT DISTRICT REQUESTS 60
VIEW PROCESSED/EXPORTED DISTRICT REQUESTS 61
VIEW PRINT DISTRICT REQUESTS 62
DISTRICT STAFF LEAVE ANALYSIS 66
LEAVE EXPENSE 72
EXPORT APPROVED DISTRICT REQUESTS FOR POSTING 73
EXPORTED LEAVE HISTORY (VIEW/RE-EXPORT) 75
LOGOUT ALL DISTRICT USERS FROM USPS 77
MAINTAIN LEAVE APPROVAL BLACKOUT DATES 78

MAINTAIN LEAVE APPROVAL AUTOMATED WORK FLOWS 80
- CREATING A WORK GROUP 81
- CREATING A WORK FLOW 84
- EDITING WORK GROUPS 87
- EDITING WORK FLOWS 89

DISTRICT ADMINISTRATOR 90
- UPDATE/DELETE DISTRICT USERS 90

CHANGE PASSWORD 91

CORRESPONDENCE 92

VIEW/PRINT ACKNOWLEDGED NWOCA/SSDT HR DATA RELEASE AGREEMENT 93

DATE CODE MAINTENANCE 94

ADDITIONAL DISTRICT CONFIGURATION OPTIONS 97
- LOAD POSITIONS FOR ALL REGISTERED USERS 97
- USER ACCOUNT EXPIRATION 97
- USER LOGIN ATTEMPTS 97

SUMMARY OF ROLES AND RESPONSIBILITIES 97

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.

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.

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.

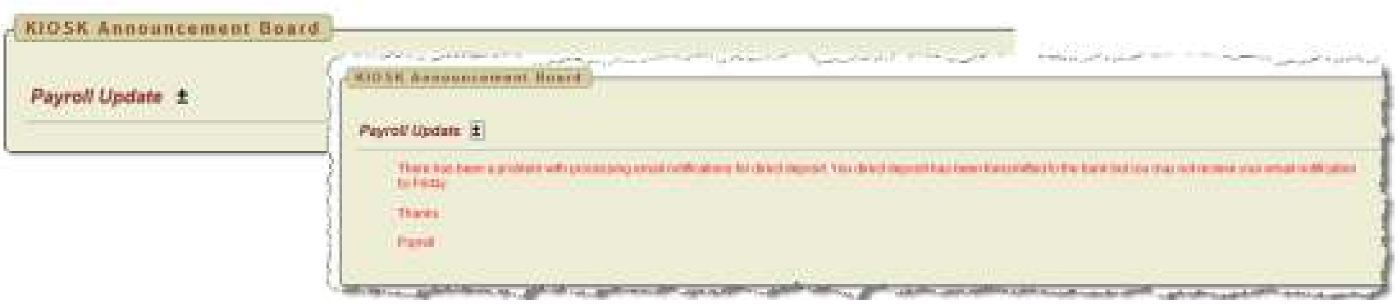
1. Click on District Administrator.
2. Click on Configure District Options.
3. In the Kiosk Functionality section click Announcement Board.
4. Click Apply Changes.

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.

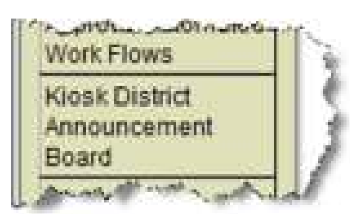
To Display Announcements

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



To Add Announcements

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



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.

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

You now have the option to make changes.

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

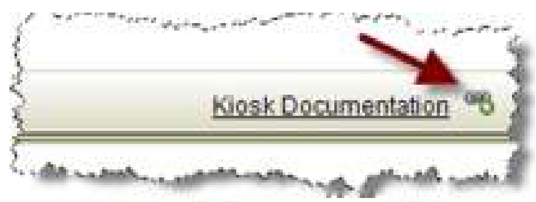
OTHER LINKS

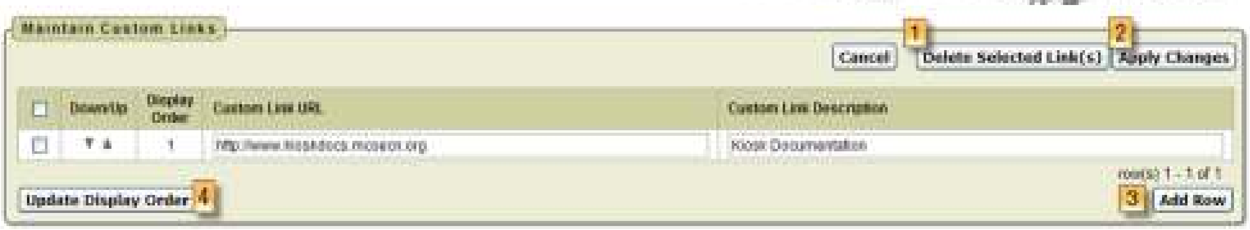
If your district is using the Other Links functionality of the Kiosk you will see links to other websites on your horizontal bar that have been placed there by administrators. You can click on these links at any time to go to that website.

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.





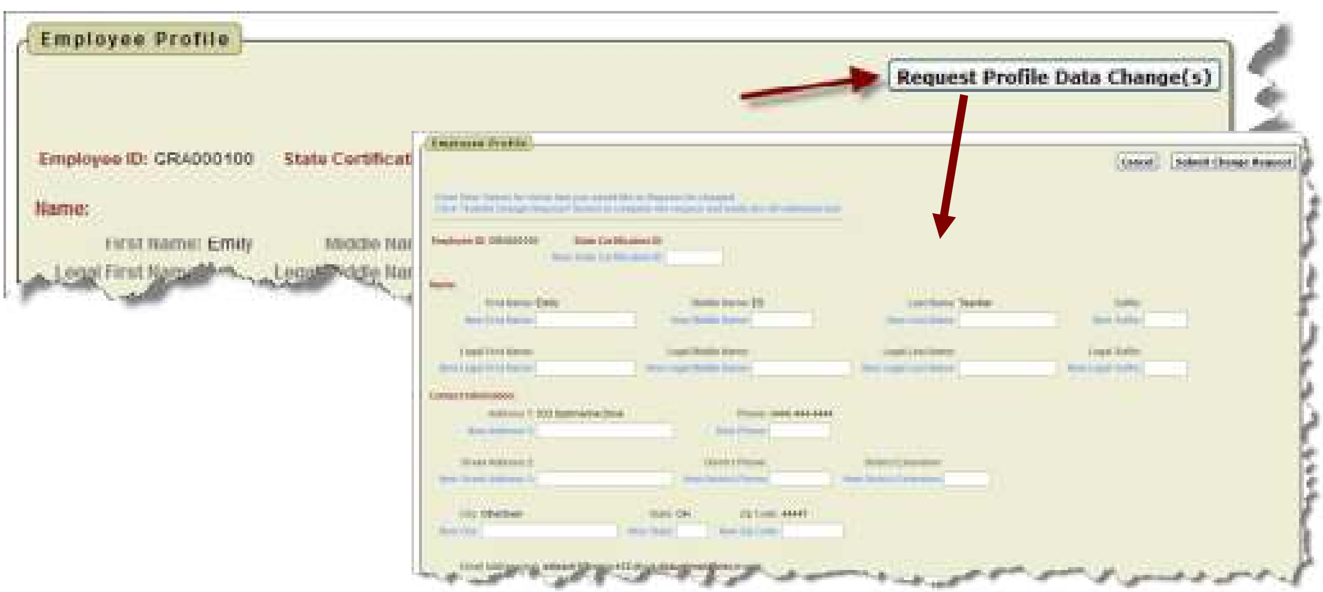
Once you click on the link icon you can:

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).

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.



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.

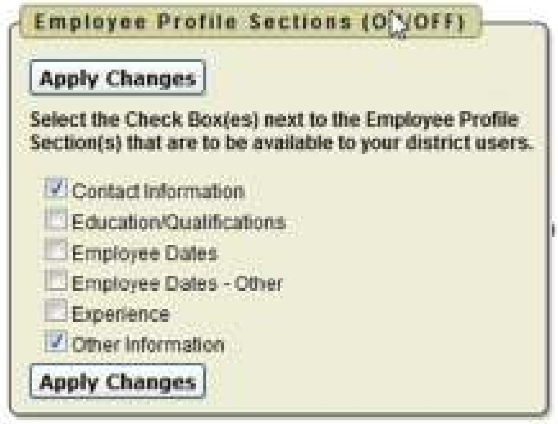
2. Click on Configure District Options.

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

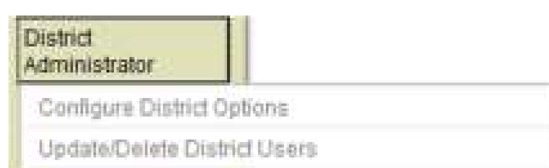
This is a brief view of your contract information.

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.

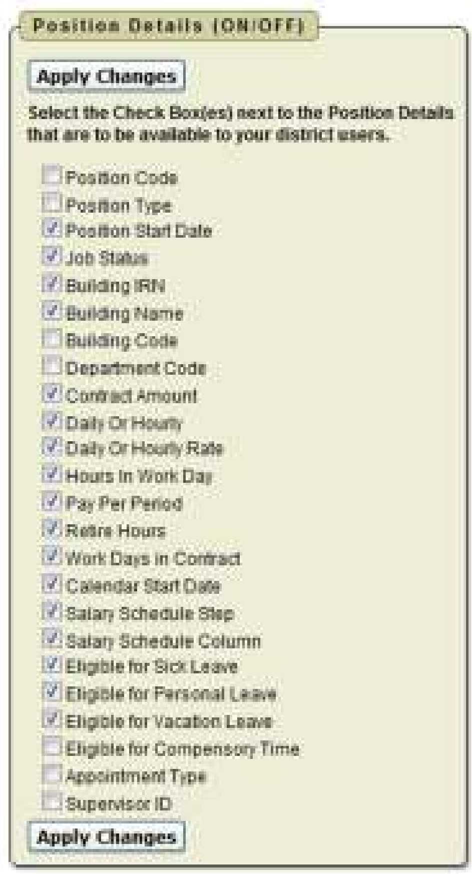
As an administrator you have the ability to decide what position information is displayed for your staff. Keep in mind if the information has been entered into USPS then turning on the fields below will allow the employee to see the information that has been entered.

1. Click on District Administrator.

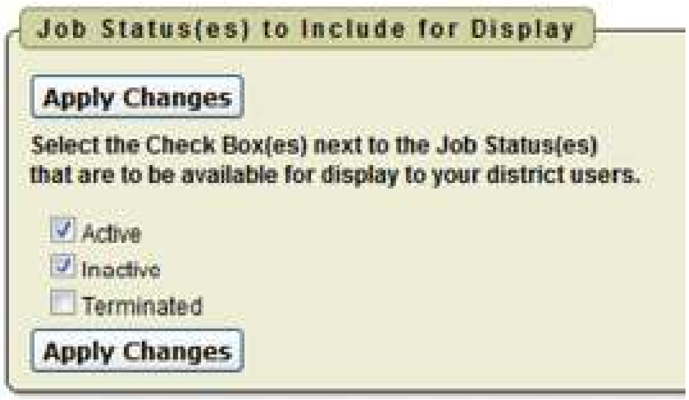
2. Click on Configure District Options.



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.



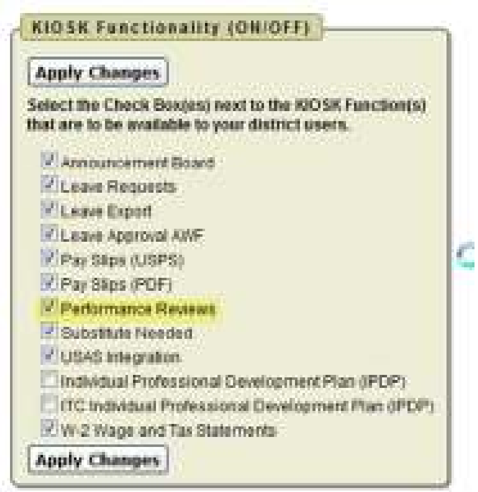
You can also determine what jobs are displayed in the Position information. The statuses displayed are statuses that can be used within USPS.



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.

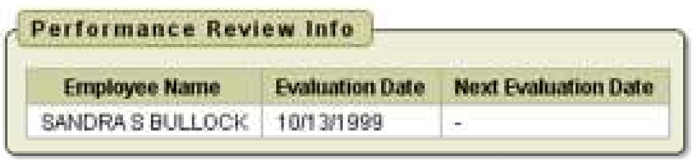
View My Performance Reviews

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
VIEW	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
download	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

1 - 2

	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	VICKIE L STIMA	10/17/2005	1536 days past due	0	-	Due in days

1 - 2

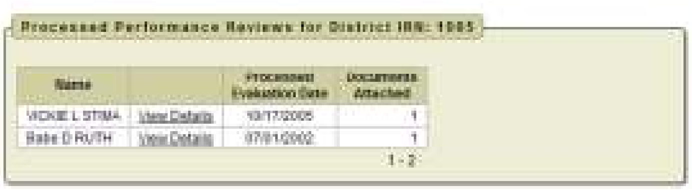
Number of Rows Displayed 5

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

	Employee ID	First Name	Last Name	User Name	Last Evaluation Date	Next Evaluation Date
☐	ABL000100	Marcia ES	Principal	esprin@ncocc.k12.oh.us	04/08/1997	(null)
☐	HED000100	Grace C	Payroll	payroll@NCOCC.K12.OH.US	08/04/1999	(null)
☐	NIX000100	Penney HS	Secretary	HSSEC@NCOCC.K12.OH.US	09/20/1998	(null)
☐	DOW000100	Samantha ES	Secretary	essec@ncocc.k12.oh.us	11/21/1997	(null)
☐	PHI000100	Hammer ES	Teacher	esteach2@ncocc.k12.oh.us	10/24/2011	11/28/2011
☐	HED000100	Grace C	Payroll	payroll@NCOCC.K12.OH.US	07/01/2012	07/01/2013
☐	GRA000100	Emily ES	Teacher	esteach1@ncocc.k12.oh.us	07/01/2011	07/01/2012
☐	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 Next

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 FS	Director	SIM000100
Annie Bus	Driver	GIB000100
Bea Bus	Driver	HOR000100
Grace C	Payroll	HED000100
Grace C	Payroll	HED000100
Dale MS	Principal	ROG000100
Marcia ES	Principal	ABL000100
Martha HS	Principal	SMI000100
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 Next

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.

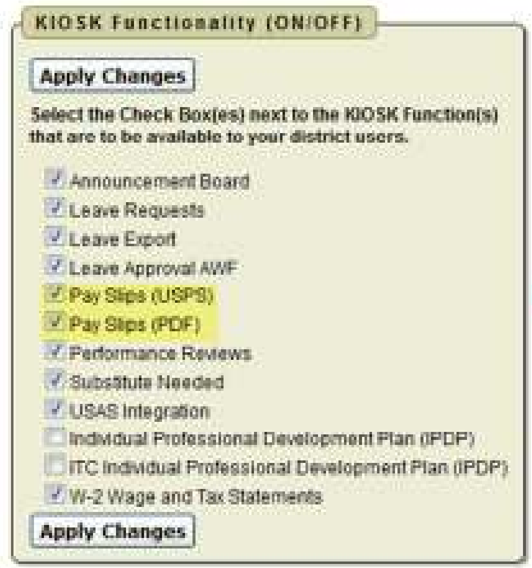
As an administrator, you have the ability to decide what is turned on for your district.

