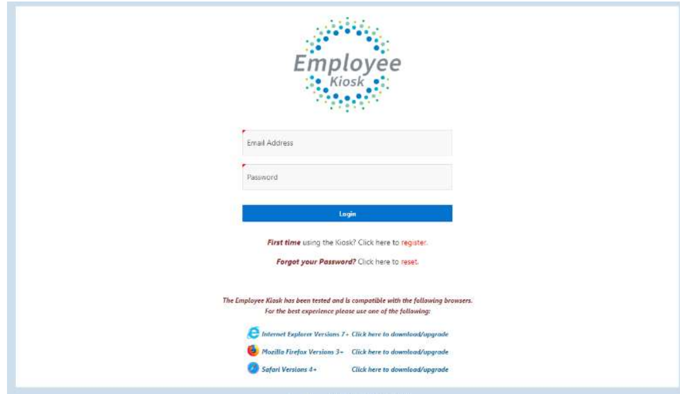
Employee Kiosk Staff Manual

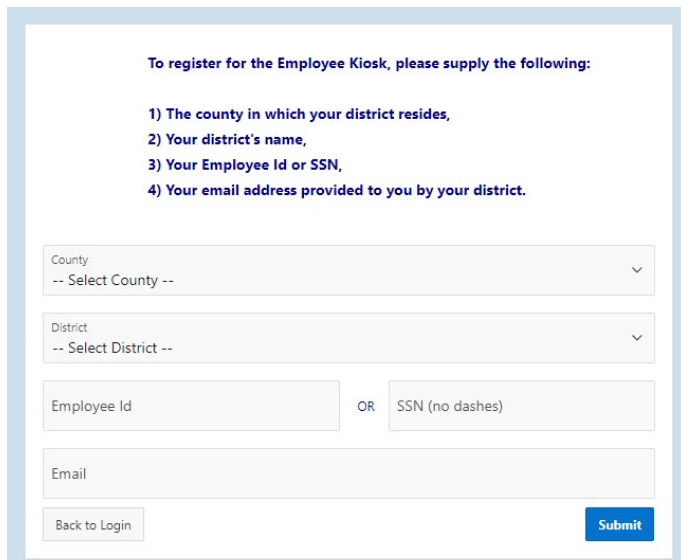
TABLE OF CONTENTS

LOGGING IN

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



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

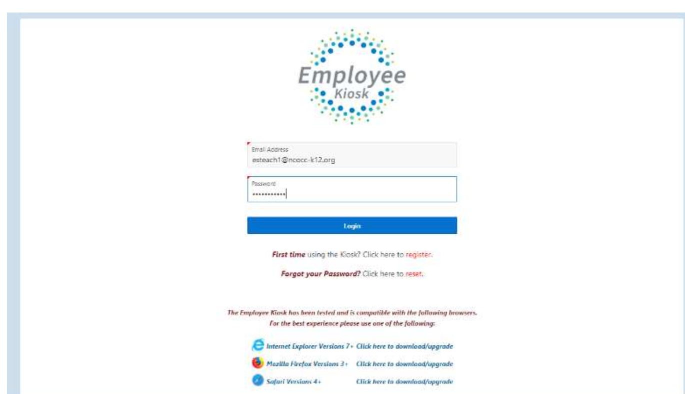


You will be required to enter the following:

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

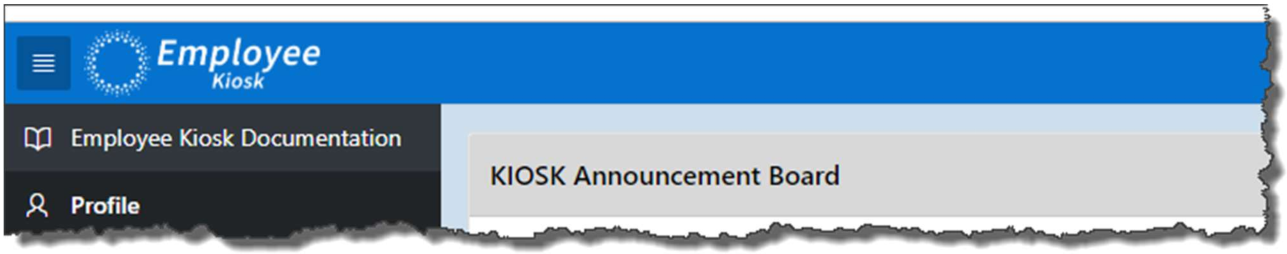
A notification will be sent to the email address you supplied with the password to use for accessing the Kiosk.

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



EMPLOYEE KIOSK DOCUMENTATION

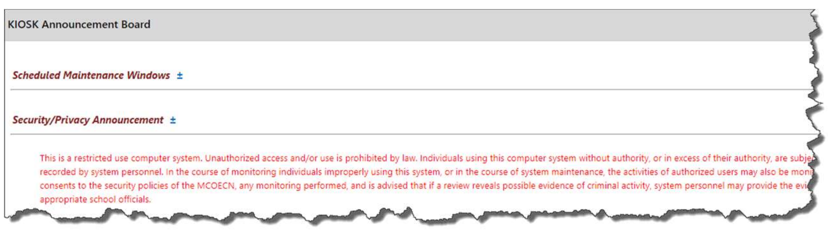
This link will take you to the Kiosk website where you can find documentation, see weekly summaries, enhancements suggestions and other information related to the Kiosk software.



KIOSK ANNOUNCEMENT BOARD

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

Clicking the (−) symbol will close the announcement.

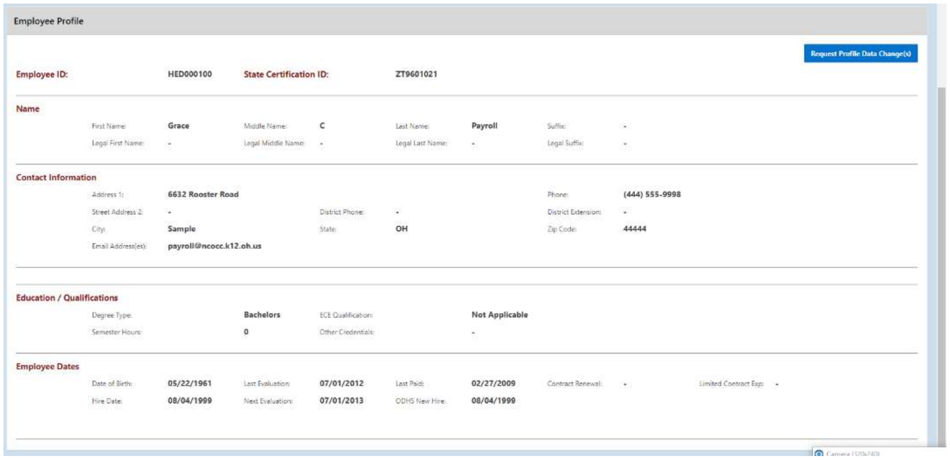


OTHER LINKS

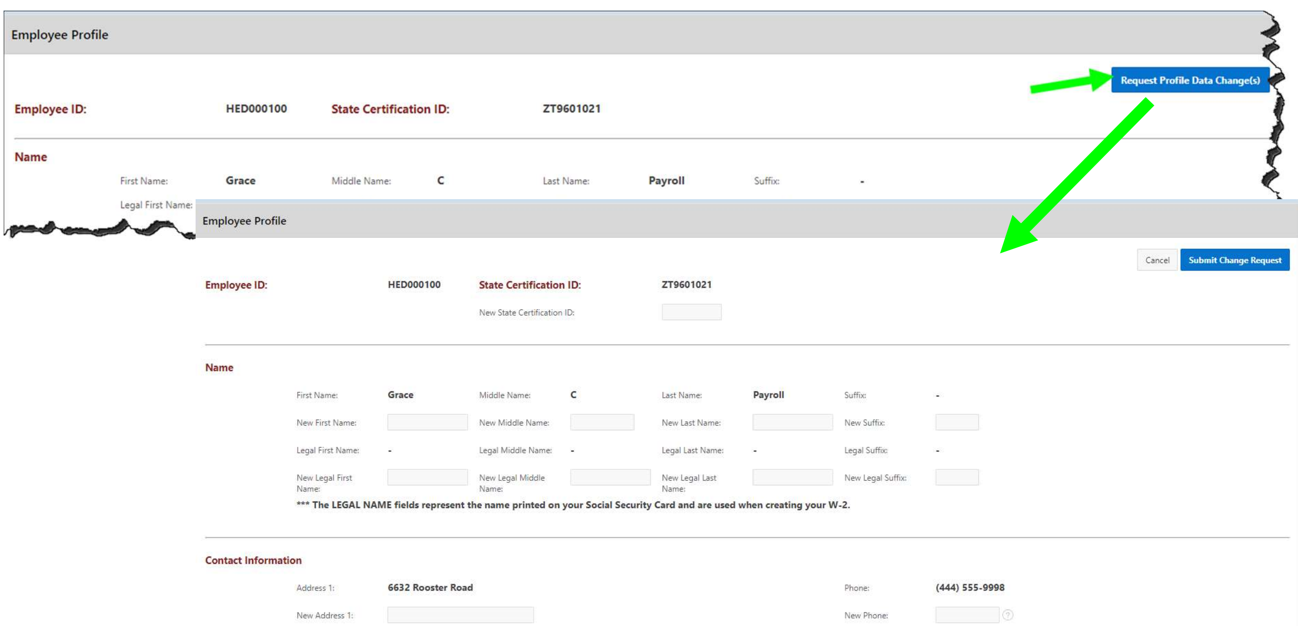
If your district is using the Other Links functionality of the Kiosk you will see links to other websites on your horizontal bar that have been placed there by district administrators. You can click on these links at anytime to go to that website.

