

Employee Kiosk



Employee Kiosk Staff Manual

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LOGGING IN

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



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

You will be required to enter the following:

1. Either an employee id or social security number
2. Select the county where your district is located
3. Select your district
4. Enter your email address that is on your payroll record. You may need to check with your payroll department to verify the email address on file.

A screenshot of the Employee Kiosk registration page. The page has a header with the 'Employee Kiosk' logo. Below the header is a registration form with the following fields: 'Employee Id' (text input), 'OR' (radio button), 'SSN (no dashes)' (text input), 'County' (dropdown menu), 'District' (dropdown menu), and 'Email' (text input). A 'Submit' button is at the bottom left. Above the form, there is a list of requirements: '1) Your Employee Id or SSN, 2) The county in which your district resides, 3) Your district's name, 4) Your email address provided to you by your district.'

You will be emailed a notification from NWAGNER with the temporary password to use for accessing the Kiosk.

Once the password is received you can access the Kiosk using your work email address and password. When logging in for the first time you will be prompted to change your password. Currently the Kiosk password does not expire.



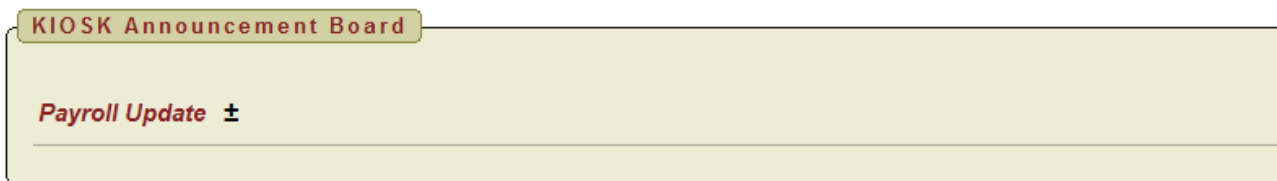
EMPLOYEE KIOSK DOCUMENTATION

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

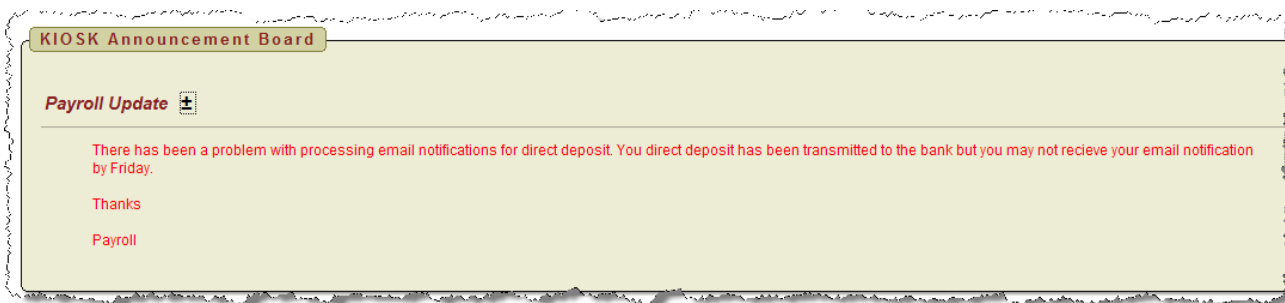


KIOSK ANNOUNCEMENT BOARD

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



Clicking the (-) symbol will close the announcement.



OTHER LINKS

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



PROFILE

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

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

Employee ID: GRA000100 State Certification ID:

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

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

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

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

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

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

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

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

Employee ID: GRA000100 State Certificat

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

Request Profile Data Change(s)

Employee Profile Cancel Submit Change Request

Warning: When editing the system data you must do so in increments of one character. For example, you can't add a character to the end of a string.

Employee ID: GRA000100 State Certification ID:

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

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

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

 Street Address 2: District Phone: District Extension:

 City: Othertown State: OH Zip Code: 44447

POSITION DETAILS

This is a brief view of your contract information.

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

The screenshot displays two sections: 'Current Positions' and 'Position Details'. The 'Current Positions' section contains a table with one row: 'Elementary School Teacher' with a start date of '09/21/2001' and status 'Active'. Below this table is a link 'Export to CSV' and a page indicator '1 - 1'. The 'Position Details' section provides a comprehensive overview of the contract, including job number, title, start date, status, contract amount, hours, and supervisor information.

