

How to access and use the Employee Kiosk

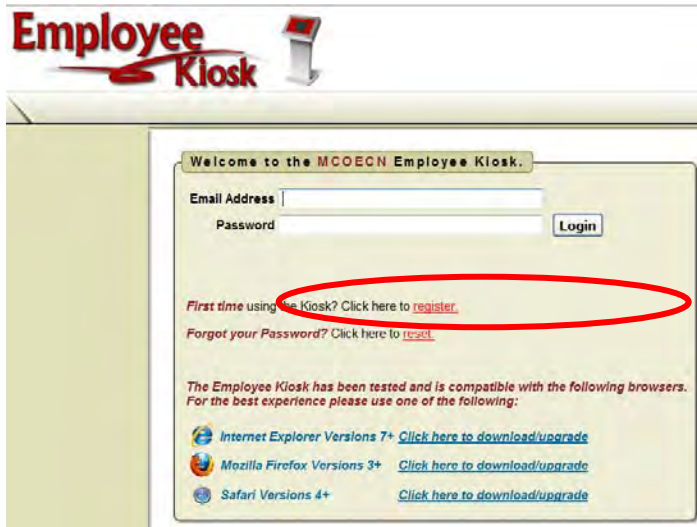
Documentation provided by: SWOCA

To utilize the Employee Kiosk to access your employee profile, position details, performance reviews, attendance, leave balances, paycheck information, online leave requests and you must first create a user account by going to SWOCA's website at www.swoca.net. Click on Additional Resources, then click on "Kiosk". You can bookmark this link for quicker access.

The screenshot shows the SWOCA website homepage. At the top left is the SWOCA logo with the text "SouthWest Ohio Computer Association". To the right are links for "Help Desk" and "Contact Us". Below the logo is a navigation bar with links for "HOME", "DEPARTMENTS", "DISTRICTS", "SCHEDULE OF EVENTS", "ADDITIONAL RESOURCES", and "CUSTOMER SUPPORT". A search bar is located to the right of the navigation bar. A dropdown menu is open under "ADDITIONAL RESOURCES", listing various services: D3A2 Project, Exchange Access, Forum, Help Desk, FISCWeb, KIOSK (highlighted), Microsoft Reporting Services, OECH, OCIS, Ohio Department of Education, Remote Assistance, Persona Terminal Emulation, Safari Info, and Web Mail. Below the navigation bar is a banner with the text "SWOCA is a quality service provider for the K12 educational community of exceptionally dependent and supporting the resources vital to the educational success". Below the banner is a "WELCOME TO SWOCA" section. To the right is an "Upcoming Events" section listing three events: "EMIS - FY11 Special Ed reports" (SWOCA Training Room, Tue, Dec 7, 9:00 AM - 12:00 PM), "Beginner Payroll (USPS) Training" (SWOCA Training Room, Wed, Dec 8, 9:00 AM - 11:00 AM), and "How to upload an EZPay file" (SWOCA Training Room, Wed, Dec 8, 1:30 PM - 3:30 PM). Below the events is a "Member of:" section with the logo for "mc:oech".

HOW TO CREATE A USER ACCOUNT:

1. Click on the red "register" link following "First time using the Kiosk? Click here to register".



Welcome to the MCOECN Employee Kiosk.




Email Address

Password

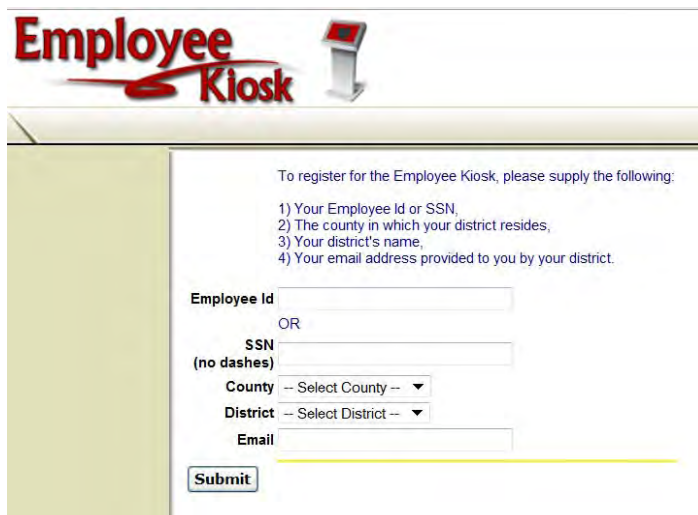
First time using the Kiosk? Click here to [register](#).

