EMPLOYEE KIOSK

USER GUIDE

WHAT IS IT AND HOW WILL IT ASSIST ME?

The employee kiosk is a software program which has been developed and maintained by the same software creators that provide the state-supported payroll and accounting software used by the majority of school districts throughout the state of Ohio. Since the same group developed both software programs, the employee kiosk and the payroll processing software "interface", thus allowing employees on-demand access to viewing and printing pay records, managing and verifying leave balances, as well as accessing a variety of other Payroll related forms and links.

WHY AM I BEING ASKED TO REGISTER FOR, LOG ON TO, AND USE THE EMPLOYEE KIOSK?

Once you have registered and logged onto the kiosk, you will have immediate access to not only your pay stub information, but also to a variety of other frequently requested payroll information.

In addition to paystubs, employees can also review detailed information about their contract amount, daily/hourly rate, per-pay amount, number of contracted work days per year, current leave usage and paid time off leave balances.

BENEFITS OF KIOSK

❖ Since all your pay stubs are available for on-demand viewing and printing through the kiosk, you no longer need to save and file your paper pay stubs or save your email direct deposit notifications. In the event you should need a copy of your previous paystub, just log on to the kiosk and print the range of dates you need.

❖ Through the employee kiosk, employees can view and print **EVERY** paystub, whether you received a direct deposit notification or an actual check, received dating back to May 20, 2013.

❖ In addition to viewing your current paid time off balances (sick and personal leave and vacation leave, as applicable), you can actually review the specific dates that have already been posted against your paid time off balances. This will be very beneficial when you are trying to determine how much time you still have available for use.

❖ **Forms and Links!!!** ~ Our goal is to have the most commonly requested Payroll forms and links readily available and all in one easily accessible place. Becoming familiar with the kiosk and forms available conveniently allows you to access information from anywhere at any time 24/7 provided you have access to an internet connection.

HOW DO I ACCESS THE EMPLOYEE KIOSK?

The website to access the Employee Kiosk is:

http://kiosk.mcoecn.org

LOGGING IN – EXISTING EMPLOYEES

As an existing employee, you already have a Kiosk account, although you've never logged in until now.

Simply click on "Forgot your Password?" Click here to reset.

1. Enter either your Employee ID (found on your paystub) or Social Security Number
2. Select Fairfield County, the screen will refresh
3. Select Pickerington Local School District
4. Enter your school email address

NOTE: Kiosk is also compatible with Google Chrome

LOGGING IN (CONTINUED)