Job Title	Start Date	Job Status	Display Details
Elementary School Teacher	09/21/2001	Active	Display Details

[Export to CSV](#) 1 - 1

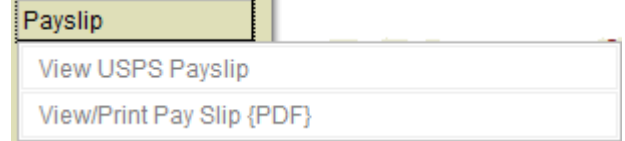
Job Number	1				
Job Title	Elementary School Teacher	Start Date	09/21/2001	Job Status	Active
Building #	B1				
Contract Amount	\$50,000.00	Daily Or Hourly	Daily	Daily Or Hourly Rate	\$273.224
Hours in Work Day	7	Pay Per Period	\$1,923.08		
Work Days in Contract	193	Calendar Start Date	09/21/2001		
Salary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

PERFORMANCE REVIEWS CURRENTLY NOT USED BY TWINSBURG CITY SCHOOLS

PAYSLIP

There are now 2 options for viewing payslips.



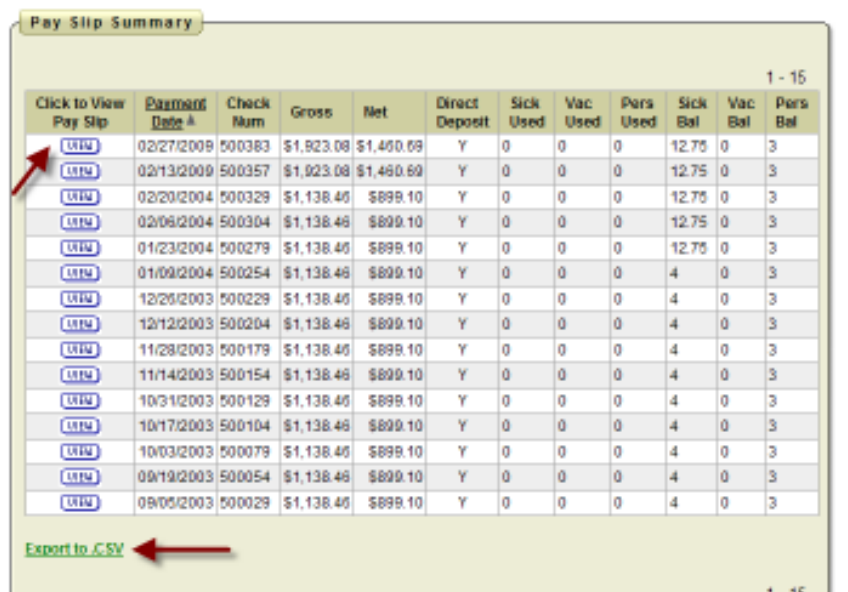
- View USPS Payslip
- View/Print Pay Slip {PDF}



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

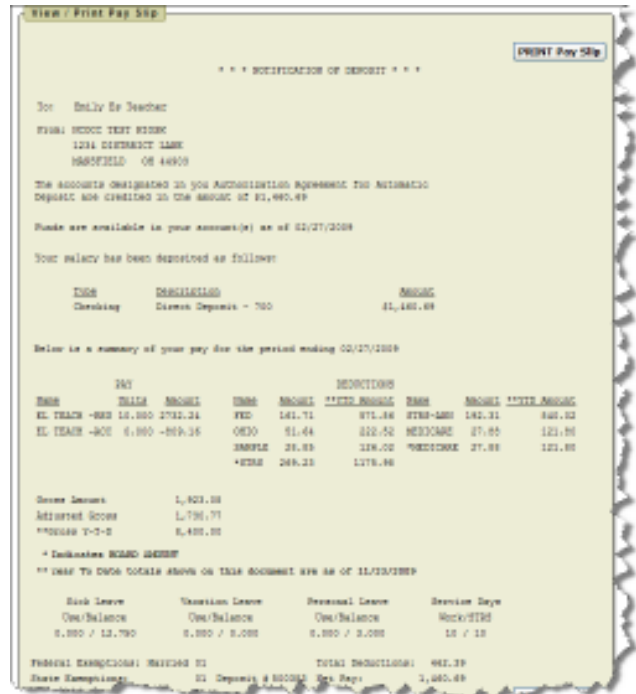
View USPS Payslip

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

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

Click to View Pay Slip	Payment Date	Check Num	Gross	Net	Direct Deposit	Sick Used	Vac Used	Pers Used	Sick Bal	Vac Bal	Pers Bal
View	02/27/2009	500383	\$1,823.08	\$1,460.69	Y	0	0	0	12.75	0	3
View	02/13/2009	500357	\$1,823.08	\$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	12/29/2003	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
7. The number of payslips that are displayed can be changed by selecting the drop down arrow and setting the display to another number.