Forgot your Password? Click here to [reset](#).

The Employee Kiosk has been tested and is compatible with the following browsers. For the best experience please use one of the following:

-  Internet Explorer Versions 7+ [Click here to download/upgrade](#)
-  Mozilla Firefox Versions 3+ [Click here to download/upgrade](#)
-  Safari Versions 4+ [Click here to download/upgrade](#)

2. Enter either your Employee ID number OR your Social Security Number in the designated box. This is the only time you will see your SSN in the Kiosk. Once logged in, only your Employee ID will be displayed.
3. Click on the drop-down arrow and select your school districts county.
4. Click on the drop-down arrow and select your district.
5. Enter your email address that your district has defined in the payroll system (BIOSCN).
6. Click on the Submit button. A message will be displayed notifying you that the account request has been created and that a temporary password will be emailed to you shortly.



To register for the Employee Kiosk, please supply the following:

- 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.

Employee Id

OR

SSN (no dashes)

County -- Select County --

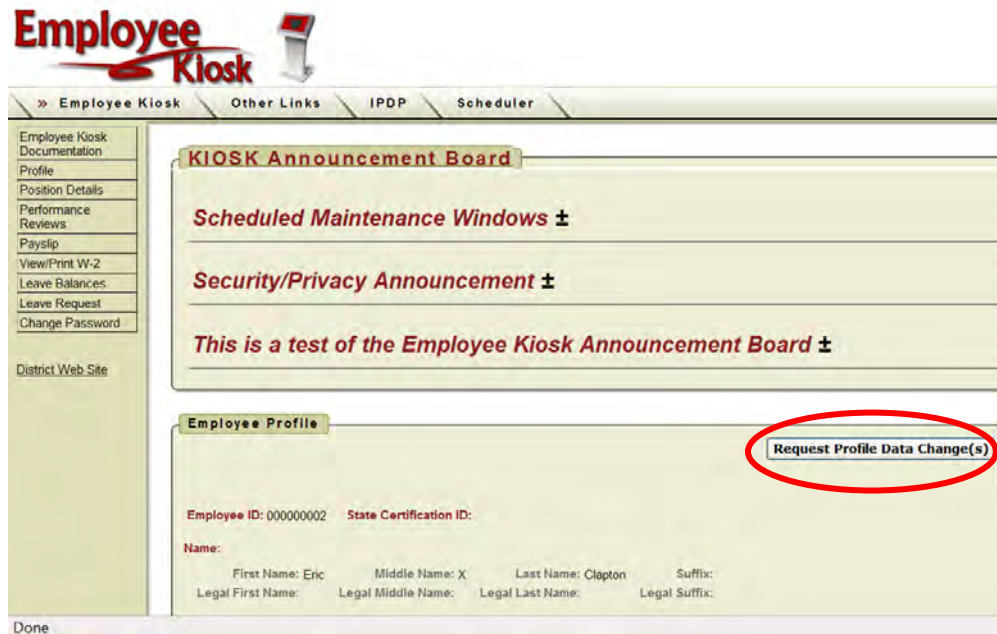
District -- Select District --

Email

7. After you receive the email stating that your account has been created and giving you a temporary password you can log into the Kiosk. Access the Kiosk at SWOCA's website (see instructions on page 1). Enter your username and copy and paste your password into the login screen. The password is case sensitive so it is best to copy and paste the password into the password field, however, the username is not case sensitive. You will be immediately asked to create a new password. The new password must be at least 8 (eight) characters in length. It will be your choice of alpha and/or numeric characters.

HOW TO REQUEST EMPLOYEE PROFILE CHANGES:

1. When logging in to the Kiosk, the "Employee Profile" screen will be automatically displayed. This screen will show the biographical data that is on file with your district's payroll office. If any of the information displayed is incorrect you can click on the "Request Profile Data Changes(s)" button to submit an electronic request to the necessary administrative staff (HR administrator).



2. Enter the change(s) in the appropriate box then click the "Submit Change Request" button. To exit without making any changes click the "Cancel" button.