1. Click on District Administrator.

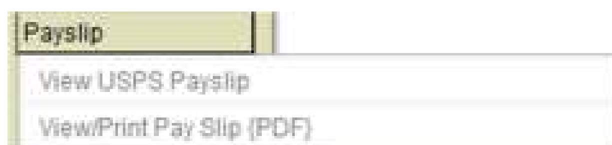
2. Click on Configure District Options.

3. In the Kiosk Functionality section click Pay Slips.

4. Click Apply Changes.



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.



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.

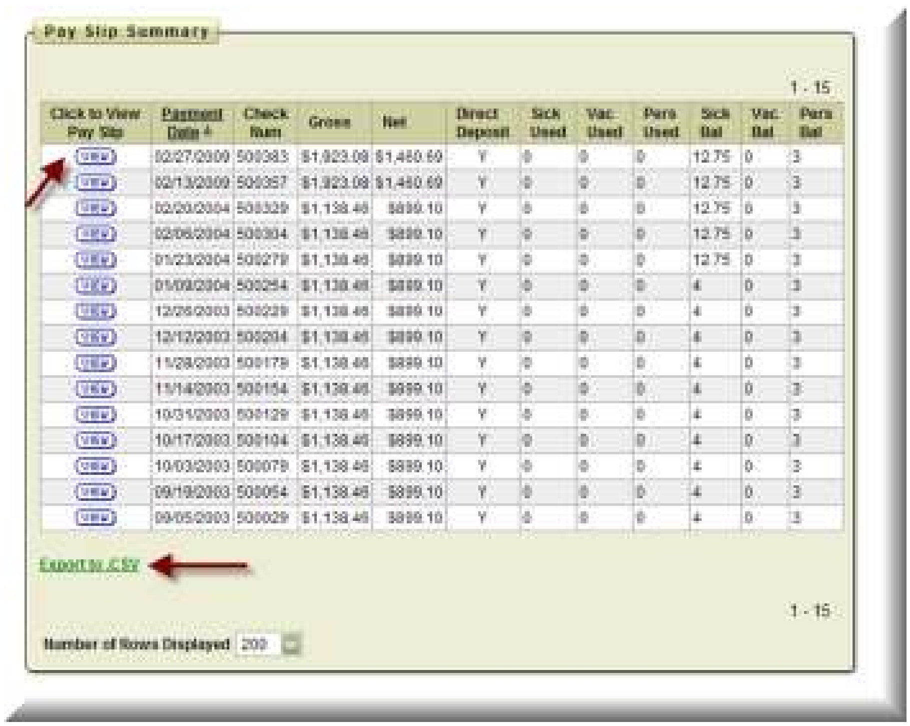
You can click on the Starting Date to change the date to a previous date to see past pay slips. If you do change the date you need to click Load Payslips to see the pay slips for the date range you selected.

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.


Pay Slip Summary

1 - 15

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
View	02/27/2009	500383	$1,923.08	$1,460.69	Y	0	0	0	12.75	0	3
View	02/13/2009	500357	$1,923.08	$1,460.69	Y	0	0	0	12.75	0	3
View	02/20/2004	500329	$1,138.46	$899.10	Y	0	0	0	12.75	0	3
View	02/06/2004	500304	$1,138.46	$899.10	Y	0	0	0	12.75	0	3
View	01/23/2004	500279	$1,138.46	$899.10	Y	0	0	0	12.75	0	3
View	01/09/2004	500254	$1,138.46	$899.10	Y	0	0	0	4	0	3
View	12/26/2003	500229	$1,138.46	$899.10	Y	0	0	0	4	0	3
View	12/12/2003	500204	$1,138.46	$899.10	Y	0	0	0	4	0	3
View	11/28/2003	500179	$1,138.46	$899.10	Y	0	0	0	4	0	3
View	11/14/2003	500154	$1,138.46	$899.10	Y	0	0	0	4	0	3
View	10/31/2003	500129	$1,138.46	$899.10	Y	0	0	0	4	0	3
View	10/17/2003	500104	$1,138.46	$899.10	Y	0	0	0	4	0	3
View	10/03/2003	500079	$1,138.46	$899.10	Y	0	0	0	4	0	3
View	09/19/2003	500054	$1,138.46	$899.10	Y	0	0	0	4	0	3
View	09/05/2003	500029	$1,138.46	$899.10	Y	0	0	0	4	0	3

Export to .CSV

1 - 15

Number of Rows Displayed 200

The information displayed is the same as that on the direct deposit email notification except with no year-to-date totals.

View/Print Pay Slip (PDF)

When you click on View/Print Pay Slip (PDF) a screen will display to give you the option to print your pay slip or download and save your pay slip. The PDF file will contain year-to-date totals.

List of Available Payslips

1 - 1

View and/or Print Payslip	Download & Save Payslip	Pay Date	Check Number
		01282011	588680

1 - 1

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.

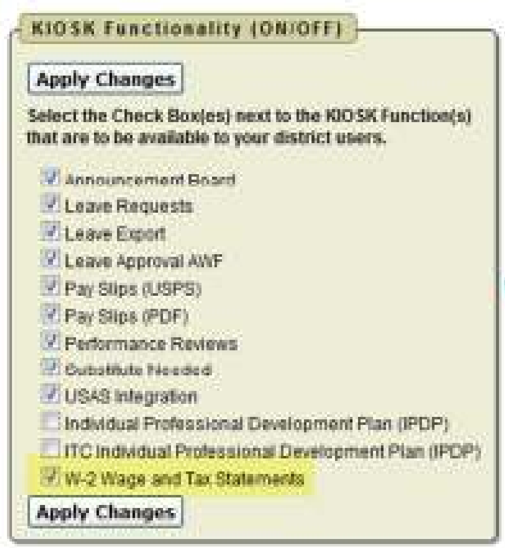
As an administrator, you have the ability to decide what is turned on for your district.

1. Click on District Administrator.

2. Click on Configure District Options.

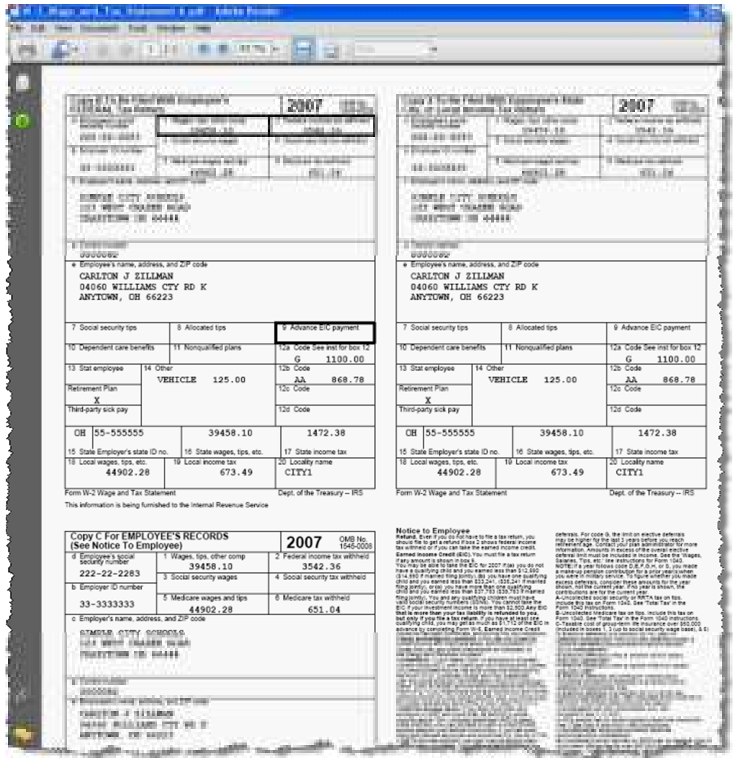
3. In the Kiosk Functionality section click W-2 Wage and Tax Statements.

4. Click Apply Changes.



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.

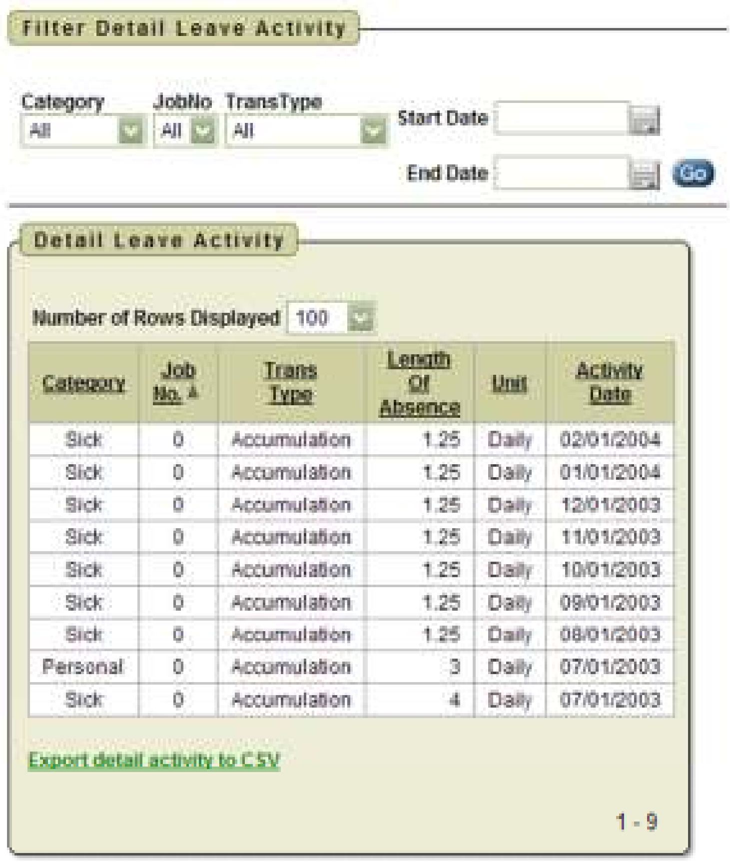
When you click on View and/or Print for a specific W2 your W2 will display on the screen as a PDF.



LEAVE BALANCES

At this screen the user can see the types of leave they have and a quick balance of each. This balance reflects just the leave requests that have been exported into USPS.

You can also see detailed information of absences and accumulations for available leave types. You can filter the information to only display information based on Category (Leave Types which could include sick, personal, vacation, etc.), Job Number, Transaction Type (Either Absence or Accumulation), and Start/End Date. Once you have selected how you want the information filtered you must press the Go icon to initiate your filter.



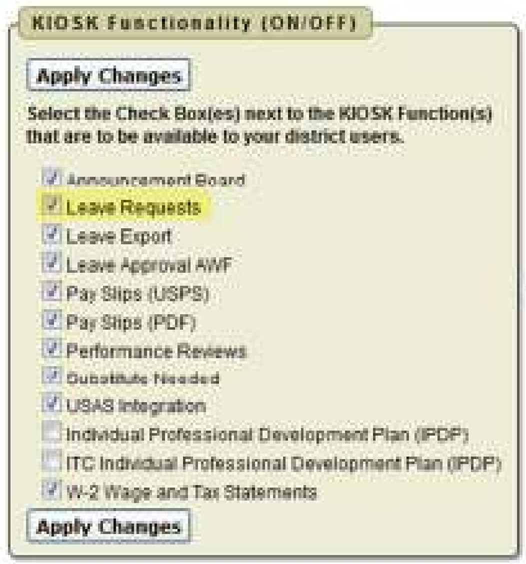
Each column that is underlined gives you the ability to sort the information based on that column. To sort on Activity Date so that the most recent dates are at the top click on the Activity Date.

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.



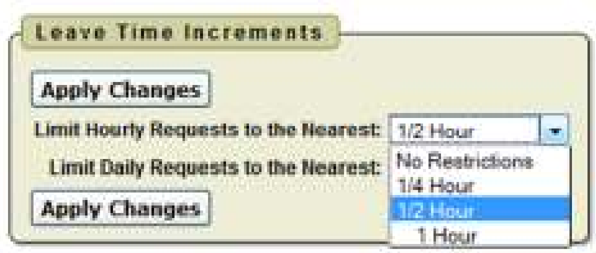
Configuring Leave Requests

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.

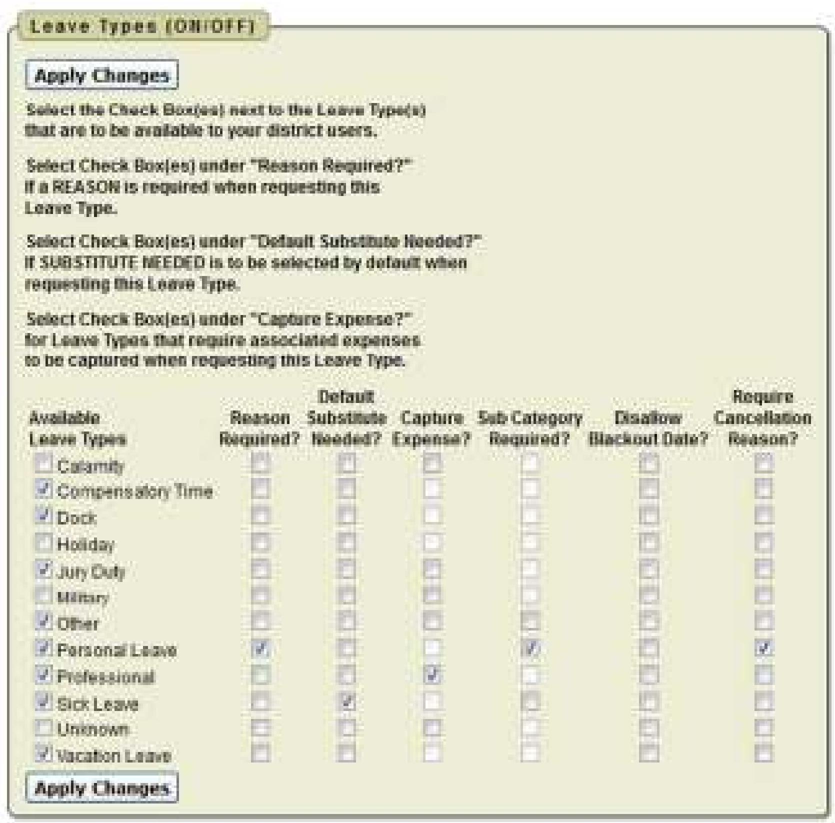
When you click on the drop down next to daily, you will see you can select ¼ day, ½ day, or 1 day. By selecting ¼ day your staff would be able to create a request and put in .25, .5, or .75. If you select ½ day, you staff would only be able to enter .5. If you select 1 day your staff would only be able 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**

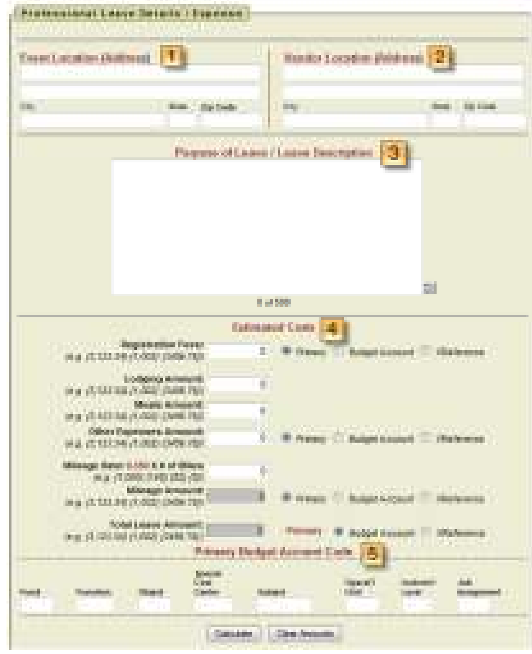
1. You can determine if a leave type needs a sub category. A sub category is an additional breakdown for a leave type. For example you may not want employees to just enter Personal Leave on a request, you may require that they select from specific types of personal leave like personal business or family 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.