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

The password is case sensitive and it is recommended to copy the password from your email notification and paste it into the password field.
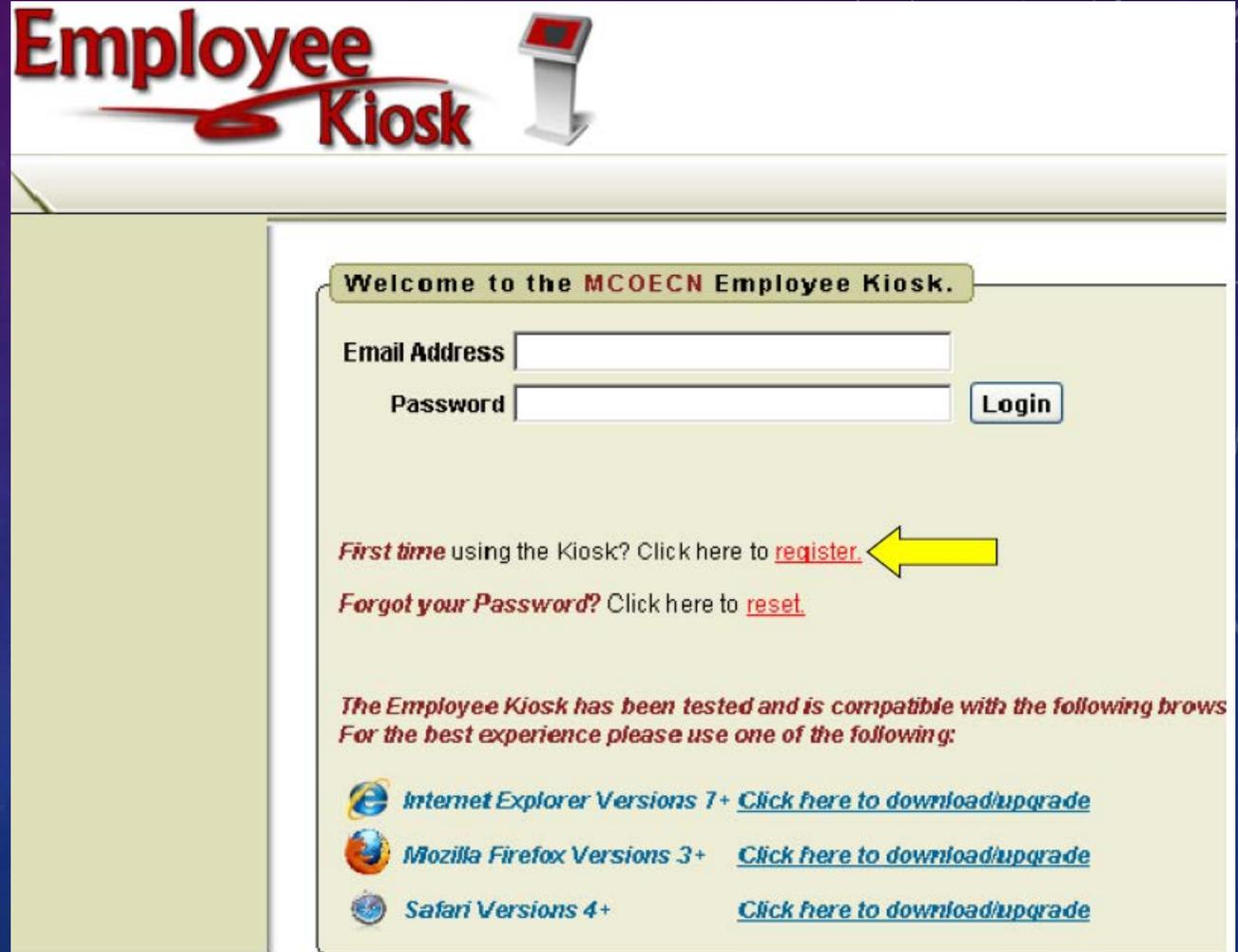
When logging in for the first time you will be prompted to change your password.

LOGGING IN – NEW EMPLOYEES

Logging into the Kiosk requires a school email address and user password. You must register first before you can log in.

To register your Kiosk Account, click on the 'register' link in the log in page as shown. You will be required to enter the following:

1. Enter either your Employee ID (found on your paystub) or Social Security Number
2. Select Fairfield County, the screen will refresh
3. Select Pickerington Local School District
4. Enter your school email address

NOTE: Kiosk is also compatible with Google Chrome

LOGGING IN (CONTINUED)

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

The password is case sensitive and it is recommended to copy the password from your email notification and paste it into the password field.

When logging in for the first time you will be prompted to change your password.

KIOSK ANNOUNCEMENT BOARD

Announcements for staff will be placed in the Kiosk Announcement Board. It is the first thing you see when you login and is located above your profile information.

To see the full announcement, click (+) symbol next to the announcement title. Clicking the (–) symbol will close the announcement.

The 'Scheduled Maintenance Window' and 'Security/Privacy Announcement' are always listed on the Announcement Board. Please review these announcements.

PROFILE

Employee Profile

Request Profile Data Change(s)

Employee ID: PEP007777   State Certification ID:

Name:

First Name: Ima   Middle Name: Last Name: Pepper   Suffix:
Legal First Name: Legal Middle Name: Legal Last Name: Legal Suffix:

Contact Information:

Address 1: 2 Drink Dr   Phone: () -
Street Address 2:   District Phone: District Extension:

The profile page shows your personal information from the district payroll system. If any information needs to be updated, you can select the "Request Profile Data Change" button.