PROFILE

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



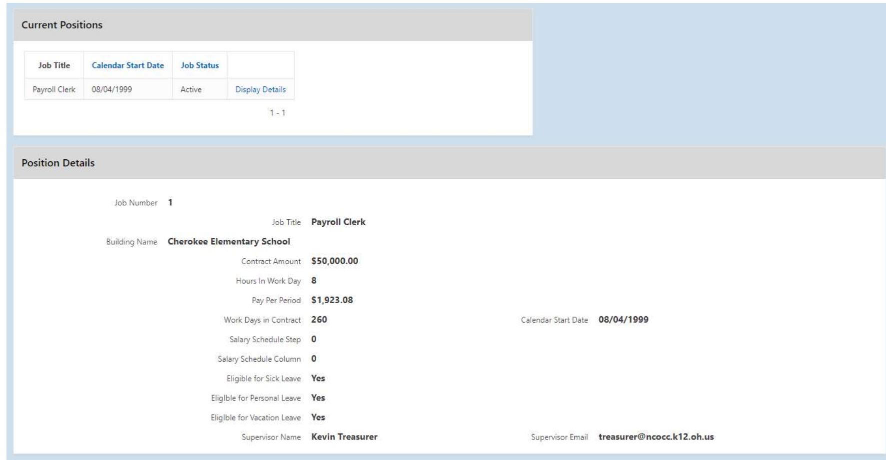
If the information is in error you may Request Profile Data changes by clicking on the link in the top right hand corner. You can then enter your change in the white box next to that field that needs the correction and then click Submit Change Request. A request is sent to the payroll staff and they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



POSITION DETAILS

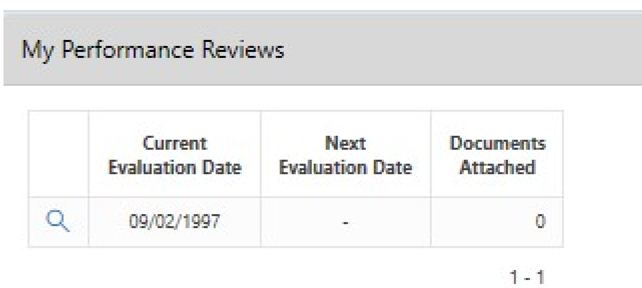
This is a brief view of your contract information.

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.



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, any documentation that was attached by your supervisor for that review, and when your next review is due.



There are now 2 options for viewing payslips.

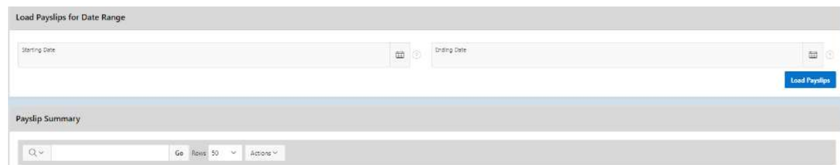
- View USPS Payslip
- View/Print Pay Slip {PDF}

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.

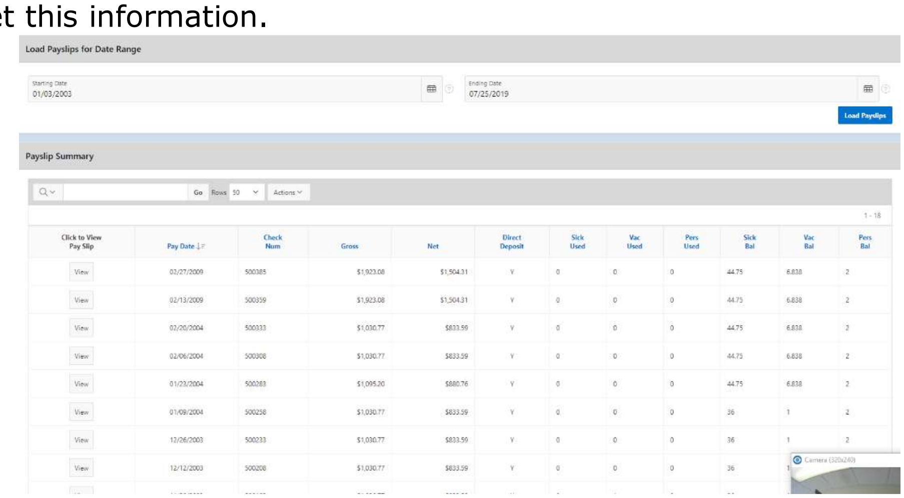
View USPS Payslip

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

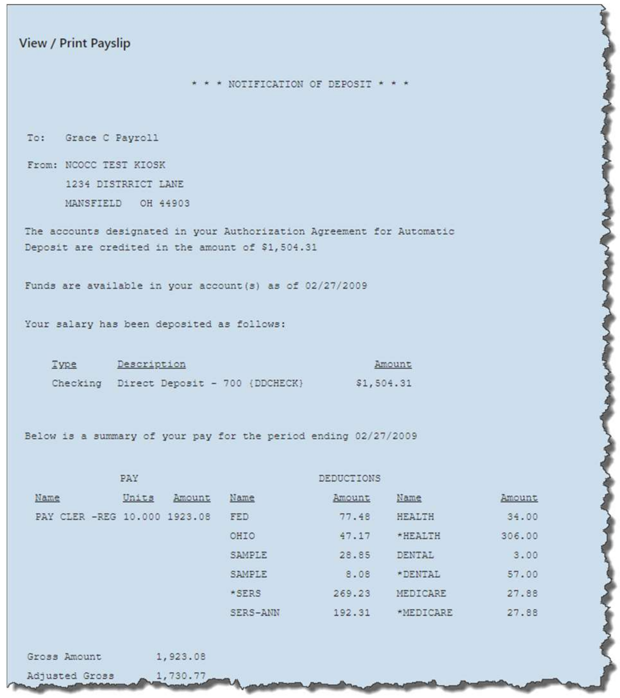
1. When you first select the USPS Payslip option you are prompted with a starting and ending date.



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.
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 Payslip

* * * NOTIFICATION OF DEPOSIT * * *

To: Grace C Payroll

From: NCOCC TEST KIOSK
1234 DISTRRICT LANE
MANSFIELD OH 44903

The accounts designated in your Authorization Agreement for Automatic Deposit are credited in the amount of $1,504.31

Funds are available in your account(s) as of 02/27/2009

Your salary has been deposited as follows:

Type	Description	Amount
Checking	Direct Deposit - 700 (DDCHECK)	$1,504.31

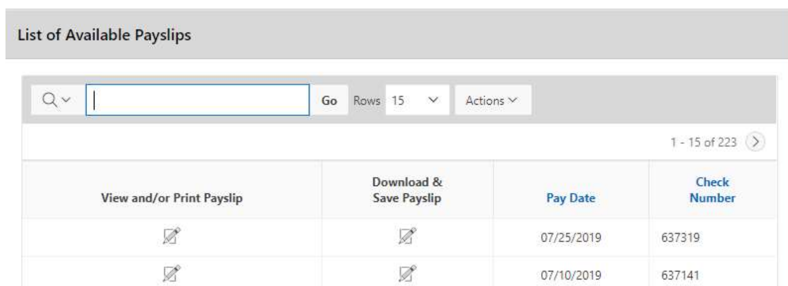
Below is a summary of your pay for the period ending 02/27/2009

PAY			DEDUCTIONS			
Name	Units	Amount	Name	Amount	Name	Amount
PAY CLER -REG	10.000	1923.08	FED	77.48	HEALTH	34.00
			OHIO	47.17	*HEALTH	306.00
			SAMPLE	28.85	DENTAL	3.00
			SAMPLE	8.08	*DENTAL	57.00
			*SERS	269.23	MEDICARE	27.88
			SERS-ANN	192.31	*MEDICARE	27.88

Gross Amount 1,923.08
Adjusted Gross 1,730.77

View/Print Pay Slip {PDF}

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



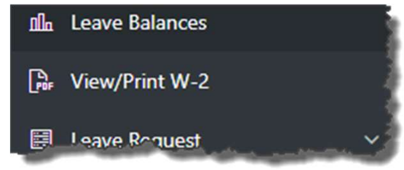
2. View and/or Print will open your payslip as a PDF file.