The screenshot shows the "Employee Profile" form for requesting changes. At the top right, there are two buttons: "Cancel" and "Submit Change Request", both circled in red. Below the buttons, there is a blue instruction: "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." The form displays "Employee ID: 000000002" and "State Certification ID: ZZ1234567". Below this is a field for "New State Certification ID:". Under "Name:", there are fields for "First Name: Eric", "Middle Name: X", "Last Name: Clapton", and "Suffix:". Below these are "New" fields: "New First Name:", "New Middle Name:", "New Last Name:", and "New Suffix:". Below these are "Legal" fields: "Legal First Name:", "Legal Middle Name:", "Legal Last Name:", and "Legal Suffix:". Below these are "New Legal" fields: "New Legal First Name:", "New Legal Middle Name:", "New Legal Last Name:", and "New Legal Suffix:". Under "Contact Information:", there are fields for "Address 1: 4321 Music Lane" and "Phone: (513) 515-1212". At the bottom right, there is a URL: "dw.d3a2.esu.k12.oh.u".

ANNOUNCEMENT BOARD:

1. Your district may choose to use an Announcement Board to display messages from your district administration. If your district posts any announcements you will see the "KIOSK Announcement Board". Click on the + next to the announcement to expand and view the full announcement text. There can be multiple announcements that you can select to view. You can close or collapse the full text announcement by clicking the + a second time.



POSITION DETAILS:

1. When you click on the "Position Details" button the screen will display your job information that is on file with your district's payroll office. If you have any questions regarding this data, please contact your payroll department.

NOTE: If you have multiple active jobs in your district, you will have a "Current Positions" box that will be displayed. You will need to click on the "Display Details" link to display the detailed data for a specific job. You can also create a spreadsheet with this data by clicking on the "Export to .CSV" link.

Current Positions			
Job Title	Calendar Start Date	Job Status	
Teacher	01/01/2006	Active	Display Details
Study Hall Monitor	01/01/2006	Active	Display Details

[Export to .CSV](#)

1 - 2

Position Details					
Job Number	1				
Job Title	Teacher	Position Start Date	09/14/2006	Job Status	Active
Building IRN	85571	Building Name	Southwest Ohio Computer Associ		
Contract Amount	\$29,500.00	Daily Or Hourly	Hourly	Daily Or Hourly Rate	\$20.486
Hours In Work Day	8	Pay Per Period	\$1,134.62	Retire Hours	.00
Work Days in Contract	179	Calendar Start Date	01/01/2006		
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	Vicky H Smith	Supervisor Email	VSMITH@SWOCA.NET		

PERFORMANCE REVIEWS:

- When you click on "Performance Reviews", if your district chooses to use this feature, you will be able to view the details of your performance reviews. Click on "View". Then click on "Download" to view.

My Performance Reviews

	Current Evaluation Date	Next Evaluation Date	Documents Attached
VIEW	10/31/2007	10/31/2009	1
VIEW	04/01/2008	03/01/2010	1

1 - 2

Performance Review Info

Employee Name	Evaluation Date	Next Evaluation Date
Eric X Clapton	04/01/2008	03/01/2010

Associated Performance Review Files

File Id	Filename	Description	Created By	Created Datetime
download	PERFORMANCE REVIEW FOR E.doc	Performance review for E. Clapton	DTESTER@SWOCA.NET	03/03/2010 08:40 PM

1 - 1

PAYSLIP:

- When you click on the "Payslip" button you will be able to view your paycheck stub summary data. The "Pay Slip Summary" will also display leave days used during the pay period and their balances.

Pay Slip Summary

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	02/15/2010	148938	\$1,134.62	\$927.17	N	0	0	0	-1	0	-3
VIEW	07/15/2009	148927	\$806.85	\$689.09	N	0	0	0	-1	0	-3
VIEW	07/15/2009	148933	\$1,134.62	\$934.77	N	0	0	0	-1	0	-3
VIEW	01/15/2009	148922	\$1,134.62	\$900.26	N	14	0	3	-1	0	-3
VIEW	07/01/2007	148920	\$1,134.62	\$900.26	N	0	0	0	37.25	0	0

[Export to CSV](#)

Number of Rows Displayed:

1 - 5

Click on the arrow by the Payment Date to sort the order of multiple checks by ascending or descending date order.

Click "View" next to the check that you want to view. See the example on the next page.

1 - 5

- Directly below the pay slip summary is the Notification of Deposit. You can click on the "Print Pay Slip" button to print a copy of this notice.