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.

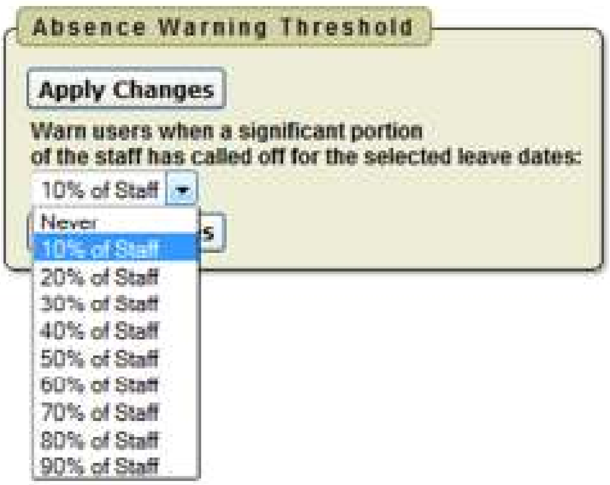
  5. Putting a check in the Budget Account Code Area (Everyone) box will allow the staff person to enter a budget account code for the event.

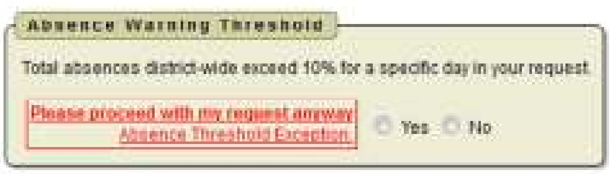
  6. Putting a check in the Budget Account Code Area (Approvers Only) box will allow the supervisors and leave administrators to enter a budget account code for the event.

  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.

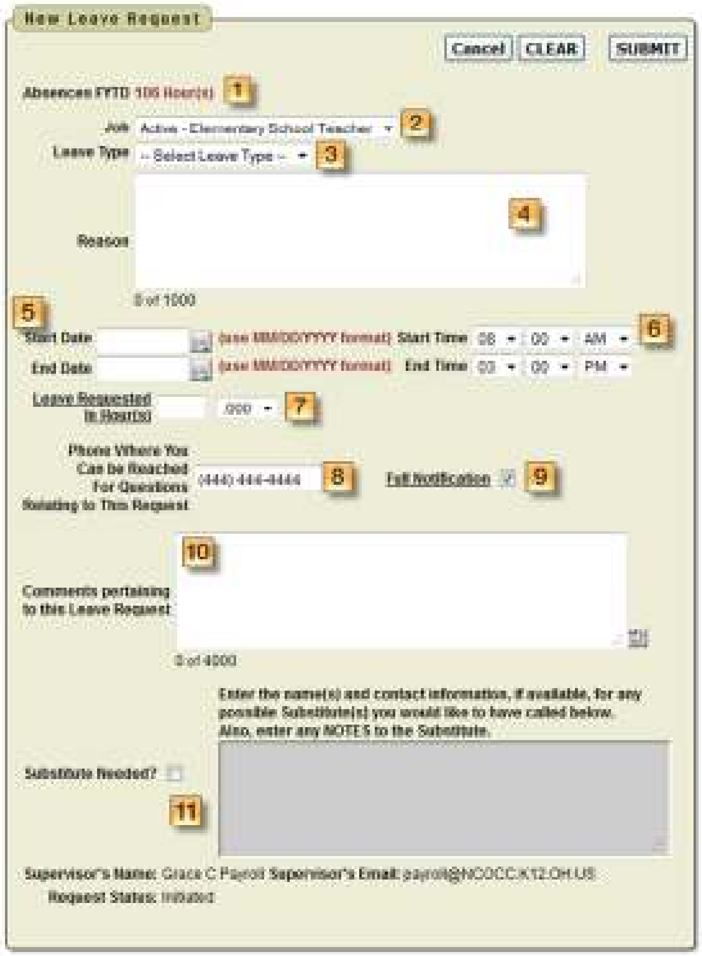




  In some instances the leave request will need to be granted so the employee can click Yes that they want the request submitted for approval. Once doing that the request will follow the work flow.

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.

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.

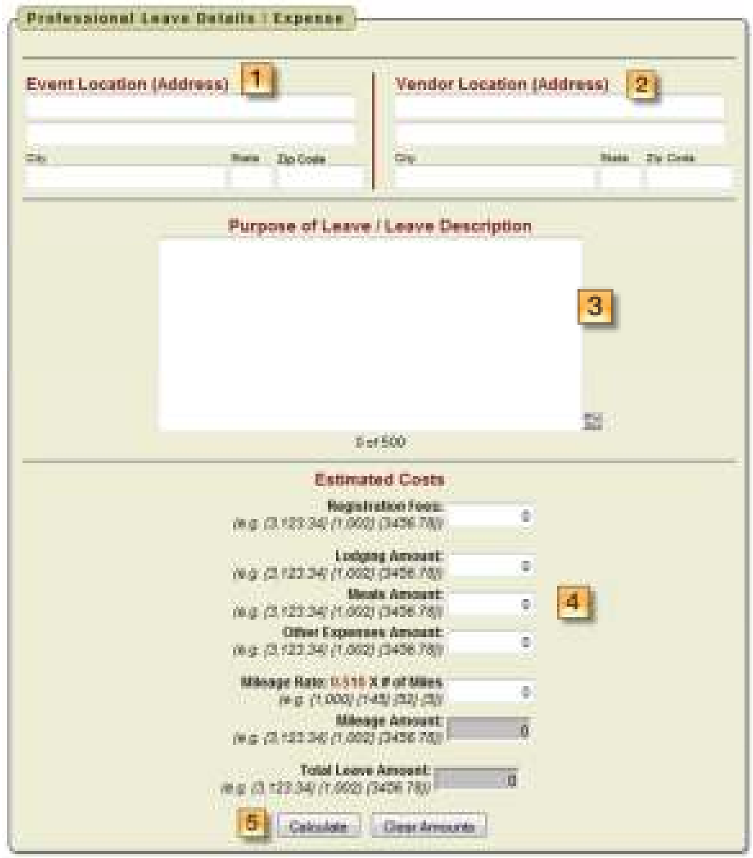
1. You can enter the location of the event.

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.


Professional Leave Request Form

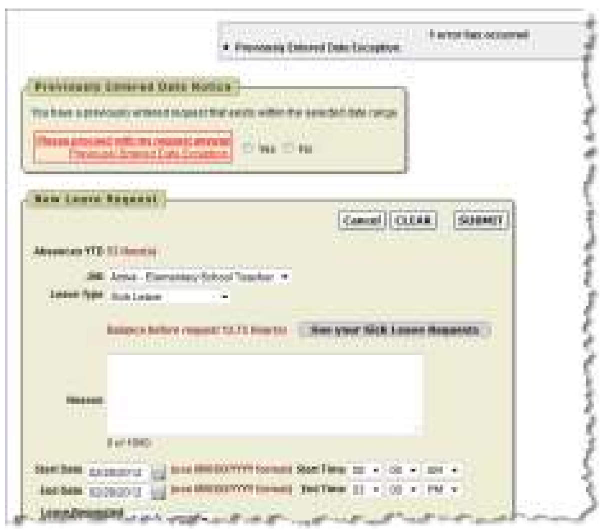
Today's Date:
Name:
Position:
Dates/Times:
Total leave requested:
Reason for Leave Request:
Location of Professional Leave Event:
Purpose of Meeting:
Vendor Location:

EXPENSES

		Estimated	Actual
Travel:			
	Lodging Amount:		
	Meals Amount:		
	Registration Fees:		
	Other Expenses Amount:		
	Total Expenses Amount:		

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

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

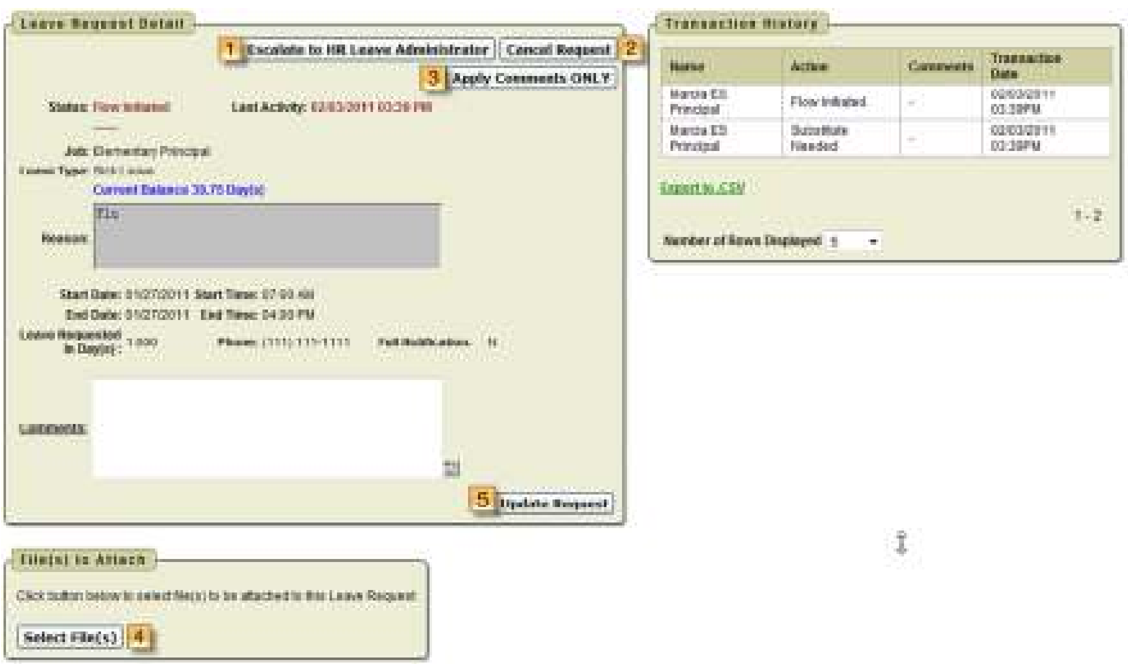


My Request(s) in Process

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

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.



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.

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

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.

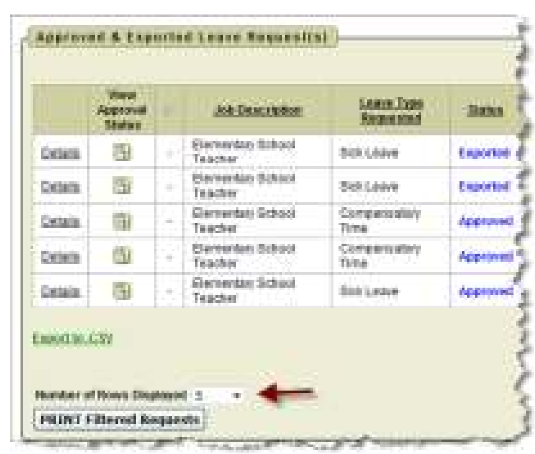
You will also see a column with the status of leave request. Exported are requests that have been exported into payroll. Approved requests have been through the approval process but have not been exported to payroll.

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.

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.

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



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 a 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

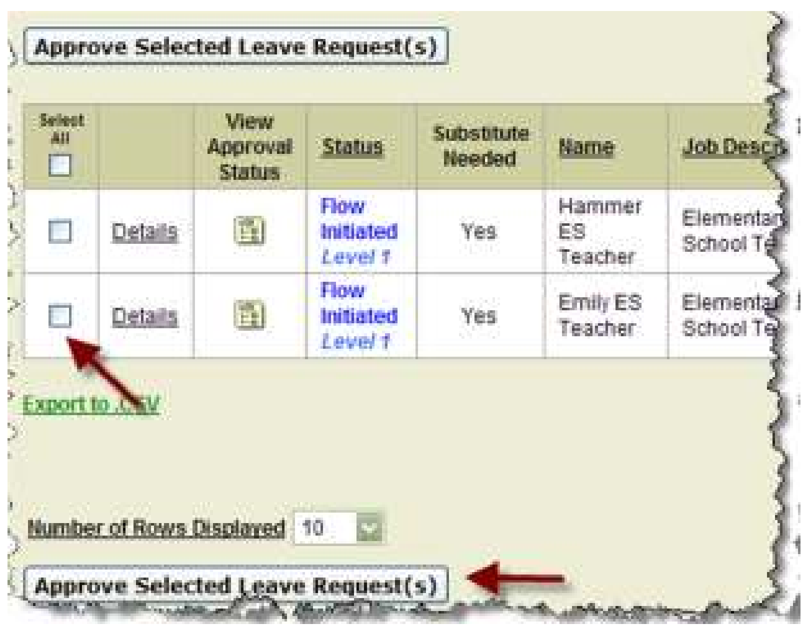
View/Approve/Reject Request(s)

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.

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.

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.

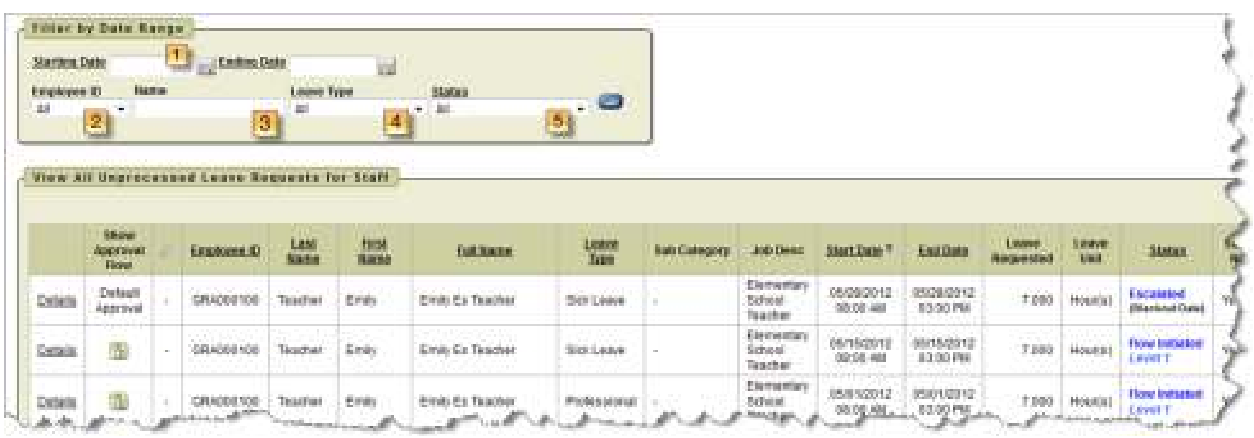
10. To see all requests for this specific date click on All Requests for Date(s) Requested
11. To return to the View/Approve/Reject screen click on Close Window.

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.

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.

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.