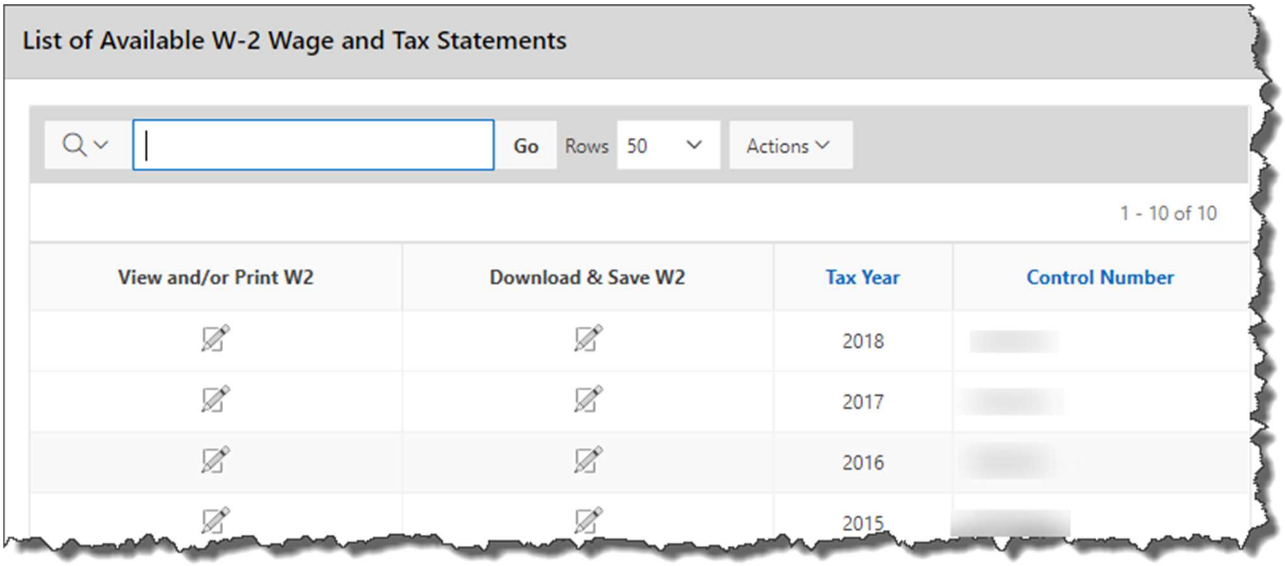
3. Download & Save will give you the option to save the pay slip to your PC.

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

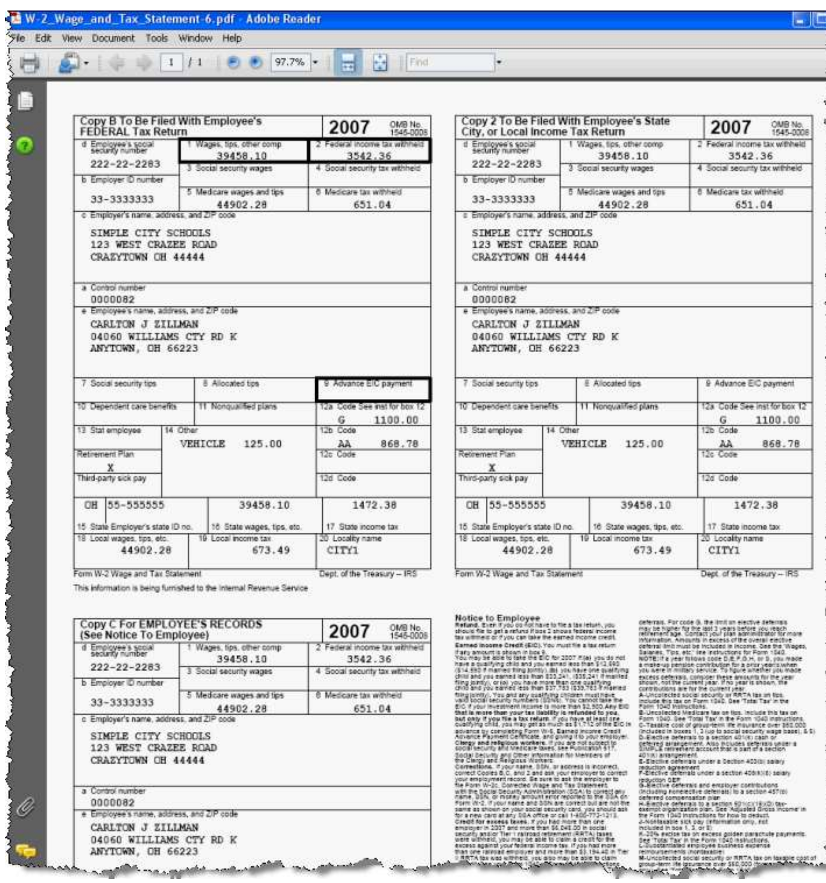
VIEW/PRINT W-2

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





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.



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	2.00
Sick Leave	1.25	Daily	200.00	N/A	44.75
Vacation Leave	0.834	Daily	18.00	N/A	6.838

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. Filtering on any of the areas requires you to click the Action icon to initiate the 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.

Detail Leave Activity

Go Rows 100 Actions

Activity Date = 01/01/2000

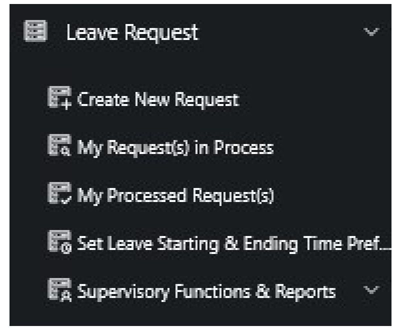
Activity Date between 01/01/2000 and 01/31/2000

Category	Job No	Trans Type	Length Of Absence	Unit	Activity Date
Sick	0	Accumulation	1.25	Daily	02/01/2004
Vacation	0	Accumulation	.834	Daily	02/01/2004
Sick	0	Accumulation	1.25	Daily	01/01/2004
Vacation	0	Accumulation	.834	Daily	01/01/2004
Sick	0	Accumulation	1.25	Daily	12/01/2003
Vacation	0	Accumulation	.834	Daily	12/01/2003
Vacation	1	Absence	1	Daily	11/10/2003
Sick	0	Accumulation	1.25	Daily	11/01/2003
Vacation	0	Accumulation	.834	Daily	11/01/2003

LEAVE REQUEST

There are 4 areas under Leave Request:

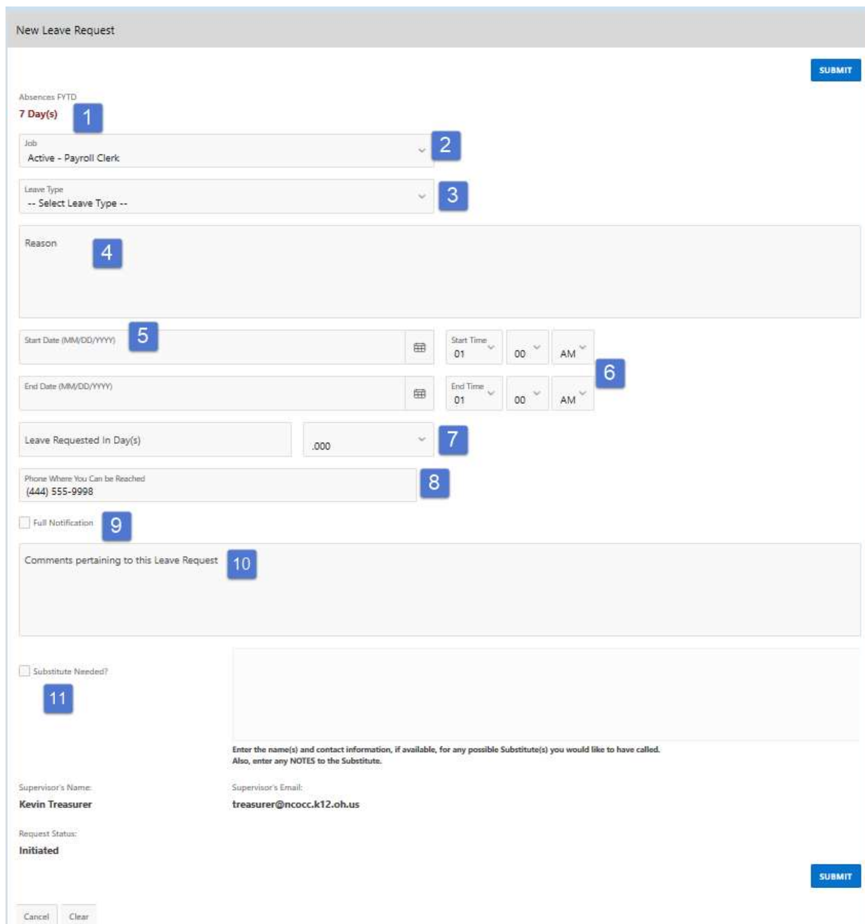
- ❑ Create New Request
- ❑ My Request(s) in Process
- ❑ My Processed Request(s)
- ❑ Set Leave Starting & Ending Time Preferences



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.