View / Print Payslip [PRINT Pay Slip](#)

*** NOTIFICATION OF DEPOSIT ***

To: Eric X Clapton
 From: SINGLE CITY SCHOOL DISTRICT
 1234 ABC LANE
 ANYWHERE OH 45067

The accounts designated in your Authorization Agreement for Automatic Deposits are credited in the amount of \$2,026.55
 Funds are available in your account(s) as of 04/30/2011

Your salary has been deposited as follows:

Type	Description	Amount
Payroll Check	REMITTANCE ADVISE ONLY	42,026.55

Below is a summary of your pay for the period ending 04/30/2011

PAY			DEDUCTIONS			
Name	Units	Amount	Name	Amount	Amount	
REGULAR WAGES -REG	40.000	2708.33	FED	287.83	STRS	270.83
			OHIO TAX	64.35	MEDICARE	39.27
			*STRS RD	379.17	*MEDICARE	39.27
Gross Amount		2,708.33				
Adjusted Gross		2,437.50				

* Indicates BOARD AMOUNT

Sick Leave	Vacation Leave	Personal Leave	Service Days
Use/Balance	Use/Balance	Use/Balance	Work/STRS
0.000 / -1.000	0.000 / 0.000	0.000 / -3.000	05 / 05

Federal Exemptions: Married 00 Total Deductions: 661.78
 State Exemptions: 00 Deposit # 149001 Net Pay: 2,026.55

[PRINT Pay Slip](#)

W2 View/Print:

1. Your district may have chosen to make your W2 available to you in the Kiosk. Click on the "View/Print W-2" button.

Documentation	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">List of Available W-2 Wage and Tax Statements</p> <p style="text-align: right; margin: 0;">1 - 1</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">View and/or Print W2</th> <th style="width: 25%;">Download & Save W2</th> <th style="width: 25%;">Tax Year</th> <th style="width: 25%;">Control Number</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td style="text-align: center;">2009</td> <td style="text-align: center;">0000006</td> </tr> </tbody> </table> <p style="text-align: right; margin: 0;">1 - 1</p> </div>	View and/or Print W2	Download & Save W2	Tax Year	Control Number			2009	0000006
View and/or Print W2		Download & Save W2	Tax Year	Control Number					
			2009	0000006					
Profile									
Position Details									
Performance Reviews									
Payslip									
View/Print W-2									
Leave Balances									
Leave Request									

2. Click on the pencil icon next to "View and/or Print W2" or you can "Download & Save W2".

a Employee's social security number 789-77-7877		OMB No. 1545-0008	
b Employer identification number (EIN) 14-7258369		1 Wages, tips, other compensation 1021.16	2 Federal income tax withheld 77.47
c Employer's name, address, and ZIP code SAMPLE CITY SCHOOL DISTRICT 1234 ABC LANE ANYWHERE OH 45067		3 Social security wages	4 Social security tax withheld
		5 Medicare wages and tips 1134.62	6 Medicare tax withheld 16.45
		7 Social security tips	8 Allocated tips
d Control number 0000006		9 Advance EIC payment	10 Dependent care benefits
e Employee's first name and initial ERIC X		11 Nonqualified plans	
Last name CLAPTON		12a See instructions for box 12	
4321 MUSIC LANE HOMETOWN, OH 45011		13 Disability insurance <input type="checkbox"/> Retirement plan <input checked="" type="checkbox"/> Health plan <input type="checkbox"/> Life insurance <input type="checkbox"/>	12b
f Employee's address and ZIP code		14 Other	12c
15 State Employer's state ID number OH 98-765432	16 State wages, tips, etc. 1021.16	17 State income tax 26.98	12d
		18 Local wages, tips, etc.	19 Local income tax
		20 Locality	

W-2 Wage and Tax Statement 2009
 Form Copy B - To Be Filed With Employee's FEDERAL Tax Return. This information is being furnished to the Internal Revenue Service.

LEAVE BALANCES:

1. When you click on the "Leave Balances" button the screen will display your leave balances and the details regarding the leave that is on file with your payroll office. If you have any questions regarding this data, please contact your payroll department.

Leave Balances					
	Monthly Accrual	Unit	Accum Max	Begin Bal	Balance
Personal Leave	N/A	Daily	0.00	3.00	-3.00
Sick Leave	1.25	Daily	200.00	N/A	-1.00
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.					