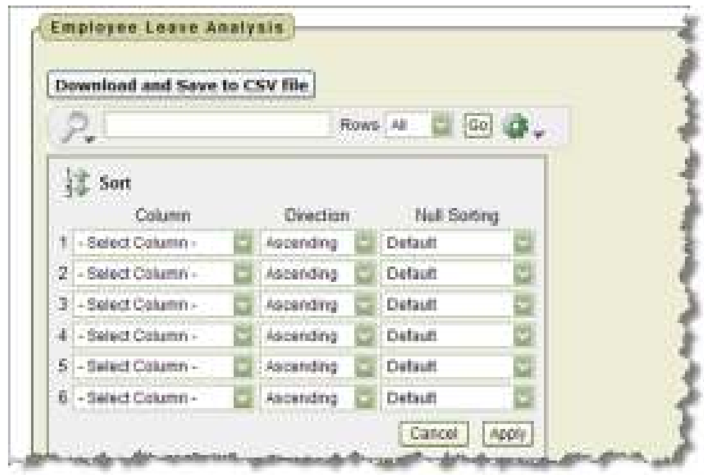
Based on the column filter you use you then will be prompted to select an operator like =, >, <, etc…

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.

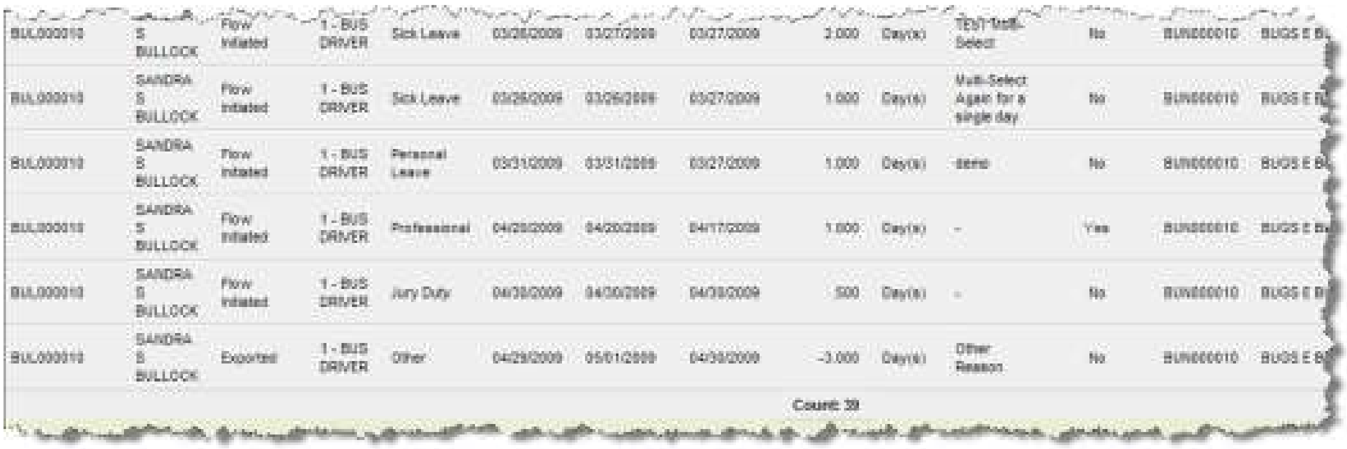
You can have multiple highlights. To remove a highlight you can click on the red X.

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

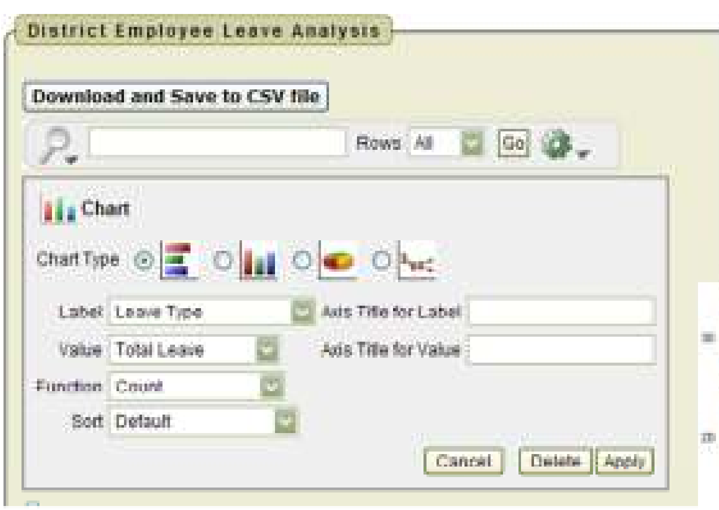
Aggregate will allow you to take the display that you see in the employee leave analysis section and select specific functions such as count, sum, average, etc. You can use the aggregate multiple times with the same information. Once you choose your function, your information will be displayed on the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

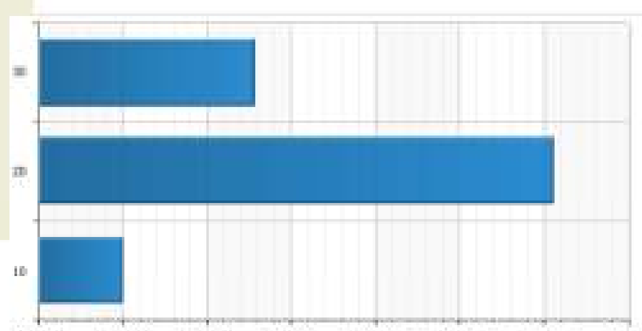


BUL000010	S BULLOCK	Flow Initiated	1 - BUS DRIVER	Sick Leave	03/26/2009	03/27/2009	03/27/2009	2.000	Day(s)	TEST Test-Select	No	BUN000010	BUGS E B
BUL000010	SANDRA S BULLOCK	Flow Initiated	1 - BUS DRIVER	Sick Leave	03/26/2009	03/26/2009	03/27/2009	1.000	Day(s)	Multi-Select Again for a single day	No	BUN000010	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)	demo	No	BUN000010	BUGS E B
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 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

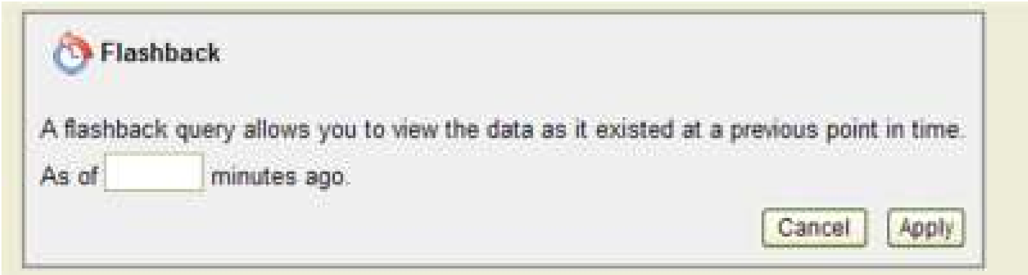
Chart will allow you to take the display that you see in the employee leave analysis section and see that data as a chart. The available chart types are horizontal bar, vertical bar, pie or line.





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.



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.

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

Reset

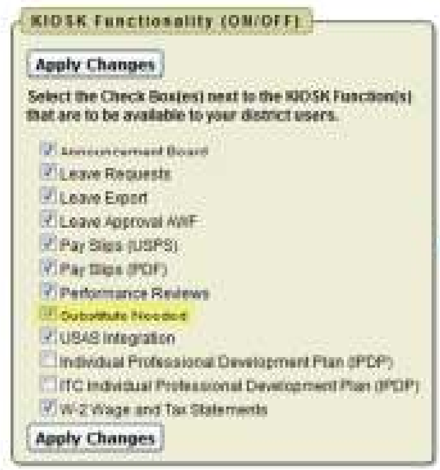
Reset will reset the report to its default settings in case you just need to start over.

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.
5. You can also decide if you want the Substitute Needed box checked automatically for classified or certified 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.

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.

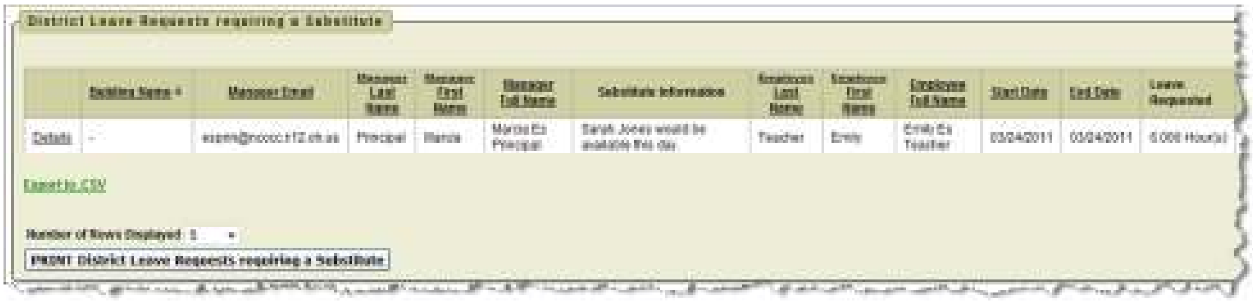
2. Click on Update/Delete District Users.
3. Search for the staff person, once you have found that person click on the IRN next to their name.
4. Click the check box next to the appropriate role.
   - Substitute Coordinator will allow the staff person to see requests and schedule substitutes for the 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

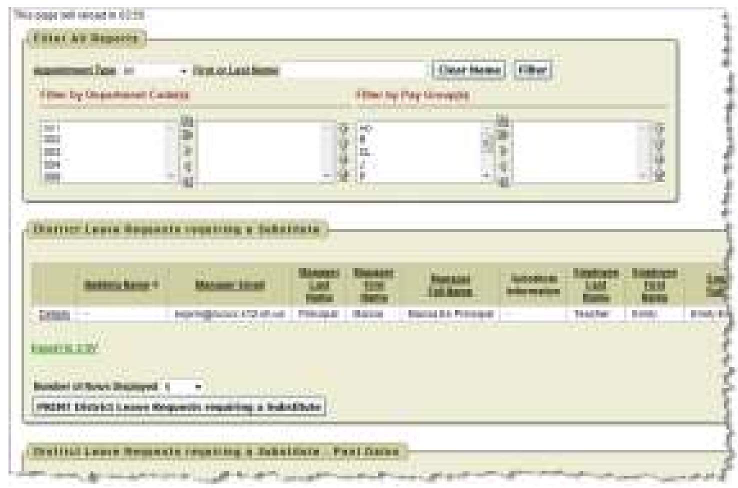
To view requests that have the Substitute Needed box checked.

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.



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



1. To schedule a substitute click on Details.

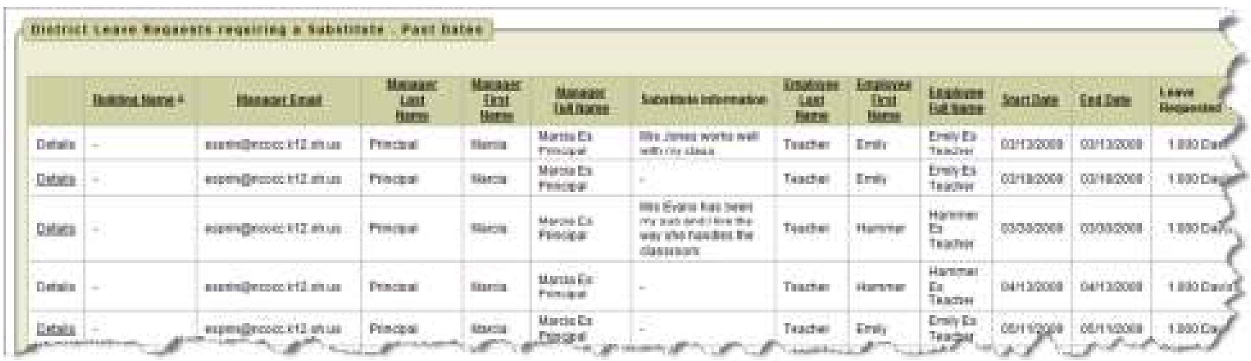
2. Click on the checkbox next to Substitute Scheduled.

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.



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.

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

<u>*View/Print District Unprocessed Request(*s)</u>
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…

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…

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.

5. 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.

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.
   - <u>Leave Calendar - by Building</u> will allow the staff person to see leave requests for the building irn they are assigned to.
   - <u>Leave Calendar – by Department Code</u> 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

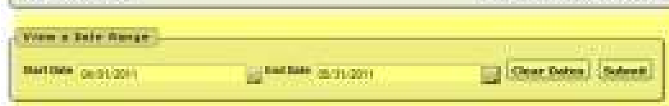
Will display leave requests based on the department code(s) that you specify. If a request is red it means the request is going through the approval process. If a request is green that means the request has been completely approved or exported.

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.

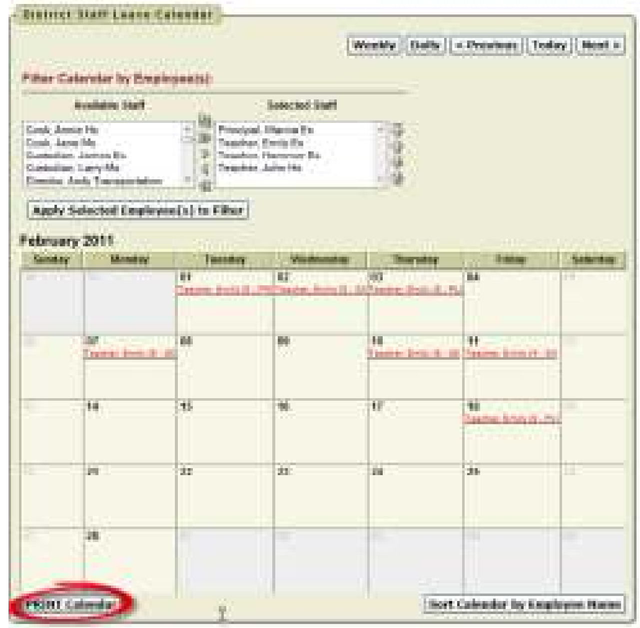
__Leave Calendar by Supervisor Staff__

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.

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

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.

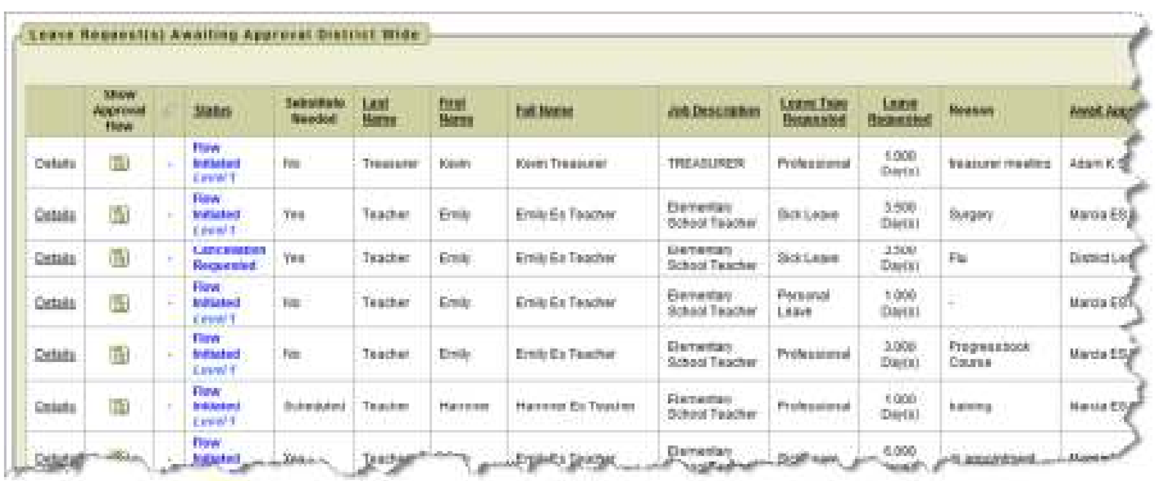
1. Click on District Administrator.
2. Click on Update/Delete District Users.
3. Search for the staff person, once you have found that person click on the IRN next to their name.
4. Click the check box next to the Leave Administrator.
5. Click Apply Changes.