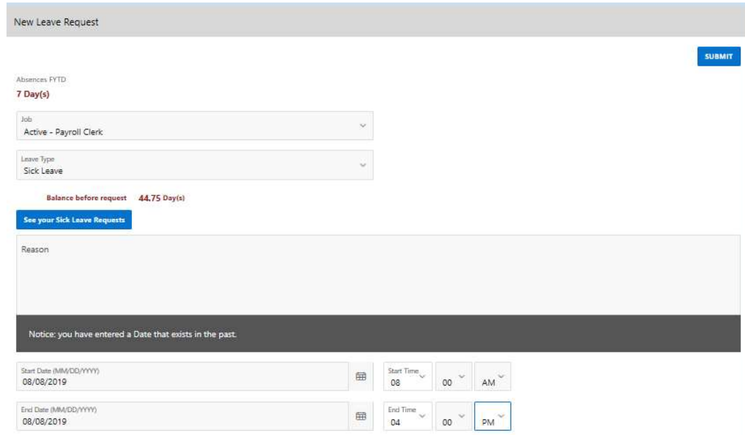


3. Select your leave type. If your district requires an additional reason for a specific leave type (sub-category) another box will display to select additional reasons for the leave request. Once you have selected your leave type a balance of that leave type will display and you will have an icon to 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 that is in the past you will receive a warning message that the date exists in the past. You can still create the request for the date in the past by clicking submit.



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 off. 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.

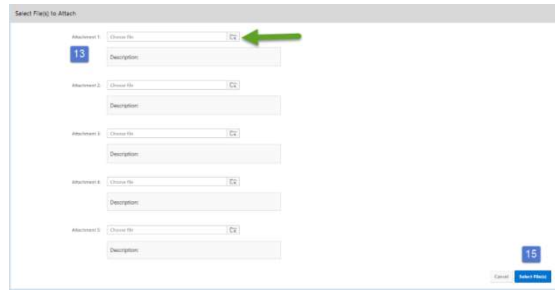
    NOTE: *Some districts may have configured Substitute Needed box to already be checked for you when you create a request. If the box is checked to show you need a substitute then you will be able to click in the comment box to type your comment for this request.*

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.

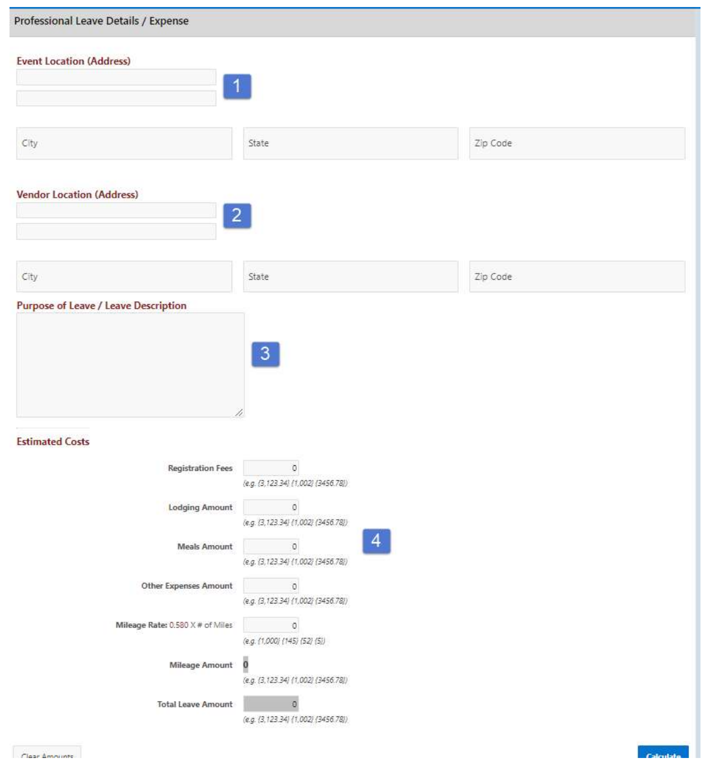
14. Once you have located the file click open.

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.

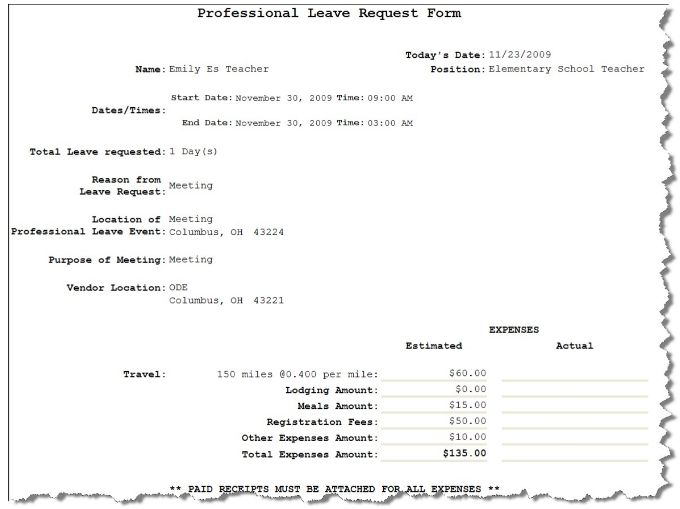
2. If your district requires you to enter the vendor information in the instance when a purchase order needs to be made out to the vendor.

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: 11/23/2009
Name: Emily Es Teacher
Position: Elementary School Teacher

Dates/Times:
Start Date: November 30, 2009 Time: 09:00 AM
End Date: November 30, 2009 Time: 03:00 AM

Total Leave requested: 1 Day(s)

Reason from Leave Request: Meeting

Location of Professional Leave Event: Meeting
Columbus, OH 43224

Purpose of Meeting: Meeting

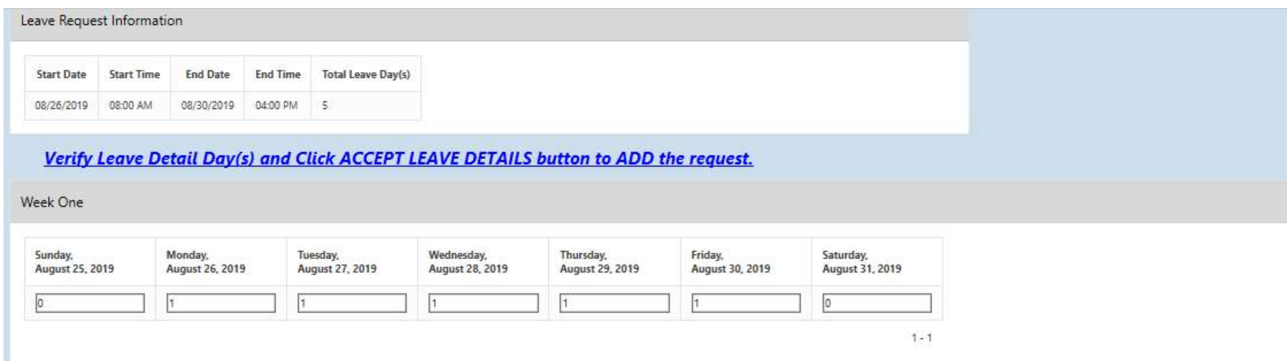
Vendor Location: ODE
Columbus, OH 43221

EXPENSES

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

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

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


Leave Request Information

Start Date	Start Time	End Date	End Time	Total Leave Day(s)
08/26/2019	08:00 AM	08/30/2019	04:00 PM	5

Verify Leave Detail Day(s) and Click ACCEPT LEAVE DETAILS button to ADD the request.

Week One

Sunday, August 25, 2019	Monday, August 26, 2019	Tuesday, August 27, 2019	Wednesday, August 28, 2019	Thursday, August 29, 2019	Friday, August 30, 2019	Saturday, August 31, 2019
0	1	1	1	1	1	0

1 - 1

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


Previously Entered Date Notice

You have a previously entered request that exists within the selected date range.

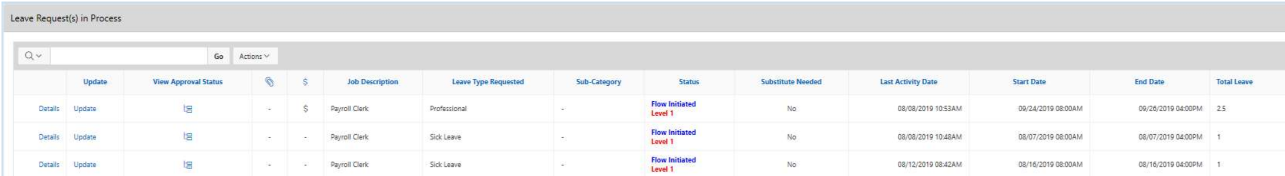
Please proceed with my request anyway

Yes No

Previously Entered Date Exception.