If you submit a request to update your address, the following message will appear:

You are requesting a change to your ADDRESS. Does this address change also require a change to the OSDI District Code for City Taxes? Click OK to request UPDATE as is OR click CANCEL to return and modify the OSDI District Code.

You can use the 'School District/Municipal Finder' link under the Other Links Global folder to check if your new address makes you subject to city or School District income tax.

Once you complete the request you will be taken back to your profile page and the following message will appear:

You can then enter your change in the white box next to that field that needs correction and then click 'Submit Change Request'. A request is sent to the payroll staff and they will manually update the payroll system.

Submit Change Request

Employee Profile

Enter New Values for items that you would like to Request be changed.
Click "Submit Change Request" button to complete the request and notify the HR Administrator.

Employee ID: PEP007777   **State Certification ID:**
                                New State Certification ID: [   ]

Name:

        First Name: Ima   Middle Name:
        New First Name: [   ]   New Middle Name: [   ]

        Legal First Name: Legal Middle Name:
        New Legal First Name: [   ]   New Legal Middle Name: [   ]

Contact Information:
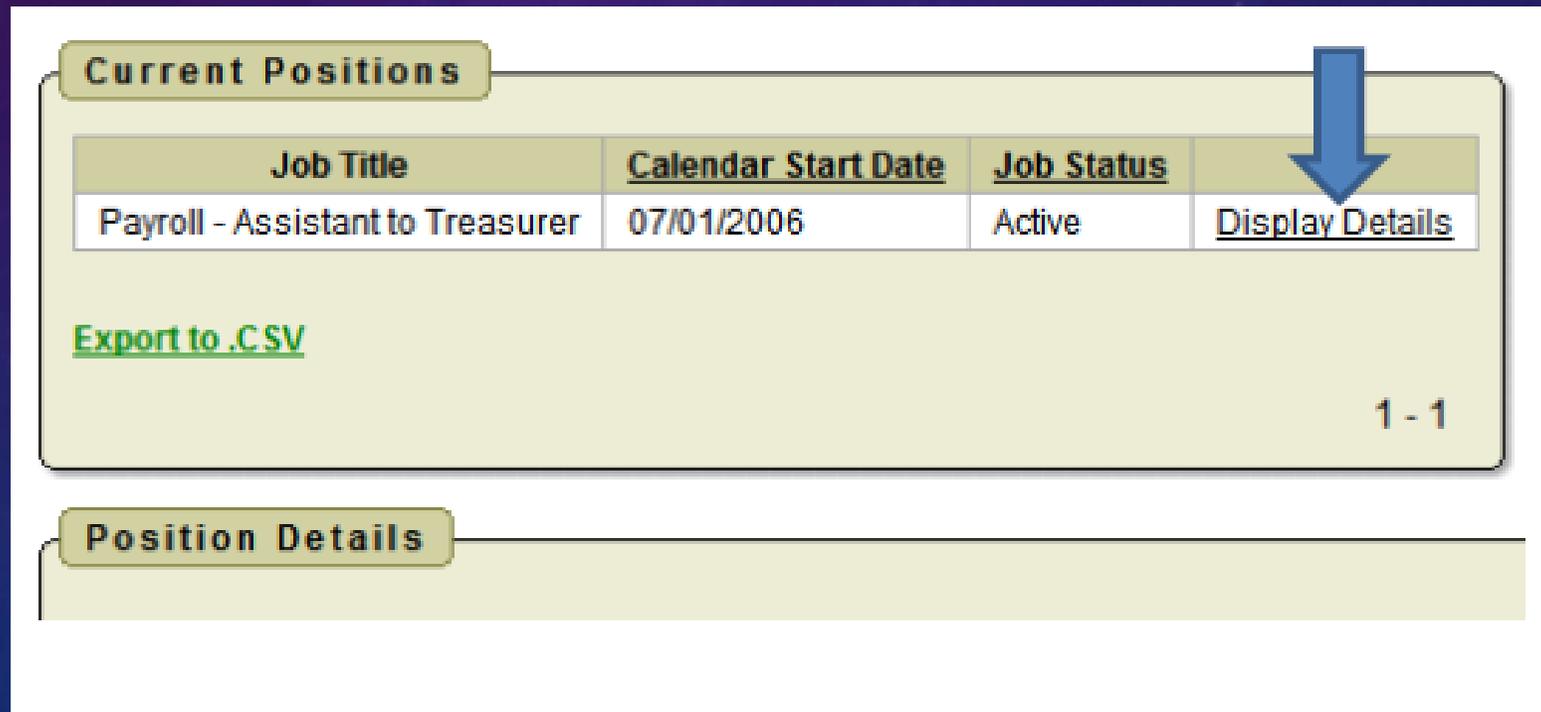
        Address 1: 2 Drink Dr   Phone: ()-
        New Address 1: [18 Cola Ave]   New Phone: [   ]