View/Approve/Reject District Request(s)

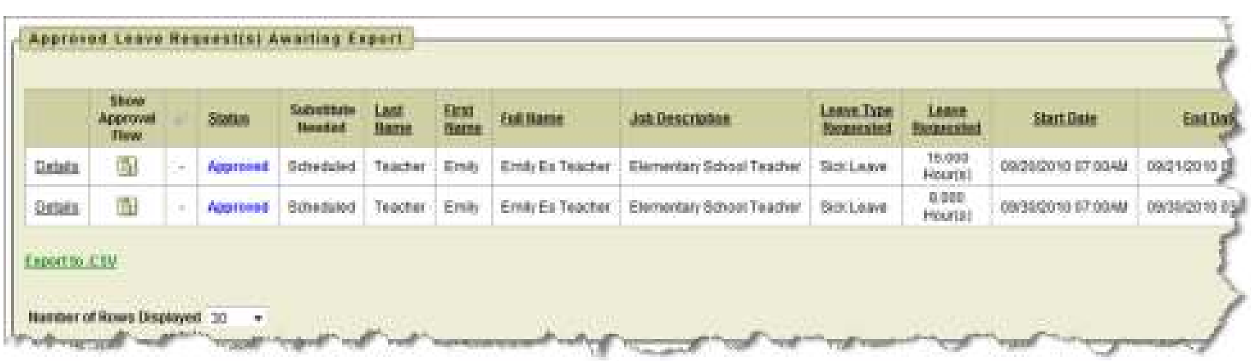
The requests in this section will be requests that are awaiting action from a leave administrator. Requests waiting here could be cancelled requests or requests that have been escalated by the employee.

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.

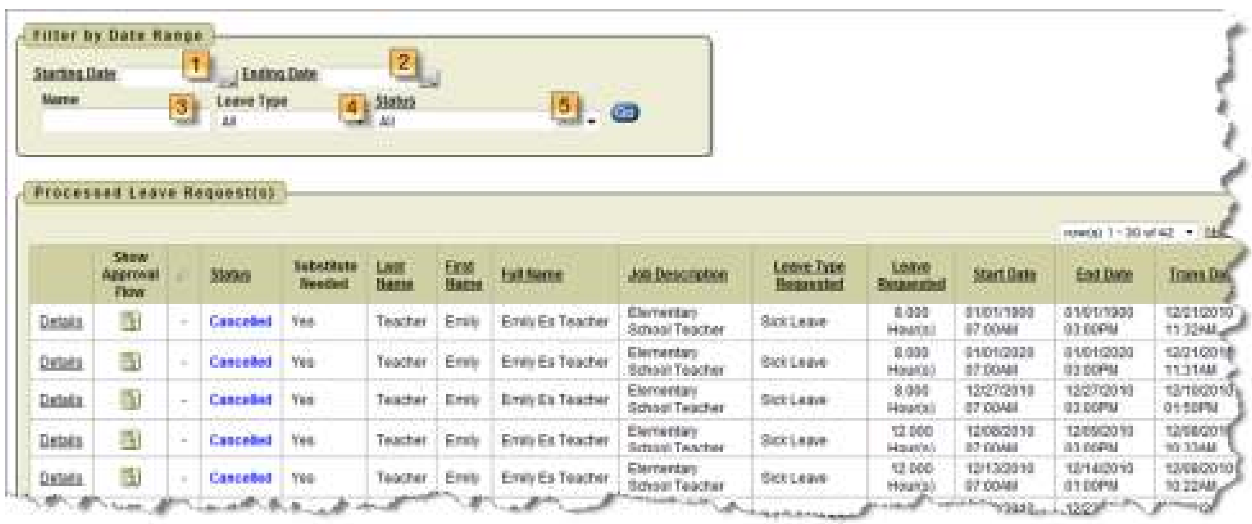


All three sections can be filtered by the following:

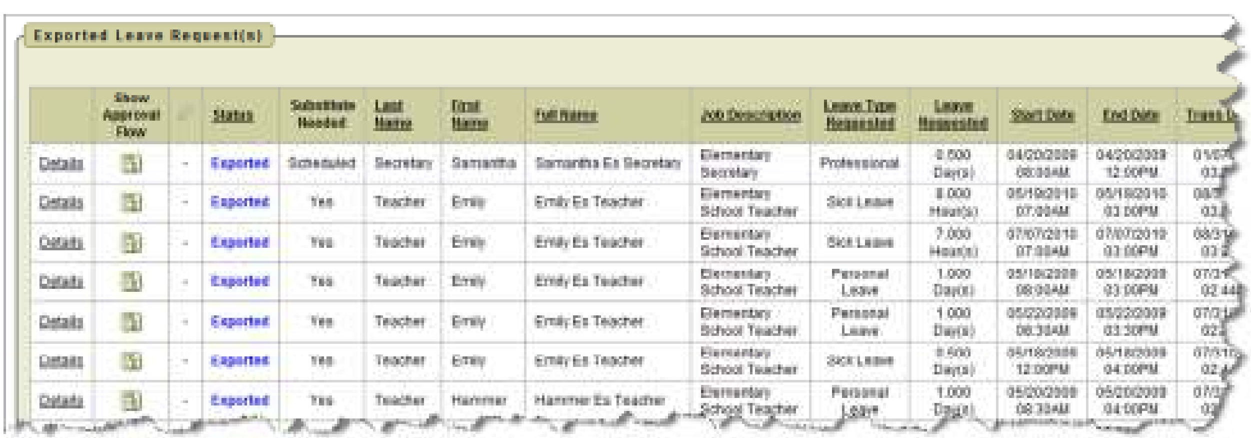
1. You can select a start date for requests by clicking on the calendar icon and selecting a date.
2. You can select an end date for requests by clicking on the calendar icon and selecting a date.
3. You can search for requests for a specific employee by entering the employee name.
4. You can filter 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.



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



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)

<u>*View/Print District Unprocessed Request(s)*</u>

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

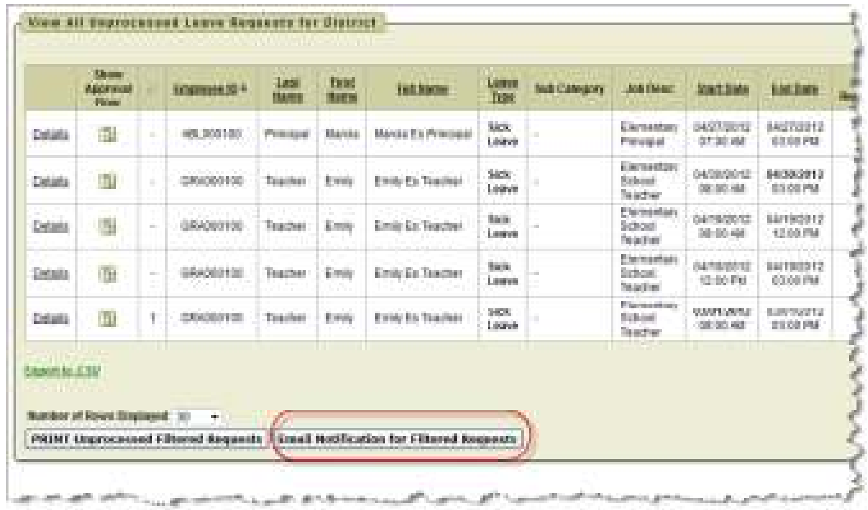
1. You can filter the information based on a starting date ending date.
2. You can filter the information by

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.



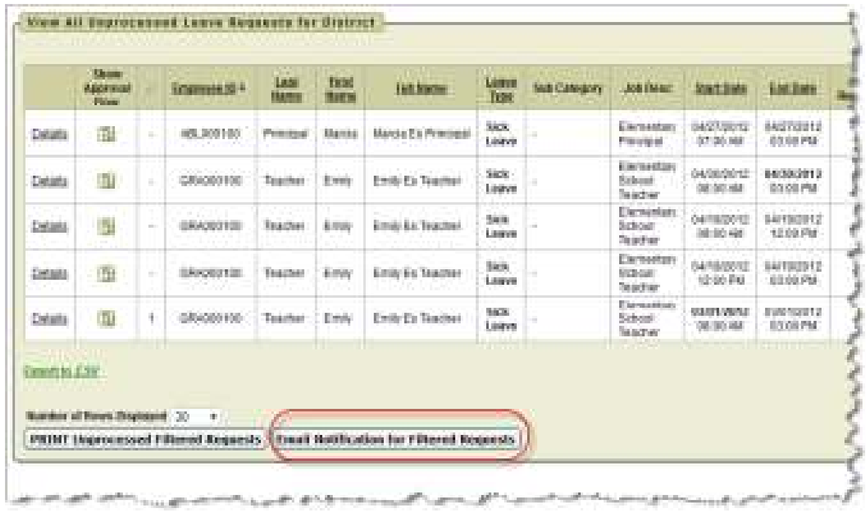
View/Print Approved & Exported District Request(s)

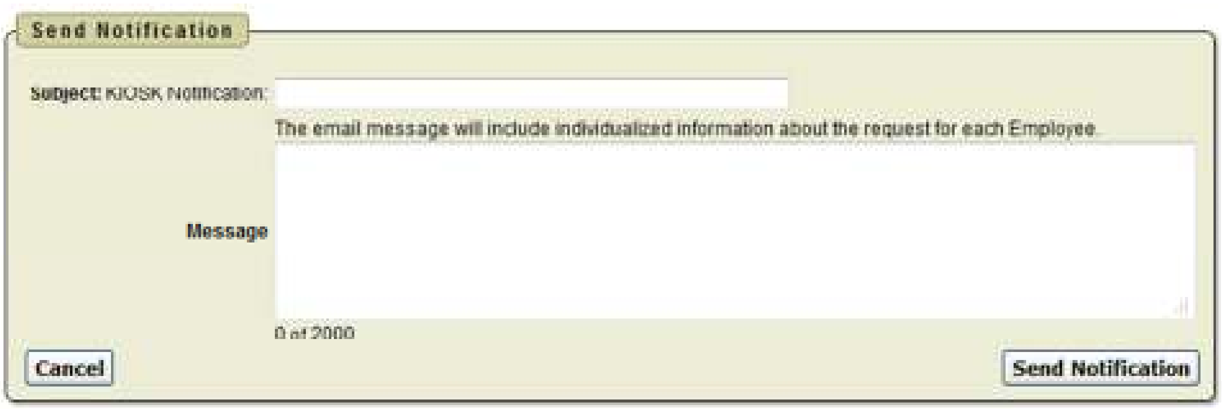
The requests in this section will be requests that have the status of either approved or exported. When you first view these requests it will display requests from the last 30 days. If you want to see a different date range you can delete the information in the starting date field and then click Go or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

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.





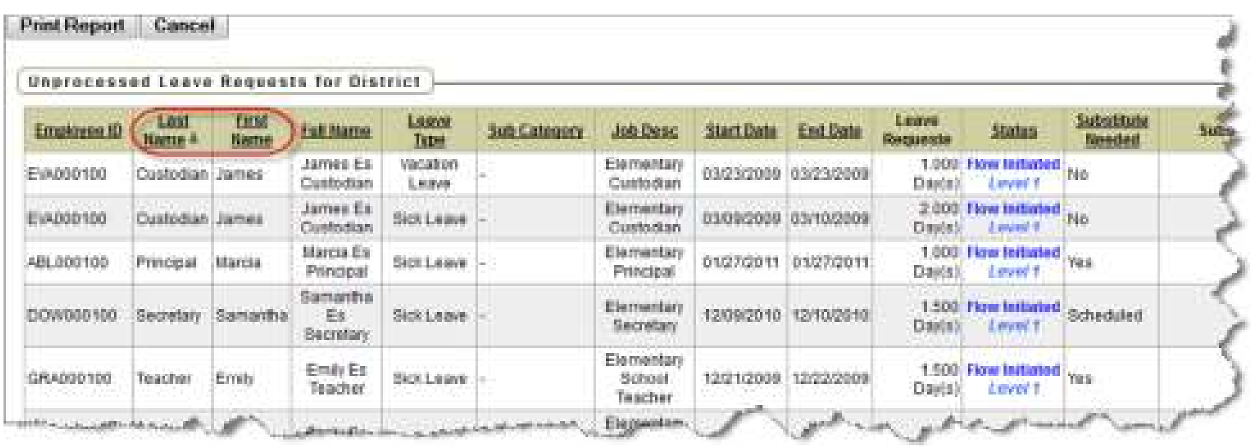
<u>View/Print District Cancelled & Rejected Request(s)</u>
The requests in this section will be requests that have the status of either cancelled or rejected. When you first view these requests it will display requests from the last 30 days. If you want to see a different date range you can delete the information in the starting date field and then click Go or put in your own date range.

1. You can 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.

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



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.

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.

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.

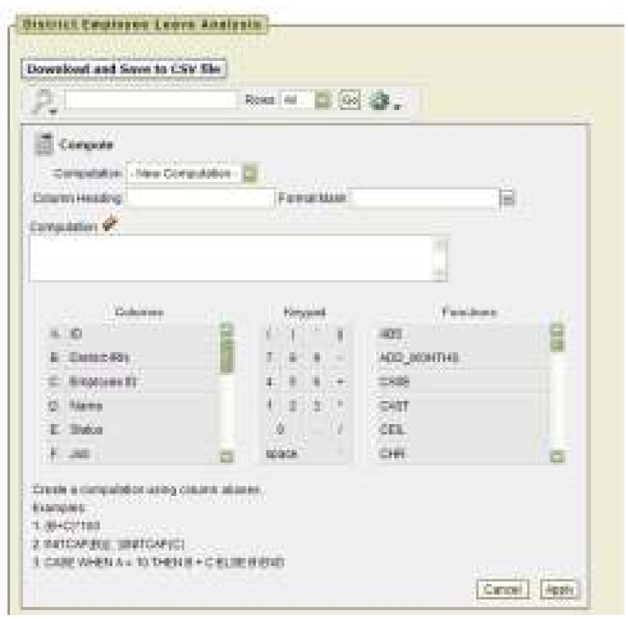
Highlight

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.