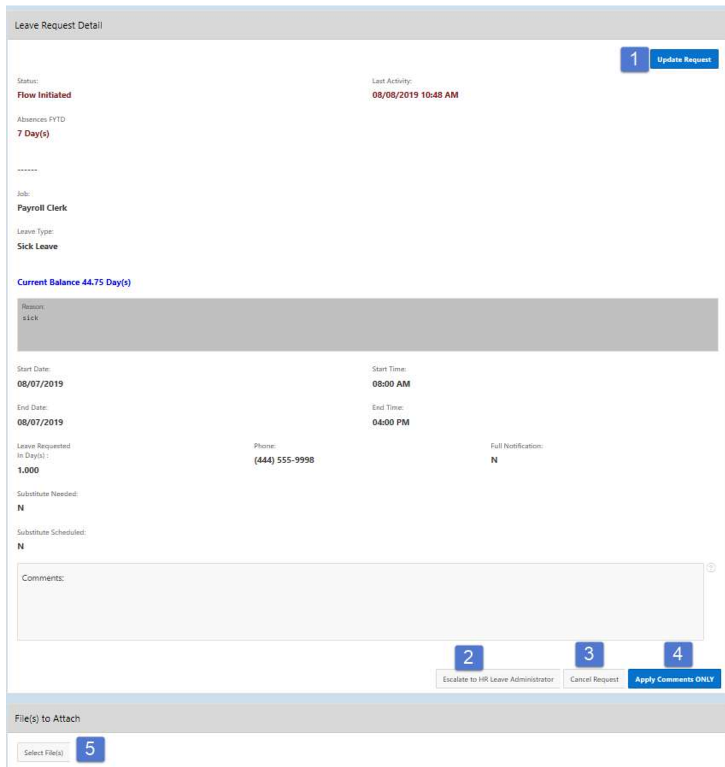
My Request(s) in Process

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



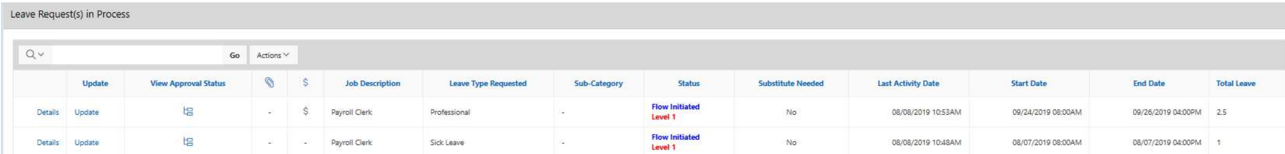
You can click on the word 'Details' to see the original request.
You will see a non-edit-able view of your original request and can do the following when looking at the details of the request.

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.

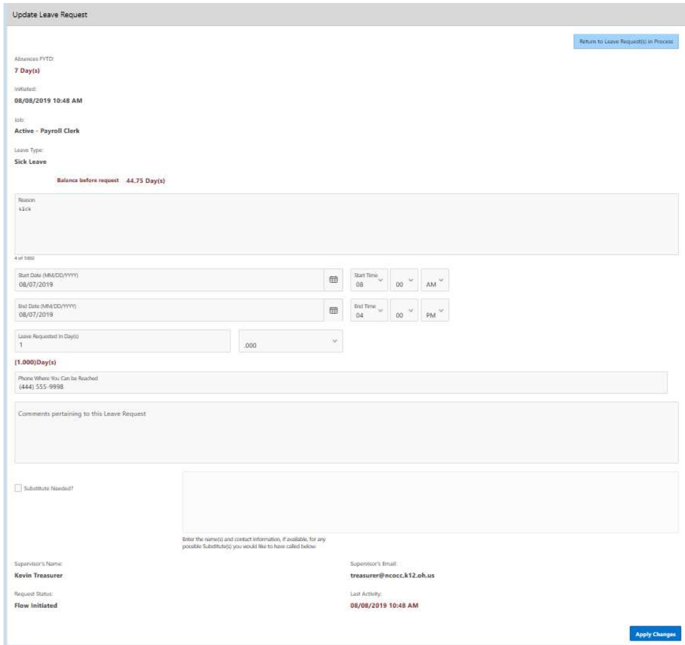
When you click on the Update from the My Leave Request(s) in Process screen you have the ability to click update request and make changes to your request and then click the apply changes button. Once a request has had action taken on the request you will not be able to update it.



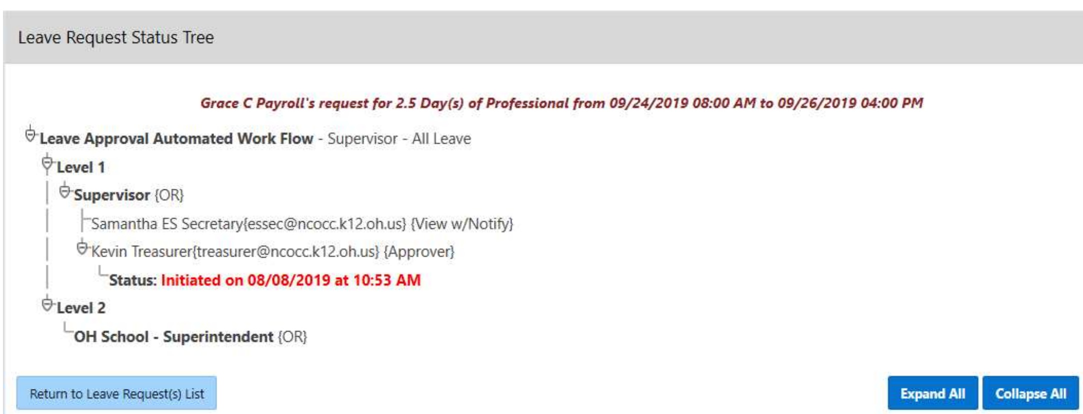
Leave Request(s) in Process

Go Actions

	Update	View Approval Status	📎	$	Job Description	Leave Type Requested	Sub-Category	Status	Substitute Needed	Last Activity Date	Start Date	End Date	Total Leave
Details	Update		-	$	Payroll Clerk	Professional	-	Flow Initiated Level 1	No	08/08/2019 10:53AM	09/24/2019 08:00AM	09/26/2019 04:00PM	2.5
Details	Update		-	-	Payroll Clerk	Sick Leave	-	Flow Initiated Level 1	No	08/08/2019 10:48AM	08/07/2019 08:00AM	08/07/2019 04:00PM	1



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.

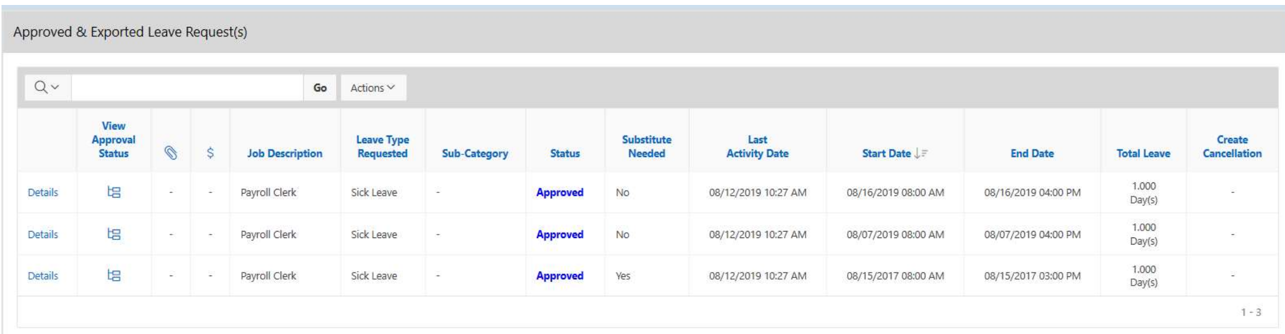


My Processed Request(s)

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 Action icon to initiate the filter.



Approved & Exported Leave Request(s)

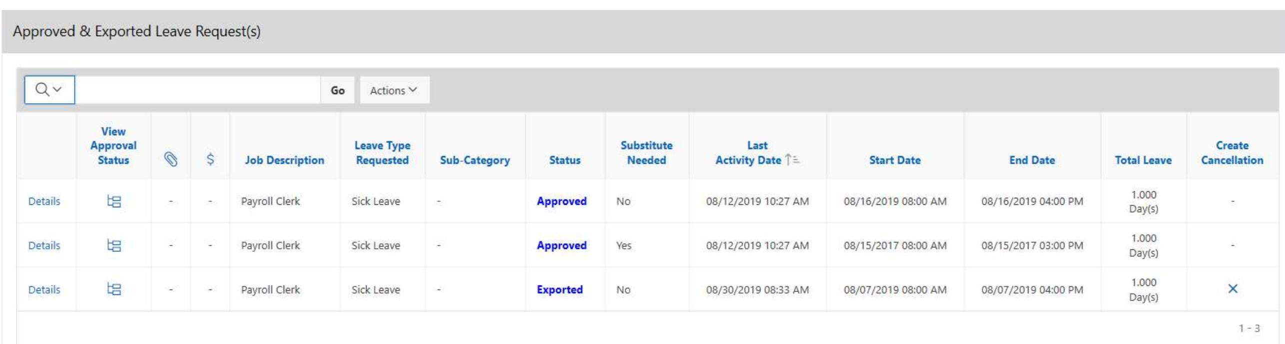
Go Actions

	View Approval Status		$	Job Description	Leave Type Requested	Sub-Category	Status	Substitute Needed	Last Activity Date	Start Date	End Date	Total Leave	Create Cancellation
Details		-	-	Payroll Clerk	Sick Leave	-	Approved	No	08/12/2019 10:27 AM	08/16/2019 08:00 AM	08/16/2019 04:00 PM	1.000 Day(s)	-
Details		-	-	Payroll Clerk	Sick Leave	-	Approved	No	08/12/2019 10:27 AM	08/07/2019 08:00 AM	08/07/2019 04:00 PM	1.000 Day(s)	-
Details		-	-	Payroll Clerk	Sick Leave	-	Approved	Yes	08/12/2019 10:27 AM	08/15/2017 08:00 AM	08/15/2017 03:00 PM	1.000 Day(s)	-

1 - 3

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

In the Approved and Exported Leave Requests section



Approved & Exported Leave Request(s)

Go Actions

	View Approval Status		$	Job Description	Leave Type Requested	Sub-Category	Status	Substitute Needed	Last Activity Date	Start Date	End Date	Total Leave	Create Cancellation
Details		-	-	Payroll Clerk	Sick Leave	-	Approved	No	08/12/2019 10:27 AM	08/16/2019 08:00 AM	08/16/2019 04:00 PM	1.000 Day(s)	-
Details		-	-	Payroll Clerk	Sick Leave	-	Approved	Yes	08/12/2019 10:27 AM	08/15/2017 08:00 AM	08/15/2017 03:00 PM	1.000 Day(s)	-
Details		-	-	Payroll Clerk	Sick Leave	-	Exported	No	08/30/2019 08:33 AM	08/07/2019 08:00 AM	08/07/2019 04:00 PM	1.000 Day(s)	×

1 - 3

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 you will see the approval tree and the date and times the request was approved. The tree is set up by the admin.