Email Notification successfully sent to the 'HR Administrator(s)' for your Employee Profile Data Change Request.

POSITION DETAILS

This is a brief view of your contract information. The information for the first job listed will automatically be displayed in the Position Details section. If you have multiple positions you can select a different position by clicking the 'Display Details' link next to it. Clicking 'Display Details' will also take you to the details of your current contract for that particular job.

PAYSLIPS

View/Print Pay Slip {PDF}

When you first select the View/Print Pay Slip {PDF} option you can
- View and/or Print Payslip
  - Opens your payslip as a PDF file.
- Download & Save Payslip
  - Gives you the option to save the payslip to your PC.

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

List of Available Payslips

1 - 1

View and/or Print Payslip	Download & Save Payslip	Pay Date	Check Number
✎	✎	07/15/2011	119007

1 - 1

If no PDF payslips are available the following message will display.

List of Available Payslips

There are no W-2 Wage and Tax Statements Available at this time. Please contact your Kiosk Administrator or the Help Desk.

LEAVE BALANCES

On this screen you can see personal, sick, and vacation leave (if applicable) at a glance as well as your current balance. **Please read the NOTICE shown on the screen when looking at your balance**. Generally, any leave taken is delayed in posting by approximately 2 weeks. You can verify if your absences or accumulations have posted in the Detail Leave Activity section of this screen.

Leave Balances

	Monthly Accrual	Unit	Begin Bal	Balance
Personal Leave	N/A	Hourly	24.00	24.00
Sick Leave	9.00	Hourly	N/A	54.00
Vacation Leave	6.67	Hourly	N/A	40.00

1 - 3

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

DETAILED LEAVE ACTIVITY

Displays detailed information of absences and accumulations for your eligible leave types.

You can filter the information to only display information based on Category (Leave Types of sick, personal or vacation), 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 column heading.

Filter Detail Leave Activity

Category	JobNo	TransType	Start Date
All	All	All	
			End Date

Detail Leave Activity

Number of Rows Displayed 20

Category	Job No. ▲	Trans Type	Length Of Absence	Unit	Activity Date
Personal	0	Absence	1	Daily	11/10/2003
Personal	0	Accumulation	3	Daily	07/01/2003
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
Sick	0	Accumulation	22	Daily	07/01/2003
Personal	1	Absence	1	Daily	02/10/2011
Personal	1	Absence	1	Daily	02/09/2011