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

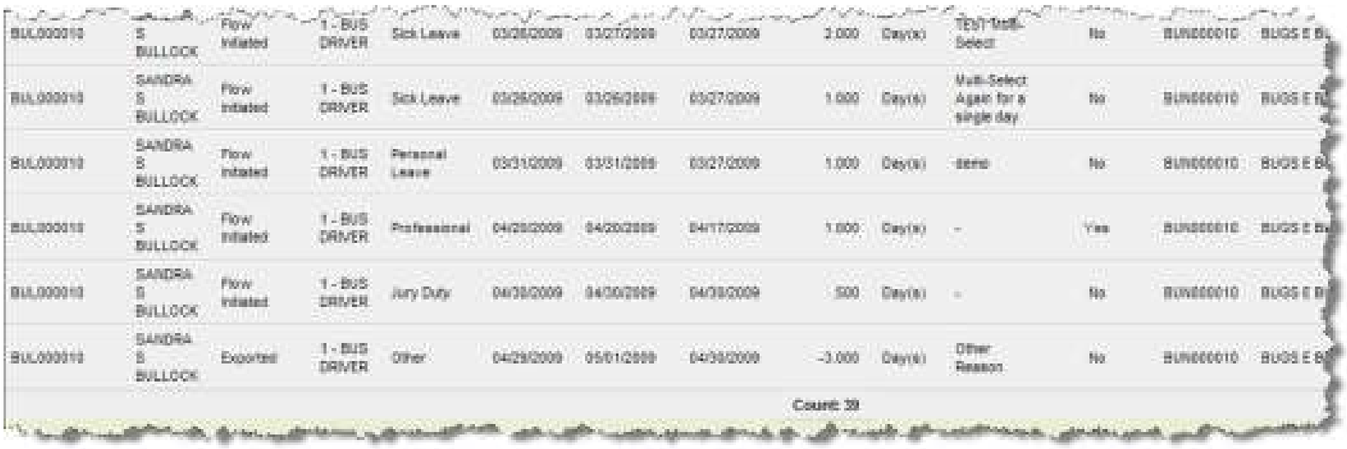
Compute

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



Aggregate

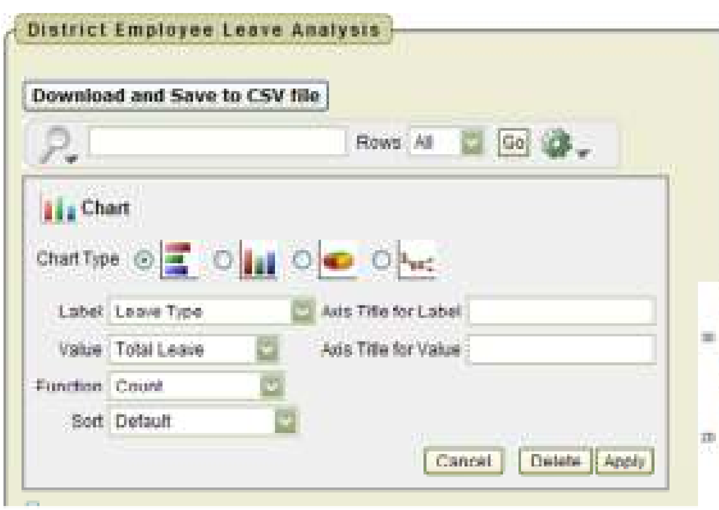
Aggregate will allow you to take the display that you see in the employee leave analysis section and select specific functions such as count, sum, average, etc. You can use the aggregate multiple times with the same information. Once you choose your function your information will be displayed on the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

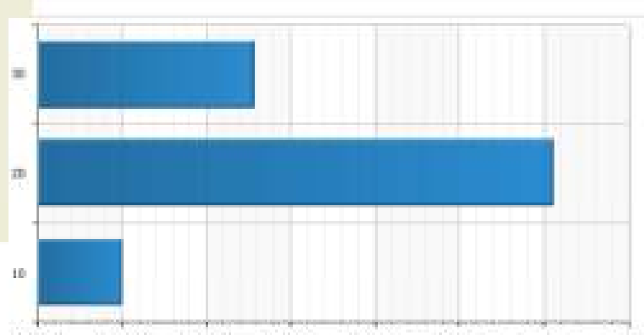


BUL000010	S BULLOCK	Flow Initiated	1 - BUS DRIVER	Sick Leave	03/26/2009	03/27/2009	03/27/2009	2.000	Day(s)	TEST Multi-Select	No	BUN000010	BUGS E B
BUL000010	SANDRA S BULLOCK	Flow Initiated	1 - BUS DRIVER	Sick Leave	03/26/2009	03/26/2009	03/27/2009	1.000	Day(s)	Multi-Select Again for a single day	No	BUN000010	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)	demo	No	BUN000010	BUGS E B
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 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

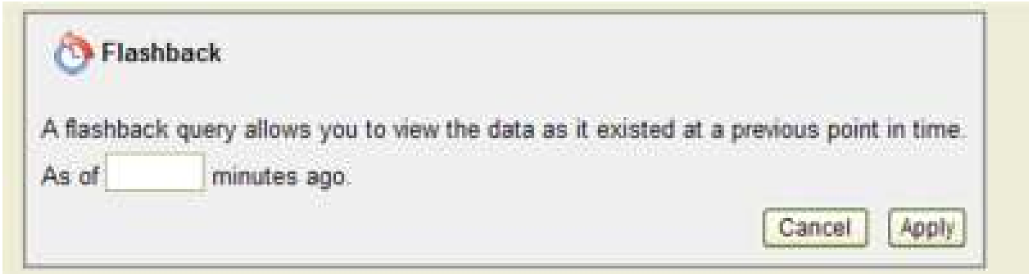
Chart will allow you to take the display that you see in the employee leave analysis section and see that data as a chart. The available chart types are horizontal bar, vertical bar, pie or line.





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.



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.

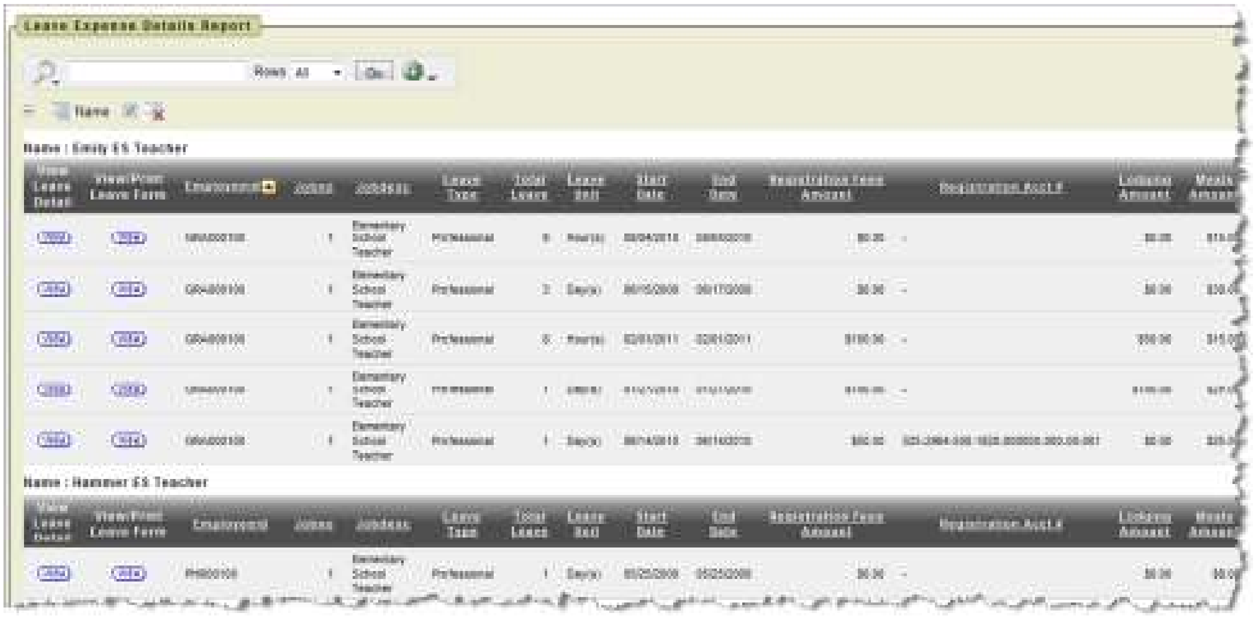
The next time you go into the interactive reports, the report you will saved will be available on a tab for you to view.

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.



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.

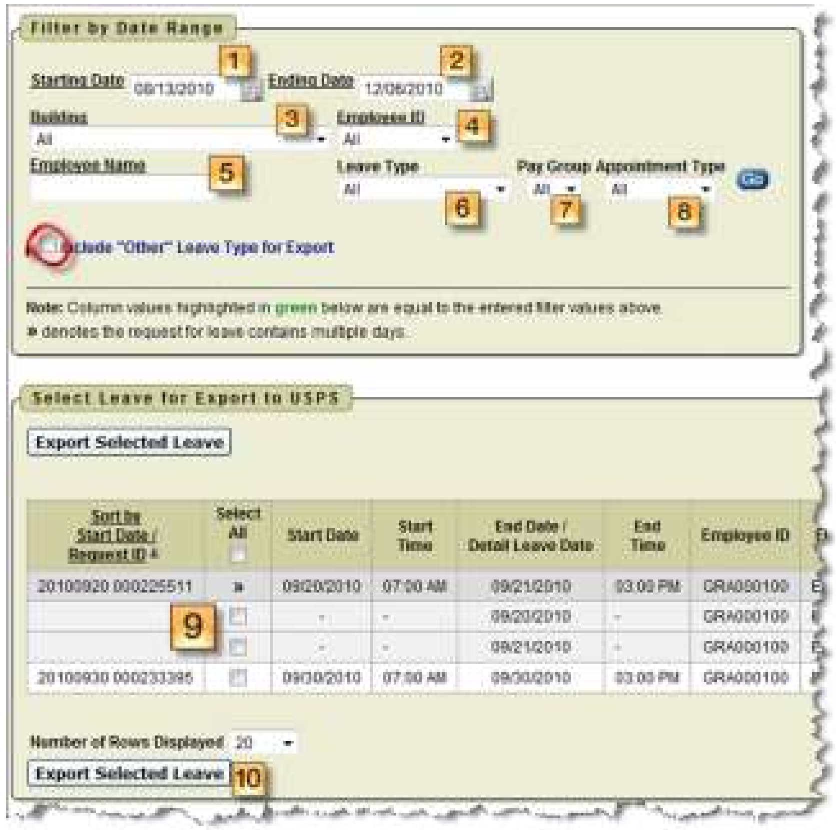
Export Approved District Request(s) for Posting
After leave requests have been through the complete approval process the request can be exported from Kiosk and loaded into USPS.

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.
   - <u>Leave Export Administrator</u> - This is the person that will export approved leave from the kiosk into payroll.
   - <u>Leave Export Administrator with Notification</u> - 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.

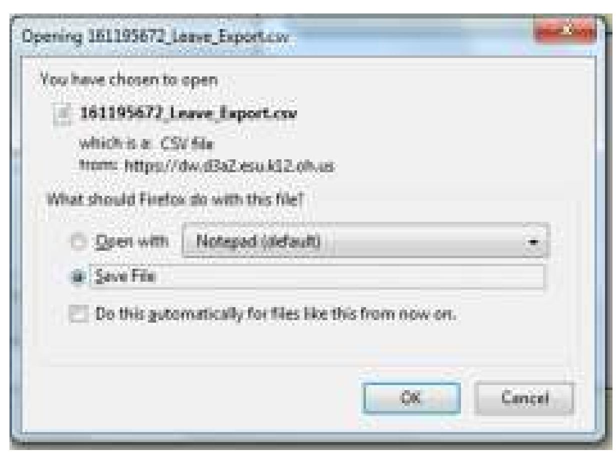
8. You can specify an appointment type or all types.

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.

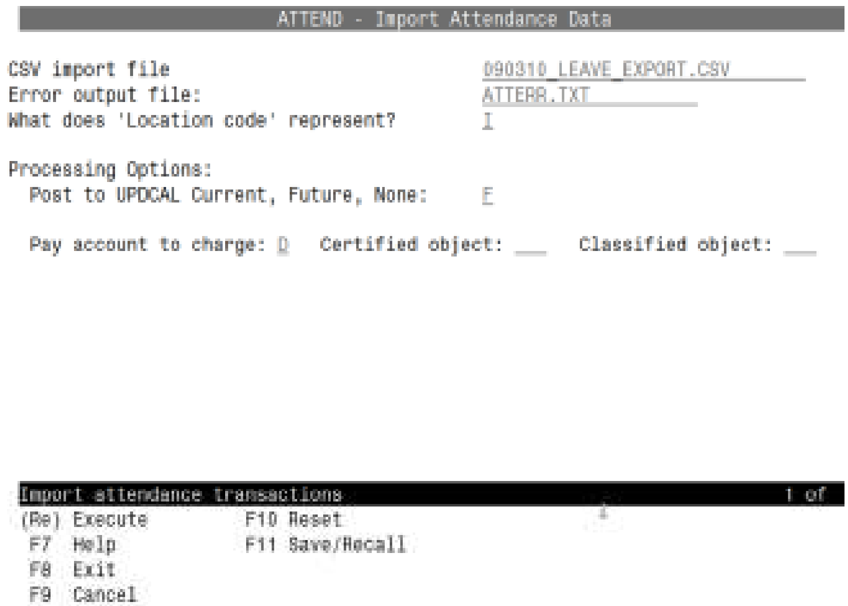


13. Once you have the file transferred go into USPS and select USPS_MNT.

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.

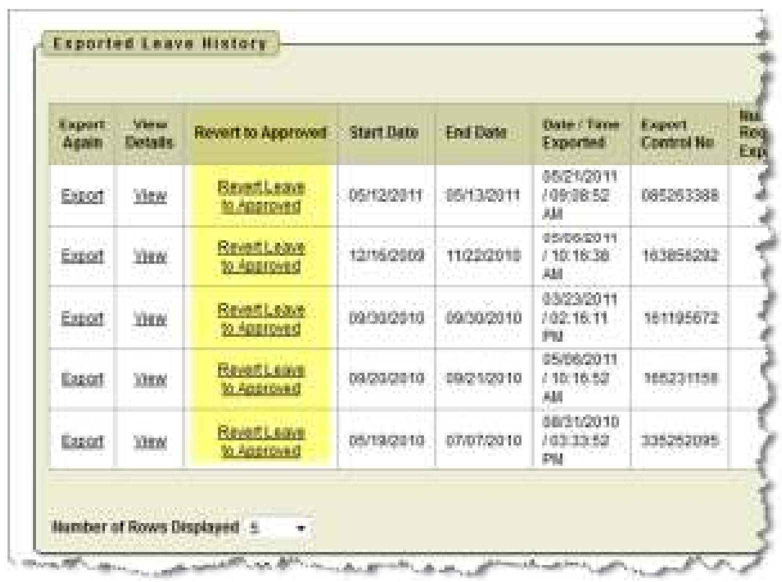


Exported Leave History (View/Revert/Re-Export)

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.

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.

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.

