

Spencervillebearcats.com

EMPLOYEE KIOSK

Access from Spencerville website

1. Click on Links to General Information



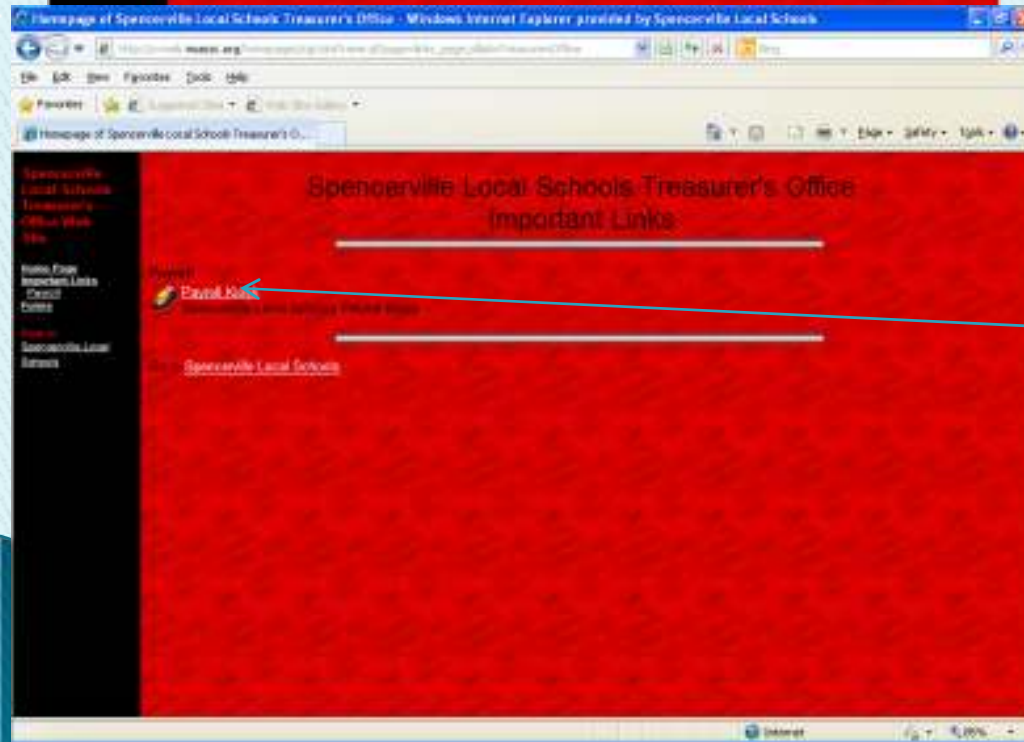
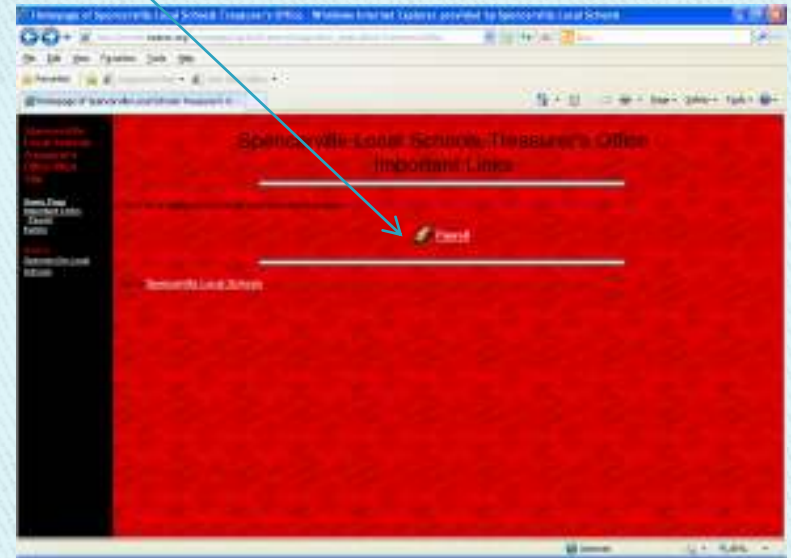
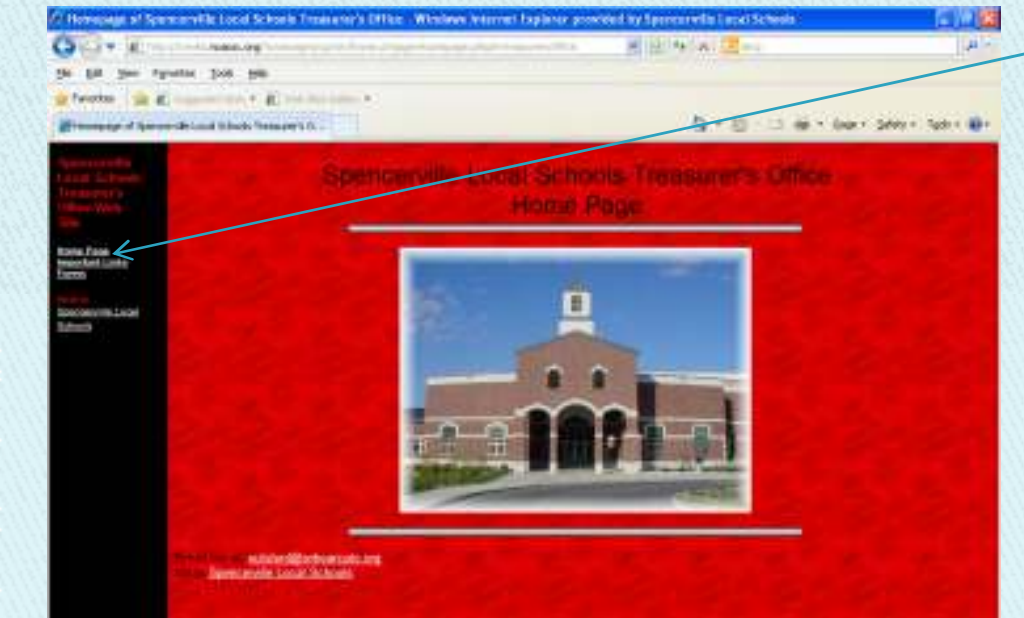
EMPLOYEE KIOSK