Export detail activity to CSV

1 - 12

VIEW/PRINT W-2

This option will allow you to View, Print, Download and Save your W2's. Your W2's are available starting with 2017 and will continue to populate each year.
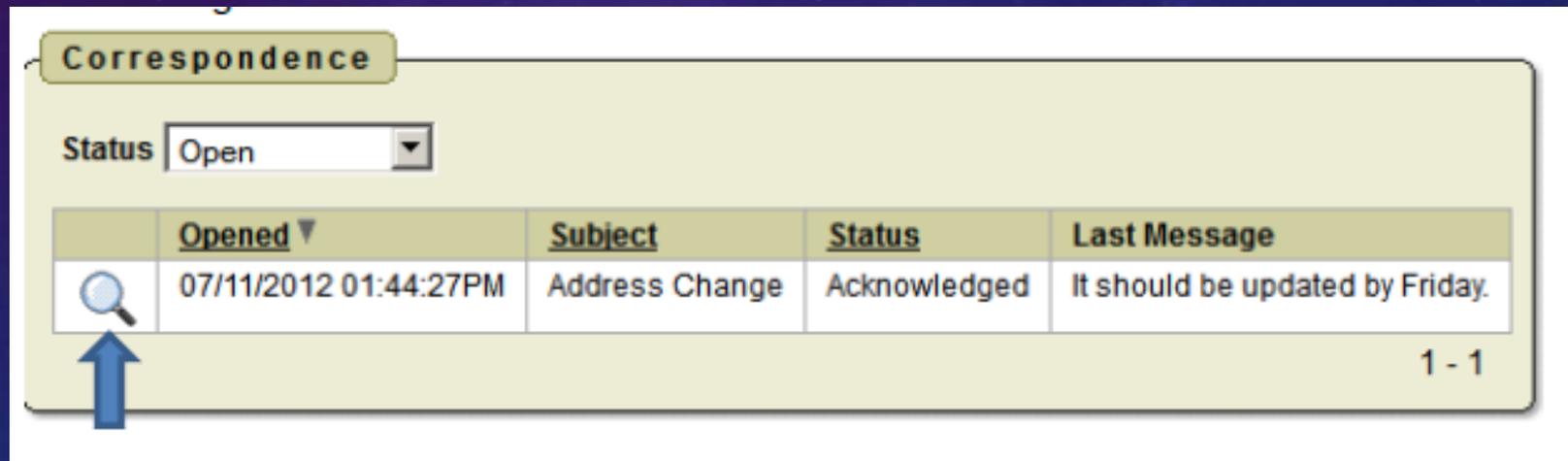
CORRESPONDENCE

This feature will allow you to send messages to the Kiosk District Administrator from within the Kiosk software.
When you click on 'Contact Kiosk Admin' in the upper right corner, a message box will display for you to type a message that will be sent to the Kiosk District Administrator for your district.
Click Send when done typing your message.
When you click on the Correspondence option you will see a list of the messages you have sent.
To view the correspondence between you and the Kiosk District Administrator click on the magnifying glass. You will see a history of the correspondence and have the ability to send a new message.

NOTE: You and the Kiosk District Administrator will receive email notifications of all correspondence. A link to the Employee Kiosk is included in the email message if you need to post a reply.

OTHER LINKS

The 'Other Links' option of the Kiosk is located on the top horizontal bar.