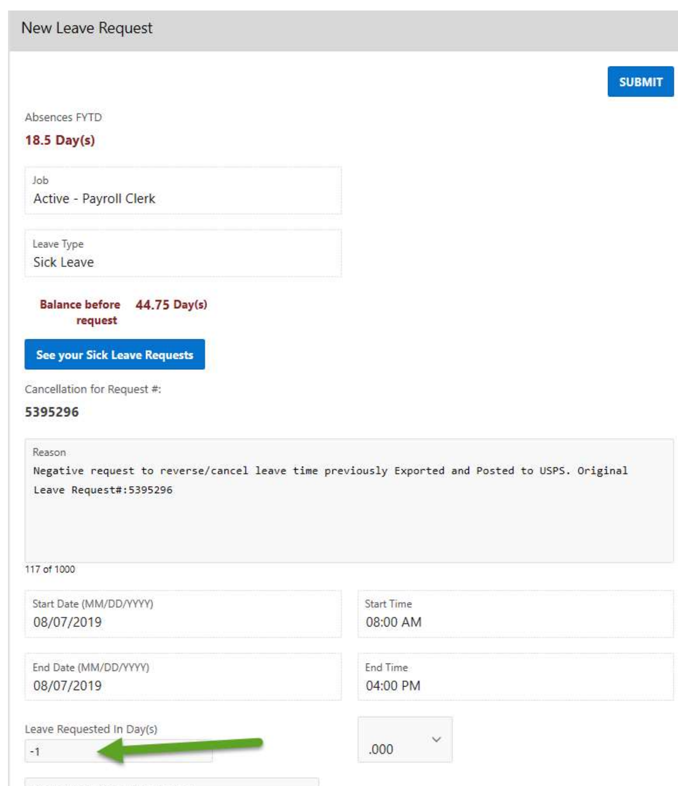
You will also see a column with the status of leave request. Exported are requests that have been exported into payroll. Approved requests have been through the approval process but have not been exported to payroll.

If your request has the status of Exported, you have the option to cancel the request by clicking on the X in the Create Cancellation column.

When you click the 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.

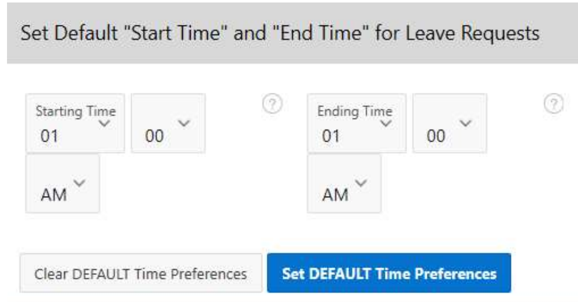
You may choose how many rows to view by clicking on Actions and selecting Rows Per Page and then select the number of rows you want to display.



Set Leave Starting & Ending Time Preference

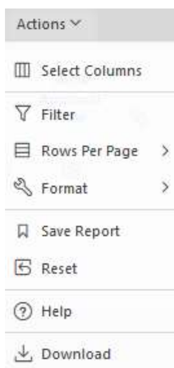
You can enter a starting and ending time preference so that when you go to create a leave request the starting and ending time that you have set as a preference will be automatically entered into the leave request when creating a new request.

1. Enter a starting time
2. Enter a ending time
3. Click Set Default Starting & Ending Time Preferences



Using the Actions Functionality within Reports

Actions

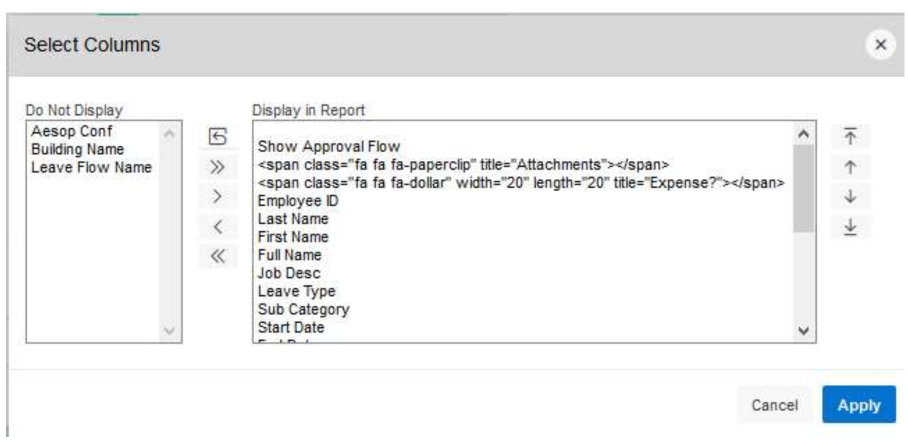


Select Columns

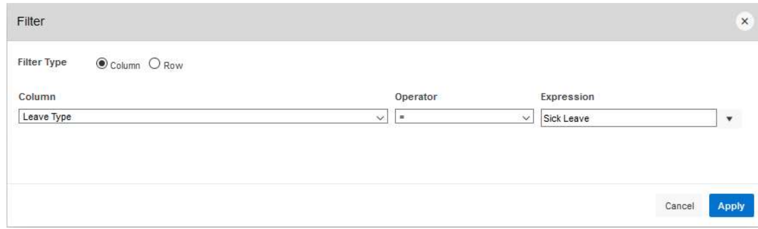
Select Columns will allow you to which columns are displayed in your report.

The columns that are currently not being displayed on the report are displayed on the left.

Moving them to the right allows that column to be displayed and filtered on.



Filter

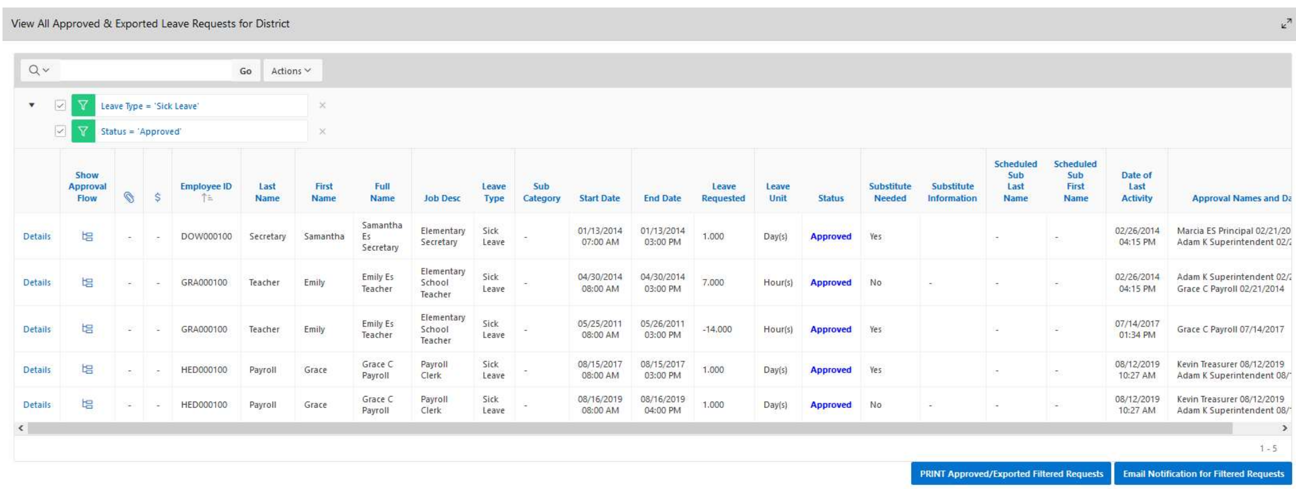


Filter will allow you to take the columns that you see in the report and narrow your results based on those columns.

Under column you choose what you want to filter on, such as start date, end date, leave type, substitute needed, etc.

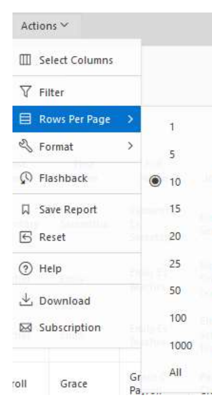
Based on the column filter you use you then will be prompted to select an operator like =, >, <, etc…

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.