2. Click on Forms / Policies

3. Click on Important Links

4. Click on Payroll

5. Click on Payroll Kiosk



To Log-in



- ▶ Enter your email address and password. The first time you will be required to change your password.

Employee Kiosk Tab Announcement Board

Employee PROFILE

Employee Profile - Windows Internet Explorer provided by Spencerville Local Schools

https://fed.mcoecoh.org/pls/epex31/f?p=125:3:4084731883146631

Employee Profile

Employee Profile

Click on Leave Request

Employee Profile

Request Profile Data Change(s)

Employee ID: 8400010 Rate Verification ID: 04128918

Name:
First Name: SANDRA Middle Name: S Last Name: MULLOCH Suffix:
Legal First Name: Legal Middle Name: Legal Last Name: Legal Suffix:

Contact Information:
Address 1: 8234 Hillwood Blvd Phone: (419) 488-7334
Street Address 2: District Phone: District Extension:
City: Delta State: OH Zip Code: 44312
Email Address: K0842@M02400804.ORG

Other Information:
Gender: Female Marital: Not Specified Marital Status: Married
DOB District Code: Sub Code: Manager's Print Name:

Education/Certification:
Degree Type: 188808 CCC Qualification: Not Applicable
Bachelor's Year: 0 Other Certifications:

Employee Data:
Date of Birth: 10/01/1965 Last Evaluation: Last Print: 04/19/2004 Contract Renewal: Loaded Contract Exp:
Hire Date: 10/10/1999 Next Evaluation: OCHS New Hire: 00/10/1999

Employment:
Total Years: 0 District: 000 Performance System: 000 Othr Pmts: 000 Max Othr Pmts: 000 Minbr: 000
Additional Years: 0 Accredited District: 000 Payscale: 000 Othr Pmts: 000 Max Othr Pmts: 000 Tadm: 000
Building: 000