When selected, a double arrow will appear next to 'Other Links' as shown below and links to various websites will be listed. The **Global links appear to everyone** that logins to Kiosk. **District links** are available to **everyone within your district**, if your District Administrator sets them up. You also have the capability of adding your own links. Any links you add can only be seen by you and will be listed under the personal folder.
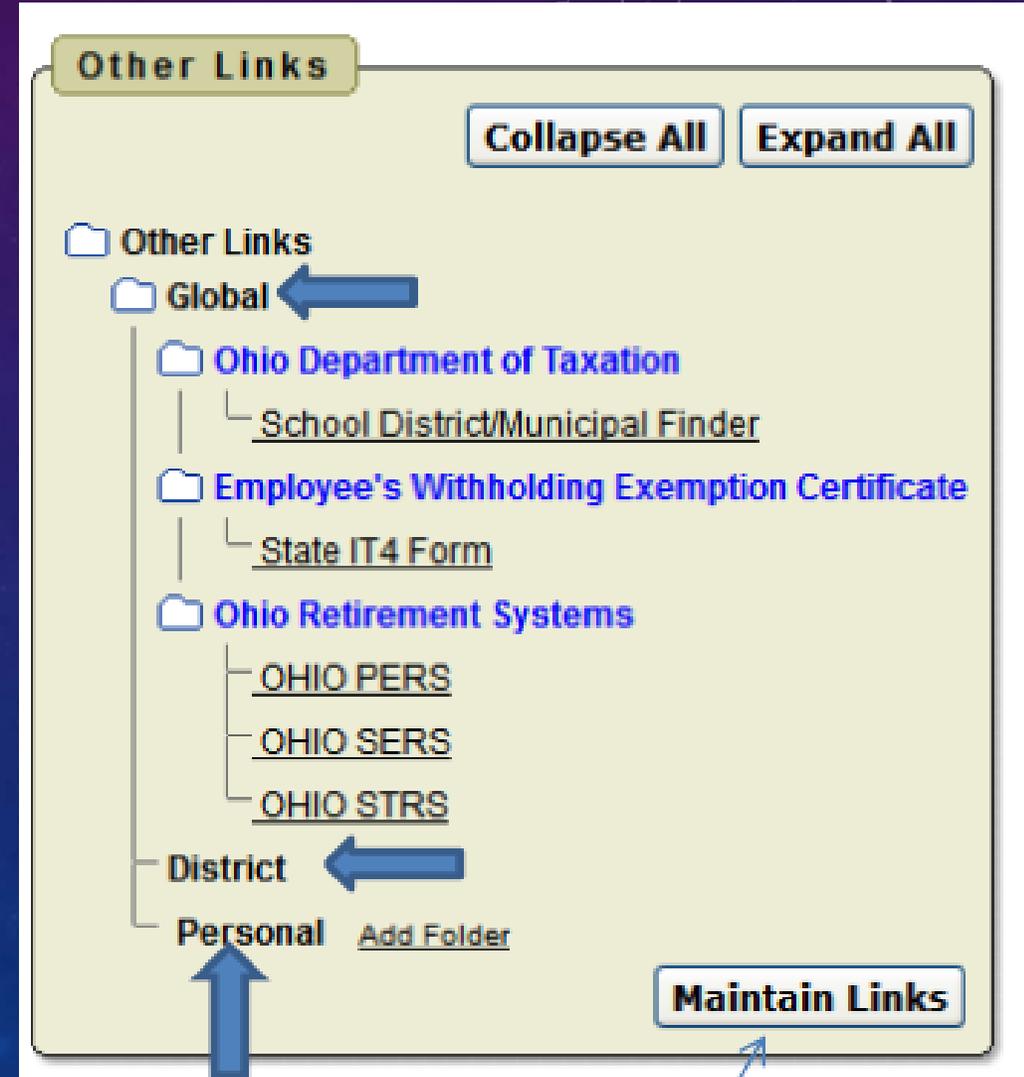
ADDING PERSONAL LINKS

There are 2 ways to add links.

Click the 'Maintain Links' button then select 'Create NEW Link'.
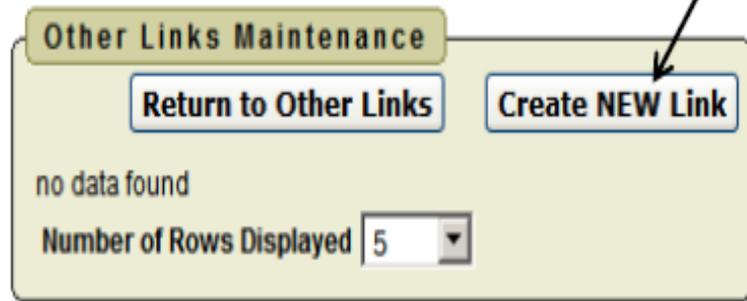
Other Links Maintenance