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



View/Print Pay Slip {PDF}

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



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

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

VIEW/PRINT W-2

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

Employee Kiosk Other Links IPDP Scheduler

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

List of Available W-2 Wage and Tax Statements

View and/or Print W2	Download & Save W2	Tax Year	Control Number
		2007	1 - 1

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

Copy 1 To Be Filed With Employer's FEDERAL Tax Returns 2007

Copy 2 To Be Filed With Employer's State, City, or Local Income Tax Returns 2007

Copy 3 For EMPLOYEE'S RECORDS (See Notice to Employee) 2007

EMPLOYER: SIMPLE CITY SCHOOLS
 123 WEST CHERRY ROAD
 CHARLESTON, IN 44444

EMPLOYEE: CAROLYN J ELLIHAM
 84068 WILLIAMS CITY RD E
 ANYTOWN, OH 44223

2007

1 Gross wages, tips, and other compensation	29458.18	3 Social Security tax withheld	3542.36
4 Employer's number	35-333333	5 Medicare wages and tips	44902.28
6 Employer's address (not for printing)		7 Medically retired	821.04

2007

10 State Employer's state ID no.	29458.18	11 State wages, tips, and other compensation	1472.36
12 Local wages, tips, and other compensation	44902.28	13 Local wages, tips, and other compensation	473.44
14 State Employer's state ID no.	29458.18	15 State wages, tips, and other compensation	1472.36
16 Local wages, tips, and other compensation	44902.28	17 Local wages, tips, and other compensation	473.44

2007

1 Gross wages, tips, and other compensation	29458.18	3 Social Security tax withheld	3542.36
4 Employer's number	35-333333	5 Medicare wages and tips	44902.28
6 Employer's address (not for printing)		7 Medically retired	821.04

2007

10 State Employer's state ID no.	29458.18	11 State wages, tips, and other compensation	1472.36
12 Local wages, tips, and other compensation	44902.28	13 Local wages, tips, and other compensation	473.44
14 State Employer's state ID no.	29458.18	15 State wages, tips, and other compensation	1472.36
16 Local wages, tips, and other compensation	44902.28	17 Local wages, tips, and other compensation	473.44

LEAVE BALANCES

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

Leave Balances					
	Monthly Accrual	Unit	Accum Max	Begin Bal	Balance
Personal Leave	N/A	Daily	3.00	3.00	3.00
Sick Leave	1.25	Daily	200.00	N/A	12.75
Vacation Leave	0.00	Daily	0.00	N/A	0.00

1 - 3

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

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

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

Filter Detail Leave Activity

Category JobNo TransType Start Date

 End Date

Detail Leave Activity

Number of Rows Displayed

<u>Category</u>	<u>Job No.</u> ▲	<u>Trans Type</u>	<u>Length Of Absence</u>	<u>Unit</u>	<u>Activity Date</u>
Sick	0	Accumulation	1.25	Daily	02/01/2004
Sick	0	Accumulation	1.25	Daily	01/01/2004
Sick	0	Accumulation	1.25	Daily	12/01/2003
Sick	0	Accumulation	1.25	Daily	11/01/2003
Sick	0	Accumulation	1.25	Daily	10/01/2003
Sick	0	Accumulation	1.25	Daily	09/01/2003
Sick	0	Accumulation	1.25	Daily	08/01/2003
Personal	0	Accumulation	3	Daily	07/01/2003
Sick	0	Accumulation	4	Daily	07/01/2003

[Export detail activity to CSV](#)

1 - 9

LEAVE REQUEST OPTION CURRENTLY NOT USED BY TWINSBURG CITY SCHOOLS

CHANGE PASSWORD

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

A screenshot of a web form for changing a password. The form is enclosed in a dashed border. It contains three input fields: 'Old Password', 'New Password', and 'Re-Enter New Password'. The 'New Password' field has a note '(must be at least 8 characters)' to its right. Below the input fields is a blue instruction: 'Please enter old and new passwords.'. To the right of the 'Re-Enter New Password' field are two buttons: 'Change Password' and 'Cancel'.

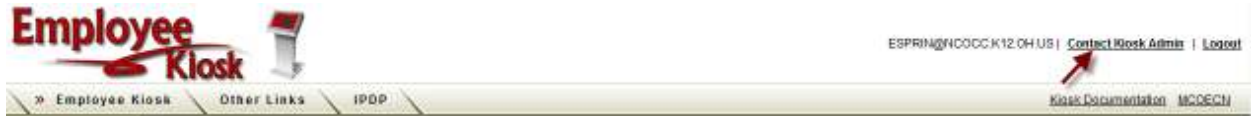
You must enter your old password and then type the new one twice before clicking on 'Change Password'.

Your password must be 8 characters in length.

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

CORRESPONDENCE

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



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

Compose Message

Subject

Message

Cancel Send

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

Correspondence

Status

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

1 - 1

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

Compose Message

Subject Sick Leave Accrual

Message

Archive Correspondence Cancel Send

History

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

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

1 - 2