▶ Click on Create New Request

Employee Kiosk Documentation

Profile

Position Details

Performance Reviews

Payroll

Leave Balances

ViewPrint W-2

Leave Request

Current Positions

Job Title	Job Status	
BUS DRIVER	Active	Display Details

[Export to CSV](#)

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Create New Request

My Request(s) in Process

My Processed Request(s)

Set Leave Starting & Ending Time Preferences

Job Title	BUS DRIVER	Position Start Date	10/15/2002	Job Status	Active
Building ID#	47589	Building Name	Liberty Center Local SD		
Contract Amount	\$9,784.00	Daily Or Hourly	Daily	Daily Or Hourly Rate	\$53.174
Hours in Work Day	3.75	Pay Per Period	\$376.31	Retire Hours	82.24
Work Days in Contract	184	Salary Schedule Column	0		
Eligible for Sick Leave	Yes				
Eligible for Personal Leave	Yes				
Eligible for Vacation Leave	No				

- ▶ In the dropdown box select the type of leave you are requesting.

The screenshot shows a web browser window titled "Leave Request - Windows Internet Explorer provided by Spencerville Local Schools". The address bar shows a URL starting with "https://www.spsk.org". The browser's address bar and tabs are visible at the top. The main content area displays the "Employee Kiosk" logo and a navigation menu with options like "Employee Kiosk", "Other Links", and "IFOP". The "New Leave Request" form is the central focus. It includes a "Cancel", "CLEAR", and "SUBMIT" button set at the top right. The form fields are: "Absences (PTO 7.25 Days)", "Leave Type" (a dropdown menu with "Sick Leave" selected), "Reason" (a dropdown menu with "Holiday" selected), "Start Date" (with "Personal/Leave" selected), "End Date" (with "Unlimited" selected), "Leave Requested" (a numeric input field with ".00" entered), and a "Please Where You Can be Reached For Questions" field with the phone number "410-455-7004" and a "Full Notification" checkbox. A "Comments pertaining to this Leave Request" text area is at the bottom. The browser's status bar at the bottom shows "Done" and "Internet".

▶ Personal Leave

New Leave Request

Cancel CLEAR **SUBMIT**

Absences FYTD 7.25 Day(s)

Job: Active - BUS DRIVER

Leave Type: Personal Leave Sub Category: -- Select Sub Category --

Balance before request 2.50 Day(s) See your Personal Leave Requests

Reason: OUT OF TOWN

Start Date: 11/01/2012 Start Time: 01:45 AM

End Date: 11/01/2012 End Time: 12:15 PM

Leave Requested in Days: 4.00

Phone Where You Can be Reached For Questions: (415) 458-7894 Full Notification

Comments pertaining to this Leave Request

Substitute Needed?

Supervisor's Name: SUOS E SUNNY Supervisor's Email: kioskuper@mocon.org Request Status: Initiated

File(s) to Attach

Select File(s) to Attach

- ▶ Fill in reason
- ▶ Click and choose Start and End dates.
- ▶ Enter Number of days. Enter whole number and choose partial day from dropdown box.
- ▶ Click if sub is needed and give details.
- ▶ When done click on SUBMIT button

- ▶ Once submitted you will see the message box saying successfully submitted.

The screenshot shows a web browser window titled "Leave Request - Windows Internet Explorer provided by Spencerville Local Schools". The address bar shows a URL from "https://www.ncoen.org". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help".

The main content area displays the "Kiosk" application interface. At the top, there is a navigation bar with "Employee Kiosk", "Other Links", and "IPDP" tabs, and a "Kiosk Documentation" link on the right. A left-hand sidebar contains a list of menu items: "Employee Kiosk", "Documentation", "Profile", "Position Details", "Performance Reviews", "Pay Slip", "Leave Balances", "View/Print W-2", "Leave Request", "Leave Calendars", "Change Password", and "Correspondence".