Return to Other Links | Create NEW Link

no data found

Number of Rows Displayed 5

In the first box select whether the website address starts with http:// or https:// then type or paste the website address in the Link box. If you paste, remove the http:// or https:// from the address. Enter a Link Description so you can easily identify it. You will only be able to add to the Personal folder. Enter a Display Order number greater than zero. This will allow you to keep your links in a specific order. When you are done click the 'Create Link' button.
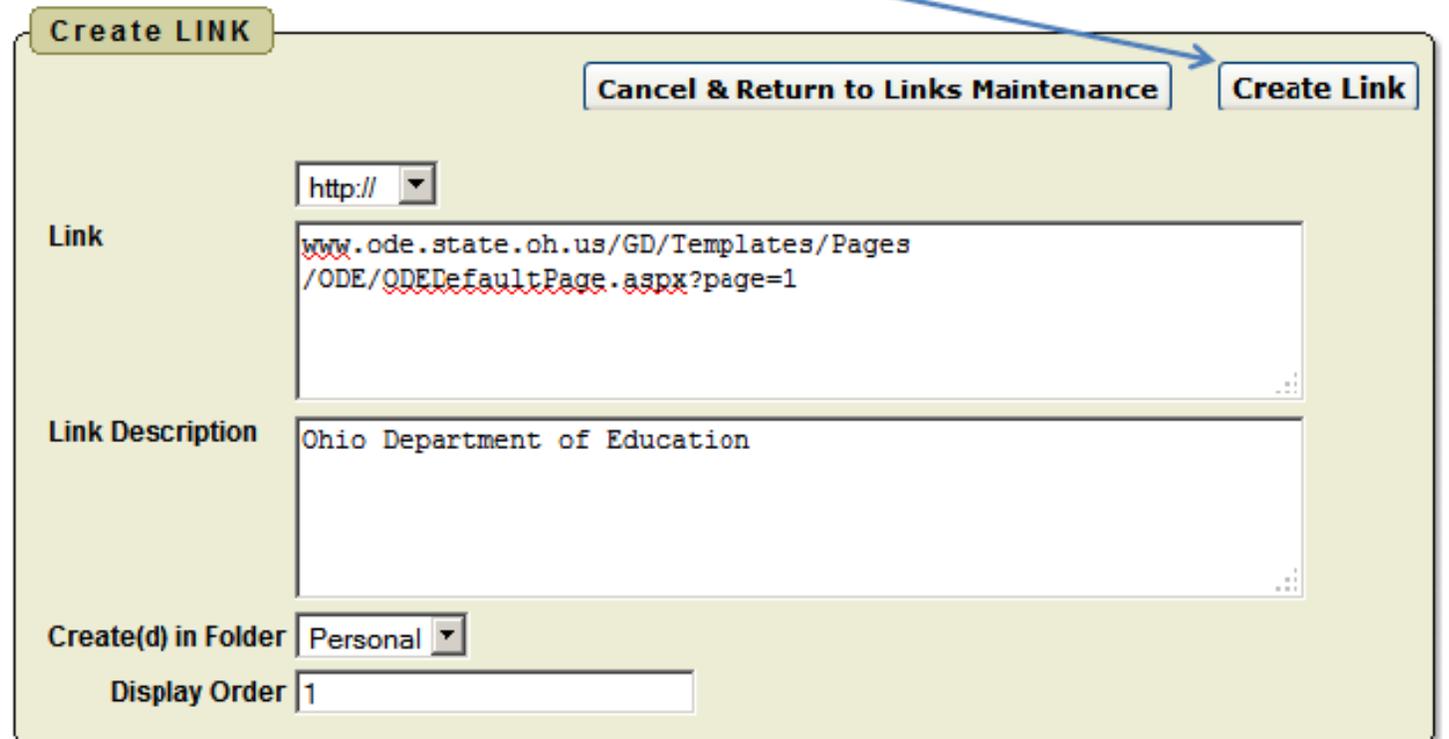
Create LINK

Cancel & Return to Links Maintenance | Create Link

http://

Link
www.ode.state.oh.us/GD/Templates/Pages
/ODE/ODEDefaultPage.aspx?page=1

Link Description
Ohio Department of Education

Create(d) in Folder Personal

Display Order 1

ADDING PERSONAL LINKS, CONT'

You will receive a message, as shown below, that the link was created successfully and you will have the option of creating another link or returning to the list of links.