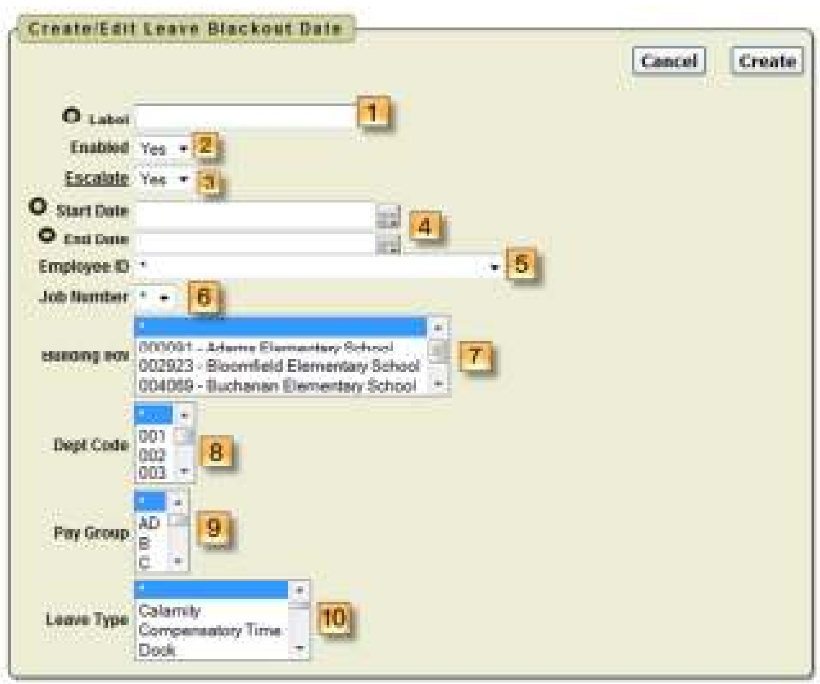
Maintain Leave Approval Blackout Dates

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.

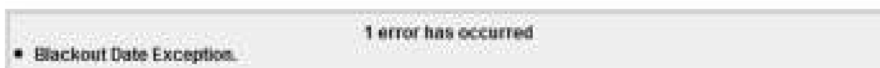
To create a new blackout date click on Create.



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.

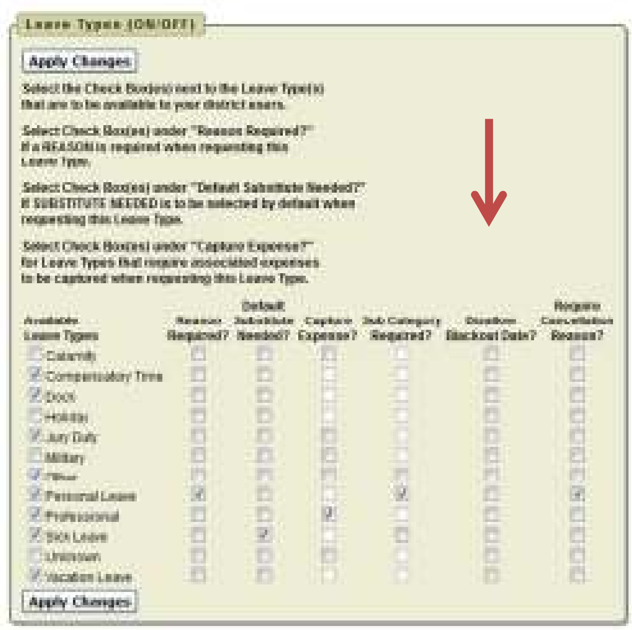
4. Enter a start and end date for you blackout.
5. Enter a specific employee id for this blackout or use the * for all employees.
6. Enter a specific job number for this blackout or use the * for all jobs.
7. Click on a specific building for this blackout or use the * for all buildings. You can hold 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

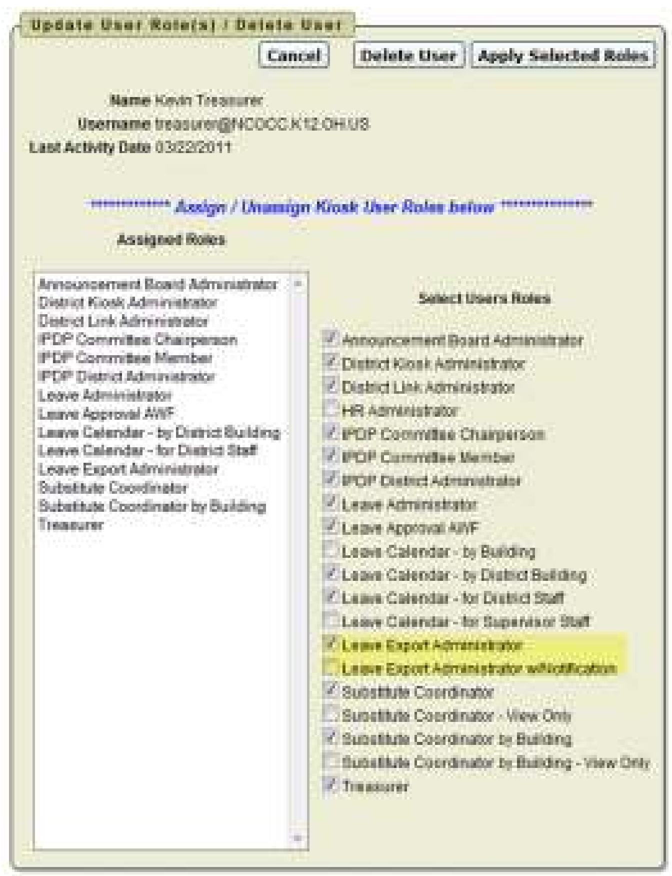
Currently leave requests in your district follow a certain path for the approval process. You can duplicate those paths within Kiosk. Creating and maintaining those paths or flows are done in Maintain Leave Approval Automated Work Flows.

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

- <u>Leave Export Administrator</u>
  This is the person that will export approved leave from the Kiosk into USPS
- <u>Leave Export Administrator w/Notification</u>
  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.



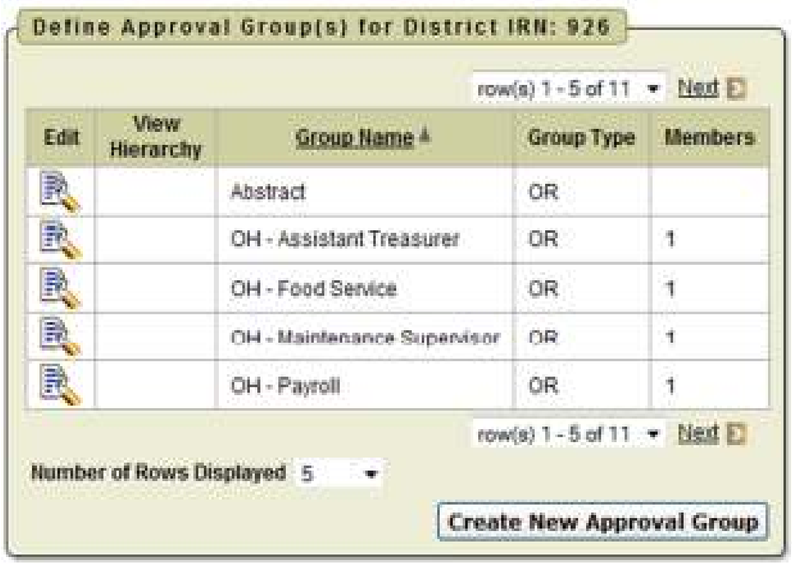
These roles can be assigned to multiple people.

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.



Define Approval Group(s) for District IRN: 926

row(s) 1 - 5 of 11 Next

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

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.

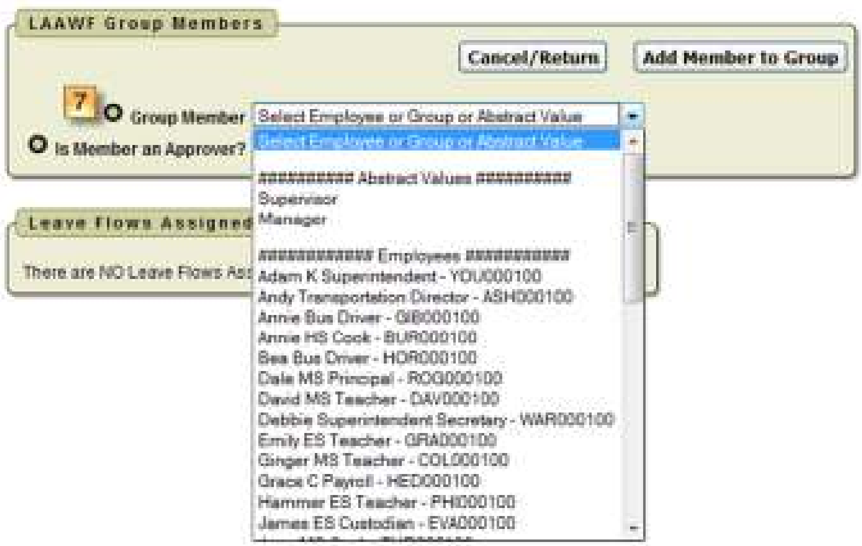
   - If you select OR as the type and you have more than one approver for the work group either approver can take action on the request.

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.

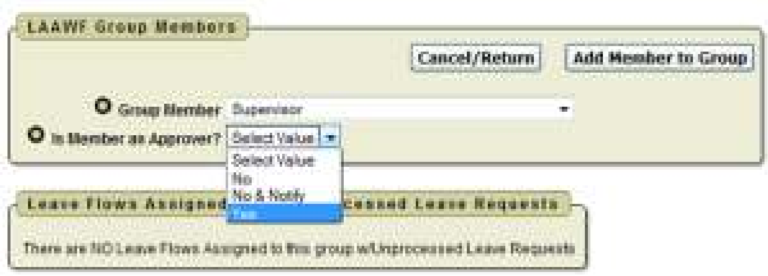
   If you select Supervisor for the group member, Kiosk will look at the Supervisor field that was loaded into Kiosk from USPS. So a leave request that was entered will go to the supervisor listed.

   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.

   - <u>No</u>
     This means the staff person is not an approver but is allowed to view the request.

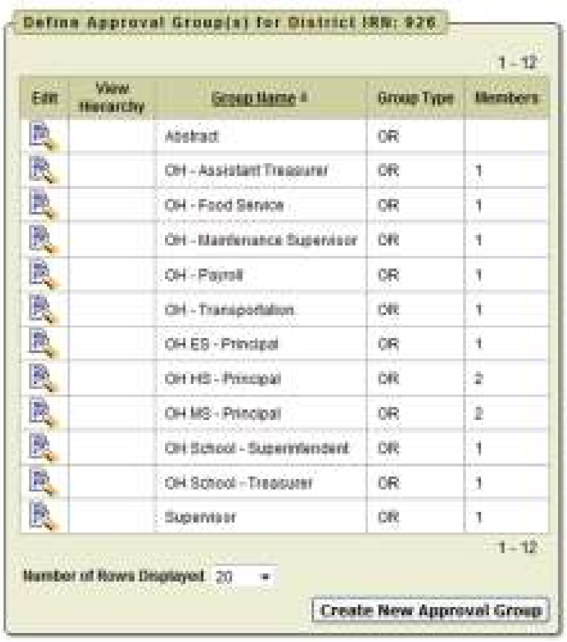


   - <u>No & Notify</u>
     This means that the staff person is not an approver but will be sent email notification when a leave request needs approval.
   - <u>Yes</u>
     This means that the staff person is an approver and will be sent email notification when a request is waiting for approval.

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.

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



Define Approval Group(s) for District IRN: 926

1 - 12

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

1 - 12

Number of Rows Displayed 20

Create New Approval Group

Creating a Work Flow

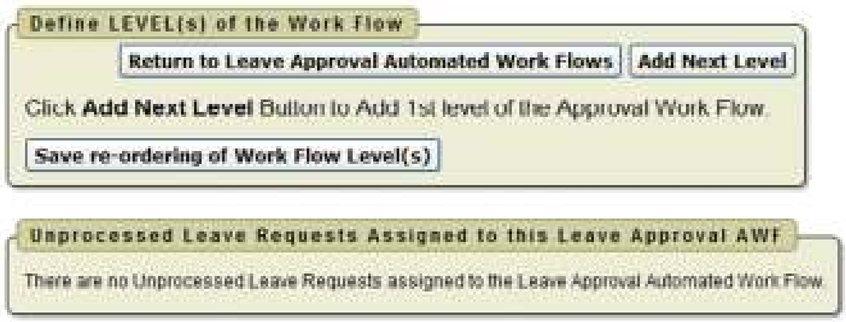
1. Once you have all your work groups created you can now create a New Flow.

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.

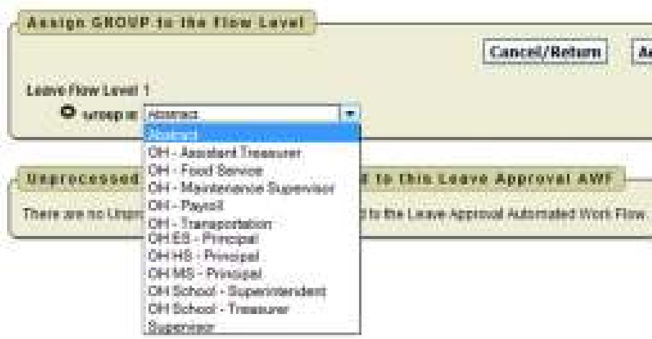
3. If this work flow is going to be for a specific employee click the drop down arrow to select that employee's name. If it is for a group of employees leave the * for this field.
4. Enter a specific job number or use the * for all jobs.
5. Click on a specific building or use the * for all buildings. 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.

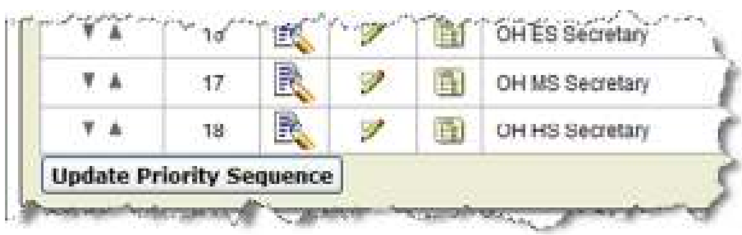
Below is what it would look like if you added the superintendent as the next level.