The central part of the screen shows a "New Leave Request" form. At the top of the form is a message box with the text: "Your leave request has been successfully submitted. You should receive a confirmation email shortly." A blue arrow points from this message box to the "SUBMIT" button on the form. The form includes the following fields and controls:

- Buttons: "Cancel", "CLEAR", "SUBMIT"
- Text: "Absences FYTD 7.75 Day(s)"
- Dropdown: "Job" (Active - BUS DRIVER)
- Dropdowns: "Leave Type" (- Select Leave Type -) and "Sub Category" (- Select Sub Category -)
- Text area: "Reason" (0 of 1000)
- Date and Time pickers: "Start Date" (use MM/DD/YYYY format), "Start Time" (07:45 AM), "End Date" (use MM/DD/YYYY format), "End Time" (03:15 PM)
- Text and dropdown: "Leave Requested in Day(s)" (0.000)
- Text and checkbox: "Phone Where You Can be Reached For Questions" (419) 456-7894, "Full Notification" (checked)
- Text: "Relating to This Request"

The browser's status bar at the bottom shows "Done" and "Internet".

▶ Professional Leave

- ▶ Complete left side same as personal leave.

The screenshot shows the 'New Leave Request' form in the Kiosk system. The form is divided into several sections:

- Employee Kiosk Documentation** (left sidebar): Profile, Position Details, Performance Reviews, Payroll, Leave Balances, View Print W-2, Leave Request, Leave Calendar (16), Change Password, Correspondence.
- New Leave Request** (main form):
 - Job: Active - BUS DRIVER
 - Leave Type: Professional
 - Sub Category: -- Selected Sub Category --
 - Reason: PROFESSIONAL DEVELOPMENT
 - Start Date: 11/05/2012 (use MM/DD/YYYY format), Start Time: 07:45 AM
 - End Date: 11/06/2012 (use MM/DD/YYYY format), End Time: 03:15 PM
 - Leave Requested In Days: 2
 - Phone Where You Can be Reached For Questions: (419) 455-7984, Full Notification:
 - Comments pertaining to this Leave Request: 0 of 4038
 - Substitute Needed? I WOULD LIKE TOVILLE BALL TO COVER MY CLASSES
 - Supervisor's Name: BUGS E BURNIVY, Supervisor's Email: kioskuper@mocon.org
 - Request Status: Initiated
- Professional Leave Details / Expense** (right sidebar):
 - Event Location (Address): HSATT REGENCY, 123 MAIN ST, COLUMBUS, OH, 12345
 - Purpose of Leave / Leave: PROFESSIONAL DEVELOPMENT
 - Estimated Costs:
 - Registration Fees: (e.g. (3,123.34) (1,000) (2456.78))
 - Lodging Amount: (e.g. (3,123.34) (1,000) (2456.78))
 - Meals Amount: (e.g. (3,123.34) (1,000) (2456.78))
 - Other Expenses Amount: (e.g. (3,123.34) (1,000) (2456.78))
 - Mileage Rate: 0.600 X # of Miles (e.g. (1,000) (145) (50) (3))
 - Mileage Amount: (e.g. (3,123.34) (1,000) (2456.78))
 - Total Leave Amount: (e.g. (3,123.34) (1,000) (2456.78))

▶ Complete all information.

▶ Event details

▶ Purpose details

▶ Estimated costs

▶ Click on calculate button

▶ Click on SUBMIT to complete

The screenshot shows a web browser window with a form titled "Professional Leave Details / Expense". The form is divided into several sections:

- Event Location (Address):** Includes fields for "Event Location (Address)", "City", "State", and "Zip Code". The address "123 MARV ST" and city "COLUMBUS OH 12345" are entered.
- Vendor Location (Address):** Includes fields for "Vendor Location (Address)", "City", "State", and "Zip Code".
- Purpose of Leave / Leave Description:** A text area containing "PROFESSIONAL DEVELOPMENT".
- Estimated Costs:** A table of cost categories with input fields and calculated values.

Category	Amount
Registration Fees	295.00
Lodging Amount	100.00
Meals Amount	0
Other Expenses Amount	0
Mileage Rate: 0.600 X # of Miles	0
Mileage Amount	0
Total Leave Amount	395.00
- Buttons:** "Cancel", "CLEAR", and "SUBMIT" (circled in red) are at the top. "Calculate" and "Clear Amounts" are at the bottom. A "PRINT the Professional Leave Request Form" button is also present.