ADDING PERSONAL LINKS, CONT'

When you go back to the list you will see the link you added under the Personal folder.

ADDING PERSONAL LINKS, CONT'

You also have the option of adding links by adding additional folders in the Personal folder. Click the 'Add Folder' link and the screen below will appear. Give the Folder a name and then fill in the other boxes similar to what was described above. Click the 'Add Folder' button when finished.
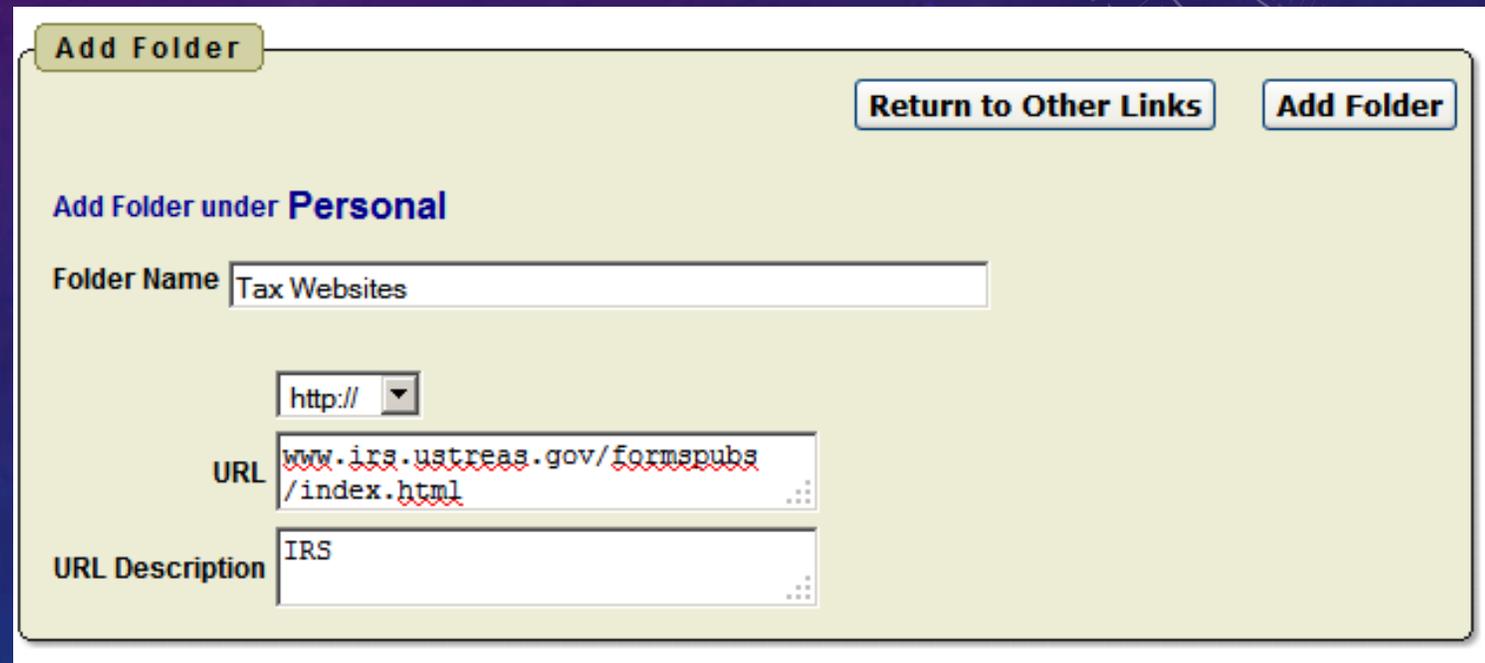
You will receive a message that the folder was added and you will be taken back to the Links list. When you start adding new folders you will have the option to select the folder when adding new links.

Our primary goal for the employee kiosk is to have an on-demand comprehensive resource for our employees. As such, if you have suggestions or comments as to other information you would like see added to the "Other Link" tab, please feel free to email the payroll department at Payroll@plsd.us