Filter Detail Leave Activity					
Category	JobNo	TransType	Start Date	End Date	Go
All	All	All			

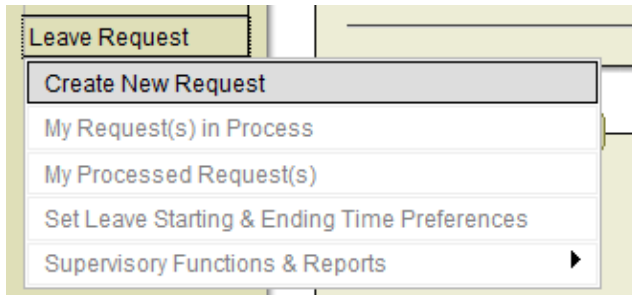
Detail Leave Activity					
Number of Rows Displayed 20					
	Category	Job No. A	Trans Type	Length Of Absence	Unit
	Sick	0	Absence	1	Daily
01/23/2009					
Export detail activity to CSV					
1 - 1					

2. By clicking on the "Export detail activity to .csv" link, you can create a spreadsheet with your leave balances.
3. The "Filter Detail Leave Activity" section will allow you to click on the drop-down arrow(s) and filter your leave activity. You can also include a start and end date to further filter the data.

LEAVE REQUEST:

1. The "Leave Request" feature will allow an employee to create a leave request and electronically submit it for approval. Click on the "Leave Request" button then highlight and select "Create New Request".

NOTE: You can define a starting and ending time for your leave by clicking the "Set Leave Starting & Ending Time Preferences" link. When you open a new leave request the starting and ending times will default to the values as defined.



2. If you have multiple active jobs, click on the drop-down arrow in the "Job" section and select the job for which you are requesting the leave.

A screenshot of the "New Leave Request" form. At the top right are buttons for "Cancel", "CLEAR", and "SUBMIT". Below them is a "Job" dropdown menu set to "Active - Teacher". Underneath is a "Leave Type" dropdown menu set to "-- Select Leave Type --". Below that is a large text area labeled "Reason" with a character count "0 of 1000" at the bottom.

3. Click on the drop-down arrow beside the "Leave Type" field and select the type of leave you are requesting.

A screenshot of the "New Leave Request" form with the "Leave Type" dropdown menu open. The dropdown list includes: "-- Select Leave Type --", "Calamity", "Compensatory Time", "Dock", "Holiday", "Jury Duty", "Military", "Other", "Personal Leave", "Professional", "Sick Leave" (highlighted in blue), and "Unknown". The "Job" dropdown is set to "Active - Teacher". Below the "Reason" field, "Start Date" and "End Date" fields are visible, both with red text indicating a date format (e.g., /YY).

4. You may be required to enter a brief description of the reason for the leave in the "Reason" field. Or, you can also type in more description in the "Comments" section.

- Enter a start and end date for the leave or click on the calendar icon and select the dates.
- Select a start and end time from the drop down arrow.
- Enter a number of day(s) requested for the leave.
- You may need to enter the number of hours if the display shows: "Leave Requested in Hour(s)"
- Place a checkmark in the "Full Notification" box if you chose to be notified by email any time this request has a status change. If left unchecked, the notification will default to you being notified ONLY at the time of Initiation and at Final Disposition.
- You can enter comments regarding the leave in the "Comments" box if needed.
- If a substitute is needed for this leave day click on the box next to "Substitute Needed?" If you want to designate a specific substitute, enter their contact information in the large box next to the "Substitute Needed?" box.
- After the leave request is completed, click on the "Submit" button to submit to the approver. This request will be submitted electronically to each administrator required to approve this leave.
- You also have the option to "Clear" the request and start over or "Cancel" the request entirely and not submit the current request.

The screenshot shows the 'New Leave Request' form with the following fields and callouts:

- Job:** Active - Teacher
- Leave Type:** -- Select Leave Type -- (Callout: After selecting the leave type, the balance for the selected leave will be displayed.)
- Reason:** (Text area, 0 of 1000)
- Start Date:** (Calendar icon, use MM/DD/YYYY format)
- Start Time:** 01 : 00 AM
- End Date:** (Calendar icon, use MM/DD/YYYY format)
- End Time:** 01 : 00 AM
- Leave Requested In Day(s):** (Text input, use format (#, #.#, #.##, -###.###)) (Callout: Leave can be requested in values of: 1 - whole day or whole hour, .25 - ¼ day or ¼ hour, .5 - ½ day or ½ hour, .75 - ¾ day or ¾ hour depending on your districts leave benefit unit defined in payroll.)
- Phone Where You Can be Reached For Questions Relating to This Request:** (513) 515-1212
- Full Notification:** (checkbox) (Callout: Click on the "Full Notification" box only if you want to receive an email every time there is a status change associated with this request. Leave blank if you only want email notification when the leave is approved.)
- Comments pertaining to this Leave Request:** (Text area, 0 of 4000)
- Substitute Needed?:** (checkbox checked) (Callout: Click on the "Substitute Needed?" box only if the substitute caller will schedule your sub.)
- Supervisor's Name:** Vicky H Smith
- Supervisor's Email:** VSMITH@SWOCA.NET
- Request Status:** Initiated
- File(s) to Attach:** (Callout: Click the "Select File(s) to Attach" button to browse for a file that you want to upload and attach to this request. The file can then be viewed by the leave approver(s).)