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

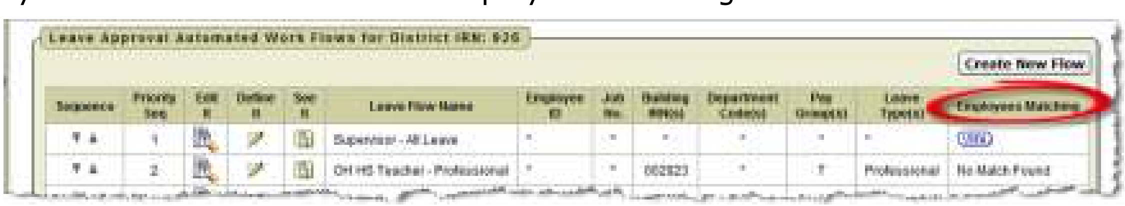
Work flows that are specific like for a certain building irn or pay group will need to be at the top. When a request is created, Kiosk will go through the work flows you have created to see which work flow matches the request. It will compare the employee id, job number, building irn, etc… to see which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

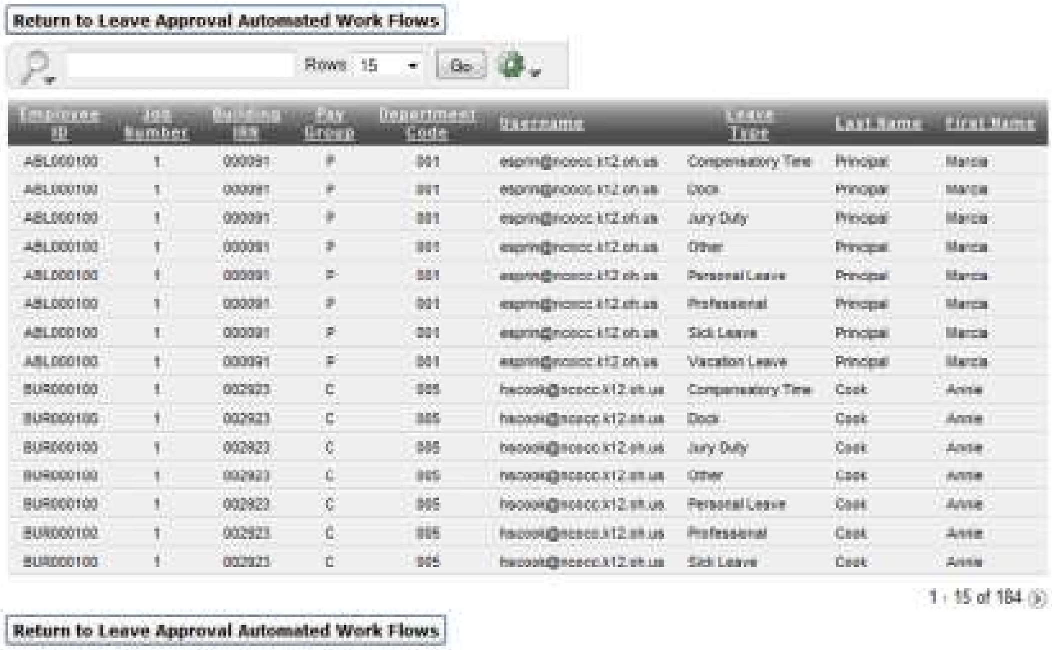
16. Once you have moved the work flow click update priority sequence to keep the change.



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.



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	Username	Leave Type	Last Name	First Name
ABL000100	1	000091	P	001	esprin@ncocc.k12.oh.us	Compensatory Time	Principal	Marcia
ABL000100	1	000091	P	001	esprin@ncocc.k12.oh.us	Dock	Principal	Marcia
ABL000100	1	000091	P	001	esprin@ncocc.k12.oh.us	Jury Duty	Principal	Marcia
ABL000100	1	000091	P	001	esprin@ncocc.k12.oh.us	Other	Principal	Marcia
ABL000100	1	000091	P	001	esprin@ncocc.k12.oh.us	Personal Leave	Principal	Marcia
ABL000100	1	000091	P	001	esprin@ncocc.k12.oh.us	Professional	Principal	Marcia
ABL000100	1	000091	P	001	esprin@ncocc.k12.oh.us	Sick Leave	Principal	Marcia
ABL000100	1	000091	P	001	esprin@ncocc.k12.oh.us	Vacation Leave	Principal	Marcia
BUR000100	1	002923	C	005	hacook@ncocc.k12.oh.us	Compensatory Time	Cook	Annie
BUR000100	1	002923	C	005	hacook@ncocc.k12.oh.us	Dock	Cook	Annie
BUR000100	1	002923	C	005	hacook@ncocc.k12.oh.us	Jury Duty	Cook	Annie
BUR000100	1	002923	C	005	hacook@ncocc.k12.oh.us	Other	Cook	Annie
BUR000100	1	002923	C	005	hacook@ncocc.k12.oh.us	Personal Leave	Cook	Annie
BUR000100	1	002923	C	005	hacook@ncocc.k12.oh.us	Professional	Cook	Annie
BUR000100	1	002923	C	005	hacook@ncocc.k12.oh.us	Sick Leave	Cook	Annie

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.

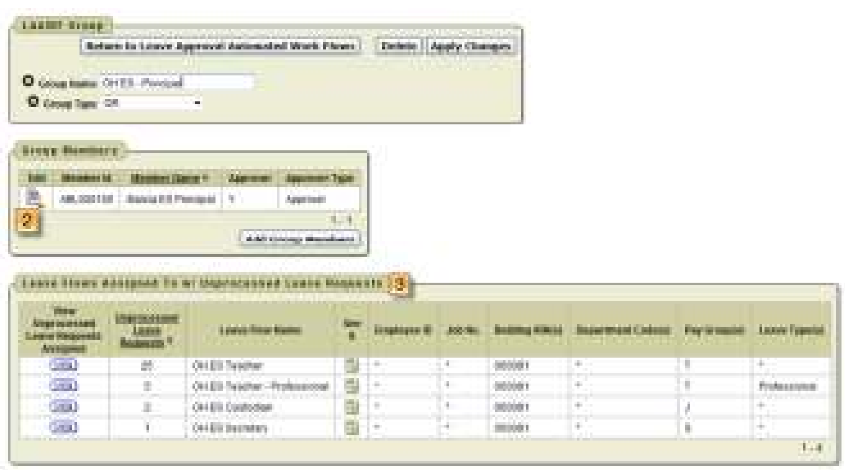

Define Approval Group(s) for District IRN: 926

1 - 12

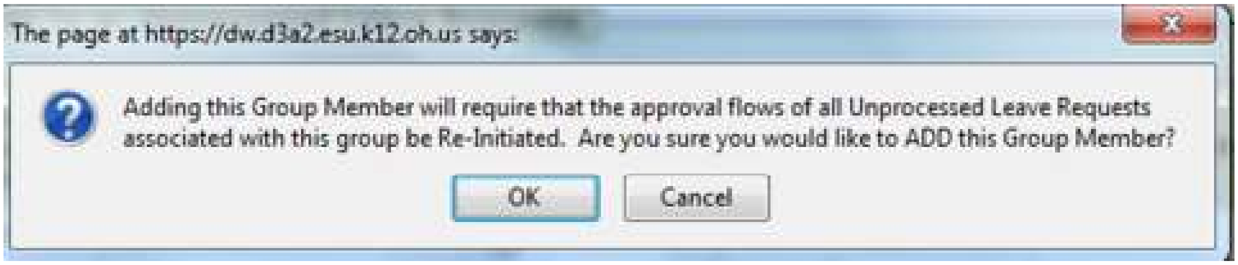
Edit	View Hierarchy	Group Name	Group Type	Members
		Abstract	OR	
		OH - Assistant Treasurer	OR	1
		OH - Food Service	OR	1
		OH - Maintenance Supervisor	OR	1

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

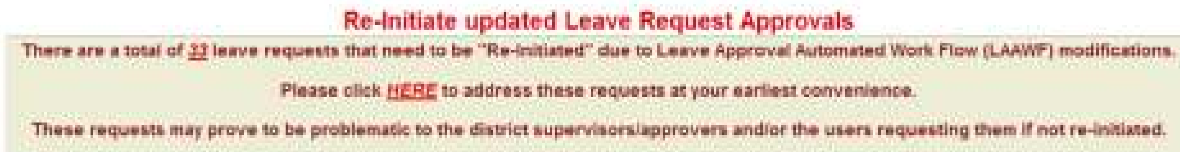
3. A list of all employee requests that are affected by this work group will be displayed.



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.



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



6. 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

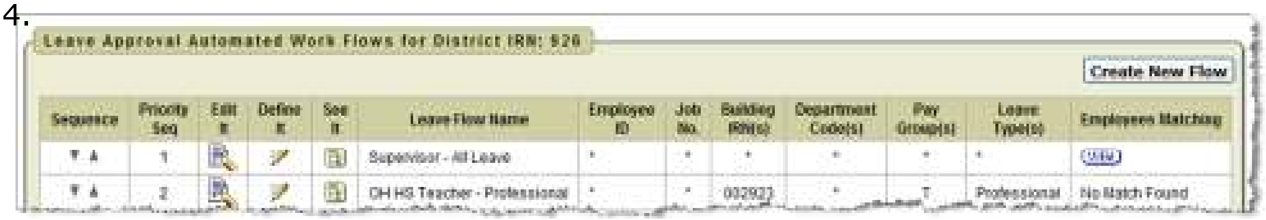
Id	See It	Employee ID	Name	Job Description	Leave Type	Start Date	End Date	Status	Substitute Needed	Transaction Date	Rebuild Necessary
54470		GRA000100	Emily ES Teacher	Elementary School Teacher	Personal Leave	07/31/2009	07/31/2009	Flow Initiated Level 1	No	03/31/2010	Yes
57643		GRA000100	Emily ES Teacher	Elementary School Teacher	Sick Leave	02/08/2010	02/11/2010	Flow Initiated Level 1	Yes	03/31/2010	Yes
102354		GRA000100	Emily ES Teacher	Elementary School Teacher	Sick Leave	12/21/2009	12/22/2009	Flow Initiated Level 1	Yes	03/31/2010	Yes
109870		PH000100	Hammer ES Teacher	Elementary School Teacher	Personal Leave	12/16/2009	12/16/2009	Flow In-Process Level 2	Yes	12/04/2010	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. 

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.

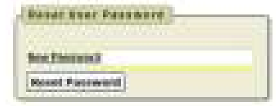
You can search for users by

- 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.

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:

- <u>At least one special character</u>
  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.

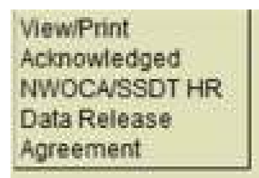
Click on the magnifying glass to see the message.

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

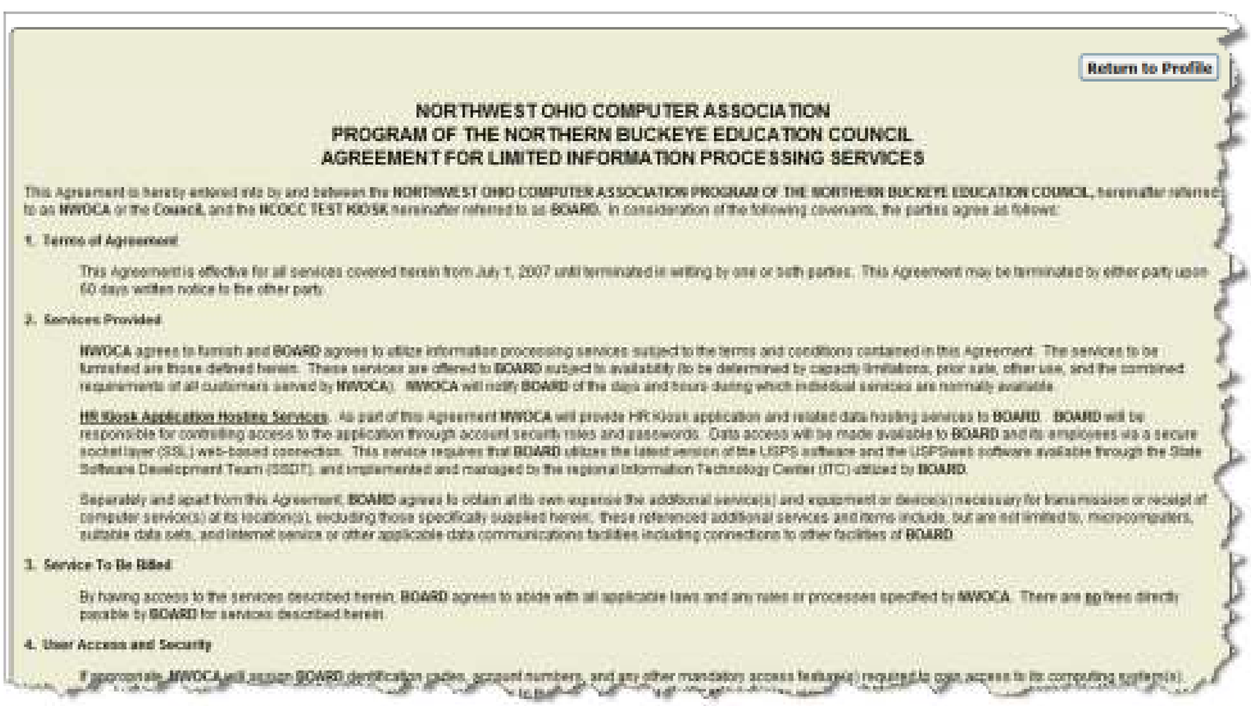
VIEW/PRINT ACKNOWLEDGED NWOCA/SSDT HR DATA RELEASE AGREEMENT

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.



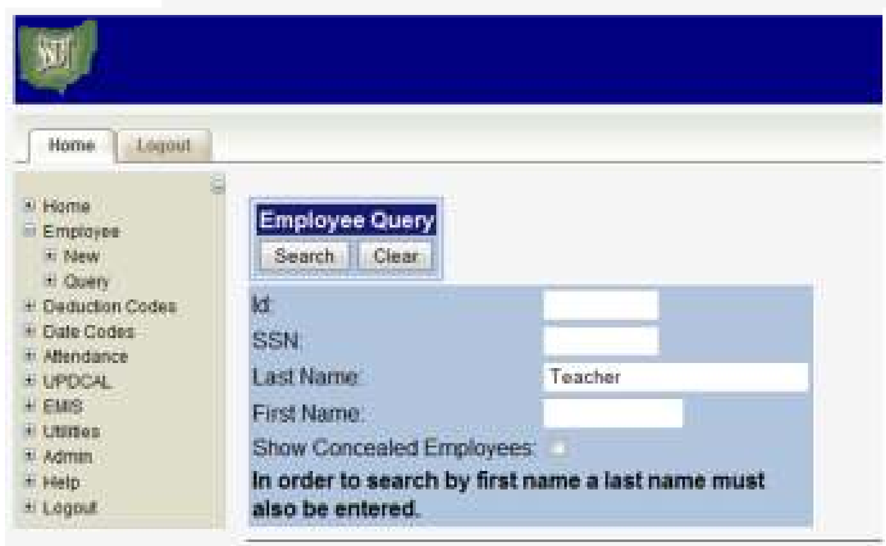
DATE CODE MAINTENANCE

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

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



11. Click on the employee's name

12. Click on the + next to Employee Dates
13. Click New

14. Enter the date the item was completed
15. Select what date code this employee date is associated with.

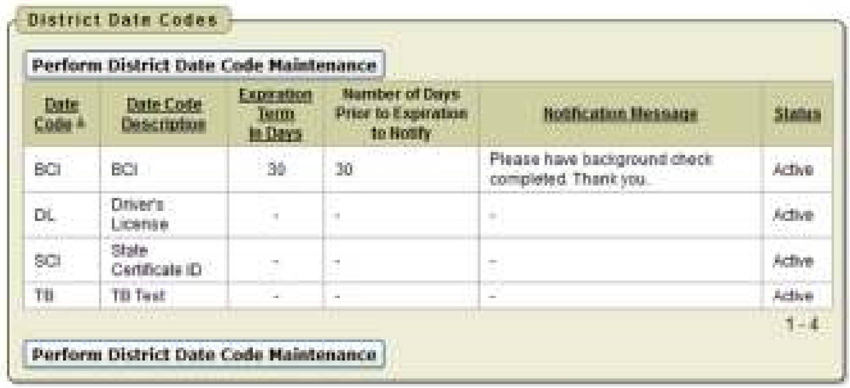
16. Entering comments is optional
17. The Date Wave Flag gives the ability to wave a required date for an employee. If a date code is created that all employees are required to have stored on file, but an employee has previously met the requirement at another district, for example, the requirement for the date can be waved. No - the required date has not been waved for this employee. Yes - the required date has been waved for this employee
18. Click Accept

The second part of the configuration must be done in Kiosk.

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 DISTTRICT 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.
-

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.