At the bottom of the form, there is a text area for "Substitute(s)" with the text "I WOULD LIKE LOCILLE BAIL TO COVER MY CLASSES".

Leave Balances

Leave Balances - Windows Internet Explorer provided by Spencerville Local Schools

http://www.mccech.org/.../Pages/1/Type/105-5-40344394715991-105-80P-Show/02047C346611C6A732294E1788194011

Employee Kiosk

KIOSKDEMO@MCOECH.ORG | Contact Kiosk Admin | Logout

Employee Kiosk | Other Links | IPDP | Kiosk Documentation

Employee Kiosk Documentation
Profile
Position Details
Performance Reviews
Pay Slip
Leave Balances
View/Print W-2
Leave Request
Leave Calendar(s)
Change Password
Correspondence

Leave Balances

	Monthly Accrual	Unit	Accum Max	Begin Bal	Balance
Personal Leave	N/A	Daily	3.00	3.00	2.50
Sick Leave	1.25	Daily	212.00	N/A	5.50
Vacation Leave	0.00	Daily	0.00	N/A	0.00

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

Filter Detail Leave Activity

Category: All | JobNo: All | TransType: All | Start Date: | End Date: | Go

Detail Leave Activity

Number of Rows Displayed: 500

Category	Job No.	Trans Type	Length Of Absence	Unit	Activity Date *
Personal	0	Accumulation	3	Daily	09/01/2001
Sick	0	Accumulation	10	Daily	09/01/2001
Sick	1	Absence	1	Daily	03/21/2002
Personal	1	Absence	5	Daily	02/09/2003
Sick	1	Absence	1	Daily	04/01/2003
Sick	1	Absence	25	Daily	04/01/2004
Sick	1	Absence	25	Daily	04/01/2004
Sick	1	Absence	25	Daily	04/01/2004
Sick	0	Accumulation	1.25	Daily	04/20/2004
Sick	1	Absence	1	Daily	04/20/2004

Export detail activity to CSV

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Logout Properly and Securely

The screenshot shows a Windows Internet Explorer browser window titled "Employee Profile - Windows Internet Explorer provided by Spencerville Local Schools". The address bar shows the URL: <https://ksl.mcoen.org/ck/a/px/c31/f?p=185:3:4084731683146R31>. The page content includes the "Employee Kiosk" logo and a navigation menu. A red circle highlights the "Logout" link in the top right corner, with a red arrow pointing to it. The main content area displays the "Employee Profile" for Sandra Bullock, including her name, contact information, and other details.

Employee Profile

Employee ID: BULL00010 Job Certification ID: OH128926

Name:
First Name: SANDRA Middle Name: Last Name: BULLOCK Suffix:
Legal First Name: Legal Middle Name: Legal Last Name: Legal Suffix:

Contact Information:
Address 1: 8234 Hollywood Blvd Phone: (419) 488-7094
Street Address 2: District Phone: District Extension:
City: Celina State: OH Zip Code: 44332
Email Address: k00k0810@ksl.mcoen.org

Other Information:
Gender: Female Ethnicity: Not Specified Marital Status: Married
SSN (Partial Code): Est Date: Spouse's First Name:

Education/Certification:
Degree Type: Bachelor's ODE Certification: Not Applicable
Semester Hours: 2 Other Credentials:

Employee Dates:
Date of Birth: 10/01/1968 Last Evaluation: Last Paid: 04/15/2004 Contract Renewal: Limited Contract Exp:
 Hire Date: 10/13/1999 Next Evaluation: ODE's New Hire: 10/13/1999

Experience:
Total Years: 0 District: 0.00 Retirement System: 0.00 State Public: 0.00 Non State Public: 0.00 Military: 0.00
Substantiated Years: 0 Approved District: 0.00 Private: 0.00 State Private: 0.00 Non State Private: 0.00 Trade: 0.00
Selling: 0.00

To exit - Click on Logout. DO NOT click the "x" to close your browser.