	Show Approval Flow		$	Employee ID	Last Name	First Name	Full Name	Job Desc	Leave Type	Sub Category	Start Date	End Date	Leave Requested	Leave Unit	Status	Substitute Needed	Substitute Information	Scheduled Sub Last Name	Scheduled Sub First Name	Date of Last Activity	Approval Names and Da
Details		-	-	DOW000100	Secretary	Samantha	Samantha Es Secretary	Elementary Secretary	Sick Leave	-	01/13/2014 07:00 AM	01/13/2014 03:00 PM	1.000	Day(s)	Approved	Yes		-	-	02/26/2014 04:15 PM	Marcia ES Principal 02/21/20 Adam K Superintendent 02/2
Details		-	-	GRA000100	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Sick Leave	-	04/30/2014 08:00 AM	04/30/2014 03:00 PM	7.000	Hour(s)	Approved	No	-	-	-	02/26/2014 04:15 PM	Adam K Superintendent 02/2 Grace C Payroll 02/21/2014
Details		-	-	GRA000100	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Sick Leave	-	05/25/2011 08:00 AM	05/26/2011 03:00 PM	-14.000	Hour(s)	Approved	Yes		-	-	07/14/2017 01:34 PM	Grace C Payroll 07/14/2017
Details		-	-	HED000100	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	08/15/2017 08:00 AM	08/15/2017 03:00 PM	1.000	Day(s)	Approved	Yes		-	-	08/12/2019 10:27 AM	Kevin Treasurer 08/12/2019 Adam K Superintendent 08/1
Details		-	-	HED000100	Payroll	Grace	Grace C Payroll	Payroll Clerk	Sick Leave	-	08/16/2019 08:00 AM	08/16/2019 04:00 PM	1.000	Day(s)	Approved	No	-	-	-	08/12/2019 10:27 AM	Kevin Treasurer 08/12/2019 Adam K Superintendent 08/1

Rows Per Page



Select Columns will allow you to select the number of rows that are displayed on the current report you are viewing.

The rows per page preference is not saved when you exit the report.

Format Options

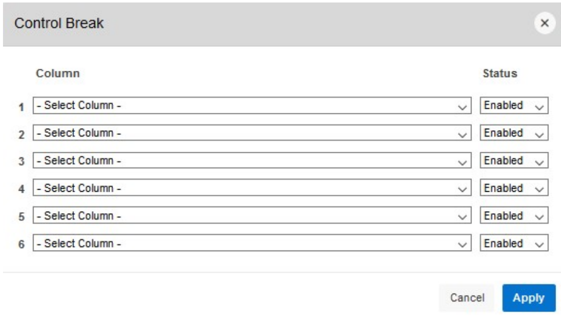
Sort

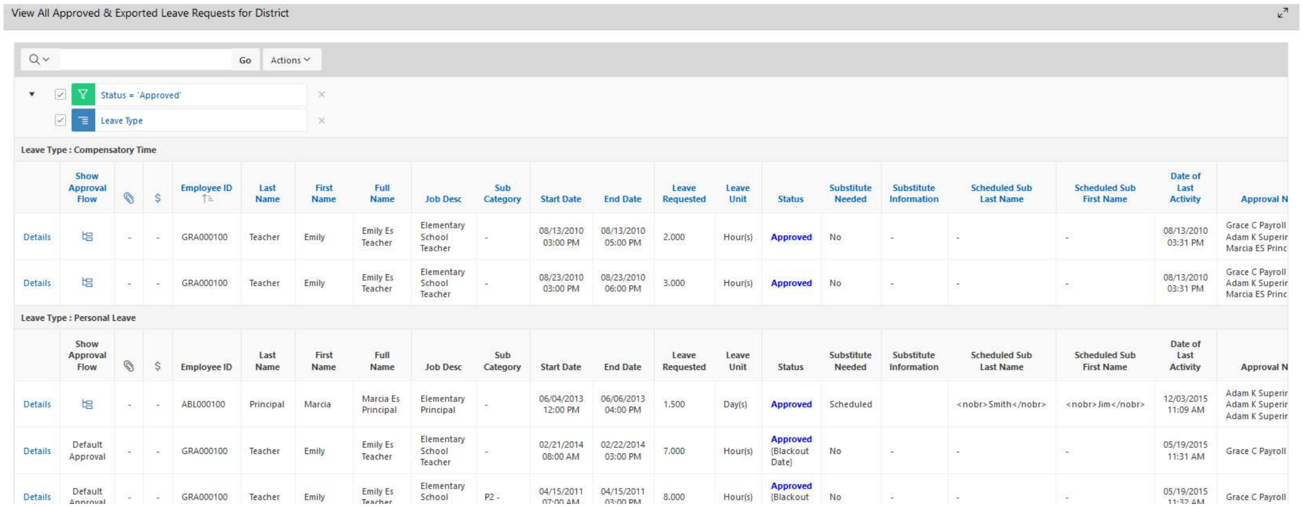
Sort will allow you to take the display that you see in the employee leave analysis section and sort your results.

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.





Leave Type : Compensatory Time

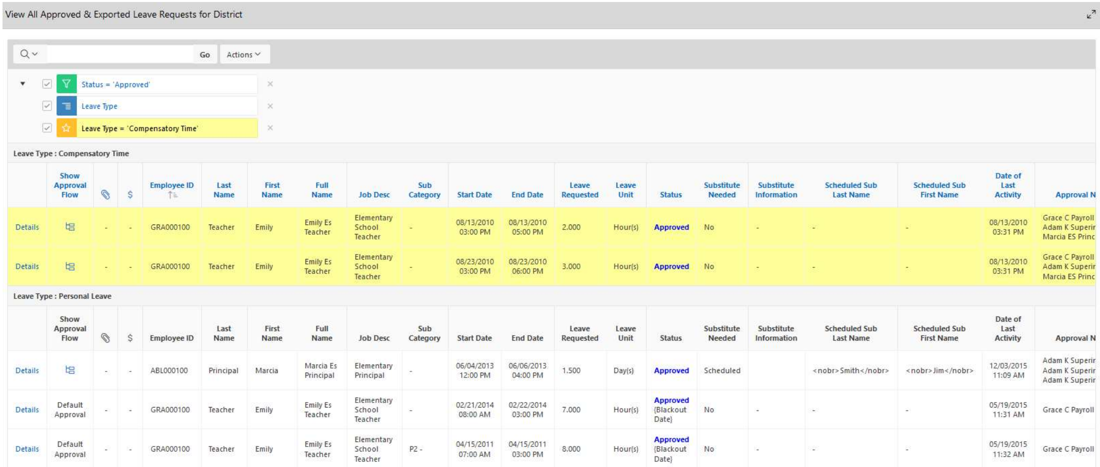
	Show Approval Flow		$	Employee ID	Last Name	First Name	Full Name	Job Desc	Sub Category	Start Date	End Date	Leave Requested	Leave Unit	Status	Substitute Needed	Substitute Information	Scheduled Sub Last Name	Scheduled Sub First Name	Date of Last Activity	Approval N
Details		-	-	GRA000100	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	-	08/13/2010 03:00 PM	08/13/2010 05:00 PM	2.000	Hour(s)	Approved	No	-	-	-	08/13/2010 03:31 PM	Grace C Payroll Adam K Superir Marcia ES Princ
Details		-	-	GRA000100	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	-	08/23/2010 03:00 PM	08/23/2010 06:00 PM	3.000	Hour(s)	Approved	No	-	-	-	08/13/2010 03:31 PM	Grace C Payroll Adam K Superir Marcia ES Princ

Leave Type : Personal Leave

	Show Approval Flow		$	Employee ID	Last Name	First Name	Full Name	Job Desc	Sub Category	Start Date	End Date	Leave Requested	Leave Unit	Status	Substitute Needed	Substitute Information	Scheduled Sub Last Name	Scheduled Sub First Name	Date of Last Activity	Approval N
Details		-	-	ABL000100	Principal	Marcia	Marcia Es Principal	Elementary Principal	-	06/04/2013 12:00 PM	06/06/2013 04:00 PM	1.500	Day(s)	Approved	Scheduled		<nobr>Smith</nobr>	<nobr>Jim</nobr>	12/03/2015 11:09 AM	Adam K Superir Adam K Superir Adam K Superir
Details	Default Approval	-	-	GRA000100	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	-	02/21/2014 08:00 AM	02/22/2014 03:00 PM	7.000	Hour(s)	Approved {Blackout Date}	No	-	-	-	05/19/2015 11:31 AM	Grace C Payroll
Details	Default Approval	-	-	GRA000100	Teacher	Emily	Emily Es Teacher	Elementary School	P2 -	04/15/2011	04/15/2011	8.000	Hour(s)	Approved {Blackout	No	-	-	-	05/19/2015	Grace C Payroll

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.



View All Approved & Exported Leave Requests for District

Status = 'Approved'
Leave Type
Leave Type = 'Compensatory Time'

Leave Type : Compensatory Time

	Show Approval Flow		$	Employee ID	Last Name	First Name	Full Name	Job Desc	Sub Category	Start Date	End Date	Leave Requested	Leave Unit	Status	Substitute Needed	Substitute Information	Scheduled Sub Last Name	Scheduled Sub First Name	Date of Last Activity	Approval N
Details		-	-	GRA000100	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	-	08/13/2010 03:00 PM	08/13/2010 05:00 PM	2.000	Hour(s)	Approved	No	-	-	-	08/13/2010 03:31 PM	Grace C Payroll Adam K Superir Marcia ES Princ
Details		-	-	GRA000100	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	-	08/23/2010 03:00 PM	08/23/2010 06:00 PM	3.000	Hour(s)	Approved	No	-	-	-	08/13/2010 03:31 PM	Grace C Payroll Adam K Superir Marcia ES Princ

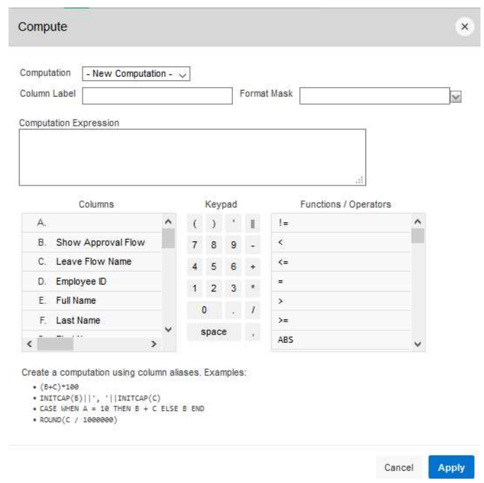
Leave Type : Personal Leave

	Show Approval Flow		$	Employee ID	Last Name	First Name	Full Name	Job Desc	Sub Category	Start Date	End Date	Leave Requested	Leave Unit	Status	Substitute Needed	Substitute Information	Scheduled Sub Last Name	Scheduled Sub First Name	Date of Last Activity	Approval N
Details		-	-	ABL000100	Principal	Marcia	Marcia Es Principal	Elementary Principal	-	06/04/2013 12:00 PM	06/06/2013 04:00 PM	1.500	Day(s)	Approved	Scheduled		<nobr>Smith</nobr>	<nobr>Jim</nobr>	12/03/2015 11:09 AM	Adam K Superir Adam K Superir Adam K Superir
Details	Default Approval	-	-	GRA000100	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	-	02/21/2014 08:00 AM	02/22/2014 03:00 PM	7.000	Hour(s)	Approved (Blackout Date)	No	-	-	-	05/19/2015 11:31 AM	Grace C Payroll
Details	Default Approval	-	-	GRA000100	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	P2 -	04/15/2011 07:00 AM	04/15/2011 03:00 PM	8.000	Hour(s)	Approved (Blackout Date)	No	-	-	-	05/19/2015 11:32 AM	Grace C Payroll

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

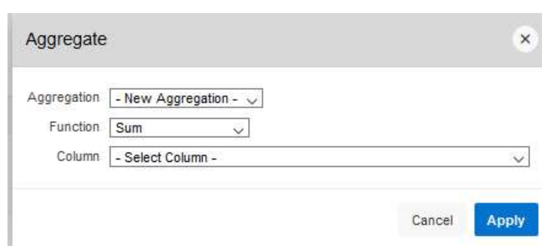
Compute

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



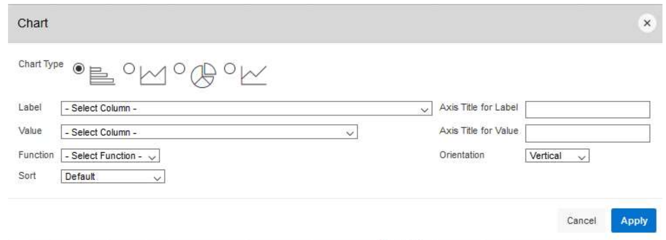
Aggregate

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.



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.



Group By

Group by will all you to group the data on your report by a specific column and then create a sum, average, median, maximum, or count on that data.

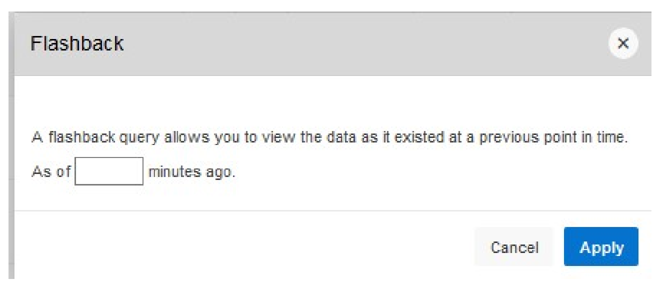
Pivot

Pivot reports transpose rows into columns to generate results in a crosstab format.

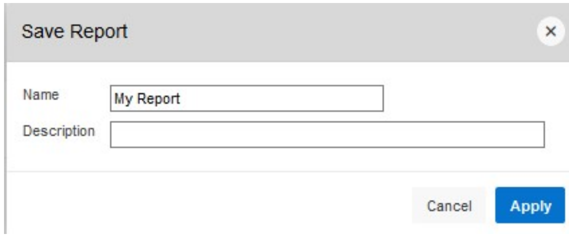
Select pivot columns and rows and then provide the functions to be represented in the pivot report

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.



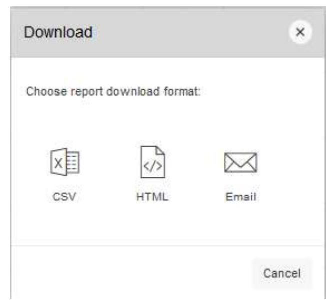
Save Report
Once you have generated a report with the results you want, you have the option to save the report for future use. Once you click on the save report you will be prompted to enter a report name and description.



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.

Download
Download will allow you to save the report as a csv, html, email, or PDF. These options vary based on the report you are viewing.

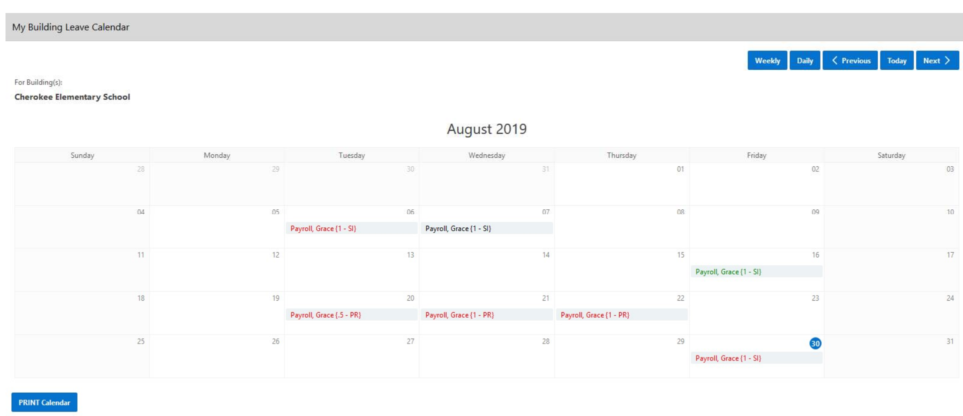


VIEW CALENDARS

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

My Calendar

Each employee will have a link for My Calendar, so that they can see their leave requests in a calendar view.



CHANGE PASSWORD

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

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

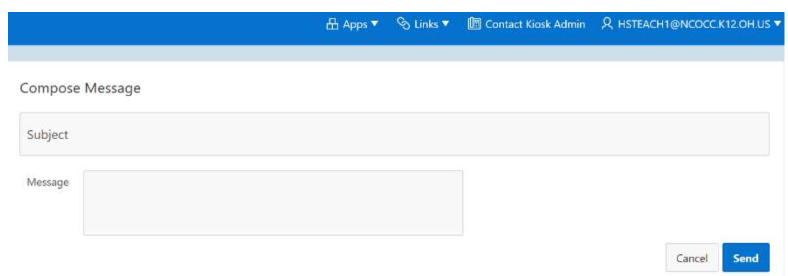
Your password must be 8 characters in length.

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

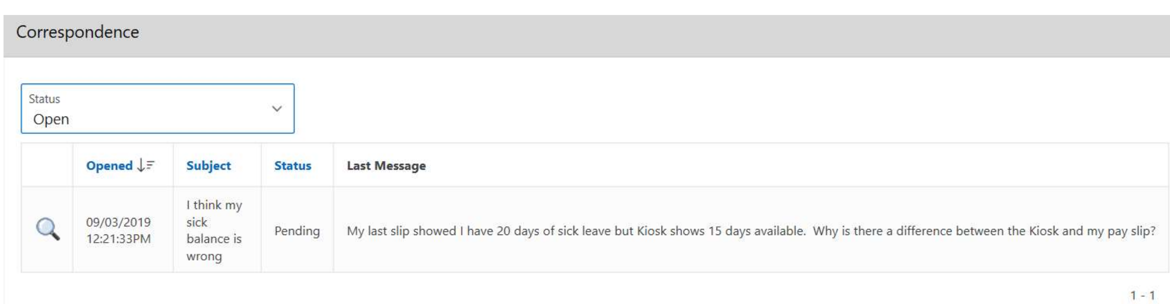
CORRESPONDENCE

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.



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



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.