- A notice of successful request submission will be displayed on your screen. You and your supervisor will receive an email message regarding this leave request.

**Your leave request has been successfully submitted.
You should receive a confirmation email shortly.**

NOTE: If you enter a leave request using a date in the past you will see a message displayed like the example below. If the date is correct you can go ahead and submit:

New Leave Request
Cancel CLEAR SUBMIT

Job: Active - Payroll Clerk

Leave Type: Sick Leave

Balance before request 44.75 Day(s) [See your Sick Leave Requests](#)

Reason: sick

4 of 1000

Notice: you have entered a Date that exists in the past.

Start Date: 05/18/2010 (use MM/DD/YYYY format) Start Time: 01:00 AM

End Date: (use MM/DD/YYYY format) End Time: 01:00 AM

Leave Requested: 00

- To view a leave request in process, click on the "Leave Request" button and select "My Request(s) in Process".

- Employee Kiosk
- Documentation
- Profile
- Position Details
- Performance
- Reviews
- Payslip
- Leave Balances
- View/Print W-2
- Leave Request
- Create New Request
- My Request(s) in Process**
- My Processed Request(s)
- Set Leave Starting & Ending Time Preferences
- Supervisory Functions & Reports

1 - 3

	Update	View Approval Status	Job Description	Leave Type Requested	Status	Substitute Needed	Last Activity Date	Start Date	End Date
Details	Update		- Teacher	Sick Leave	Flow Initiated Level 1	No	04/01/2011 02:23PM	03/04/2011 08:00AM	03/04/2011 04:00PM
Details	Update		- Teacher	Personal Leave	Flow Initiated Level 1	No	04/01/2011 02:23PM	03/11/2011 08:00AM	03/11/2011 04:00PM
			- Teacher	Sick Leave	Flow Initiated Level 1	Yes	04/28/2011 10:00AM	04/28/2011 08:00AM	04/28/2011 04:00PM

1 - 3

Number of Rows Displayed: 5

7. Click on the "Details" link next to the request you want to view. You will then see the "Leave Request Detail", "Transaction History" and "File(s) to Attach" boxes.
8. The "Leave Request Detail" can be used to add comments to your submitted request, "Cancel" the request or "Update the Request".
9. The "Transaction History" will show where your request is in the approval process.
10. The "File(s) to Attach" will allow you to browse and upload a file pertaining to this request.
11. Depending on your district's approval process, you can "Escalate" the leave request to your district's leave administrator which will bypass all other approvers.

Leave Request(s) in Process 1 - 3

Update	View Approval Status	Job Description	Leave Type Requested	Status	Substitute Needed	Last Activity Date	Start Date	End Date
Details	Update	Teacher	Sick Leave	Flow Initiated Level 1	No	04/01/2011 02:23PM	03/04/2011 08:00AM	03/04/2011 04:00PM
Details	Update	Teacher	Personal Leave	Flow Initiated Level 1	No	04/01/2011 02:23PM	03/11/2011 08:00AM	03/11/2011 04:00PM
Details	Update	Teacher	Sick Leave	Flow Initiated Level 1	Yes	04/28/2011 10:00AM	04/28/2011 08:00AM	04/28/2011 04:00PM

[Export to .CSV](#)

1 - 3

Number of Rows Displayed: 5

Leave Request Detail

[Escalate to HR Leave Administrator](#) [Cancel Request](#) [Apply Comments ONLY](#)

Status: Flow Initiated Last Activity: 04/01/2011 02:23 PM

Job: Teacher

Leave Type: Sick Leave Sub Category: FA - Family Illness

Current Balance: -1.00 Day(s)

Reason:

Start Date: 03/04/2011 Start Time: 08:00 AM

End Date: 03/04/2011 End Time: 04:00 PM

Leave Requested In Day(s): 1.000 Phone: (513) 515-1212 Full Notification: Y

Comments:

[Update Request](#)

Transaction History

Name	Action	Comments	Transaction Date
Eric X Clapton	Flow Initiated		03/22/2011 12:51PM
Eric X Clapton	Flow Re-initiated		04/01/2011 02:20PM
Eric X Clapton	Flow Re-initiated		04/01/2011 02:23PM

[Export to .CSV](#)

1 - 3

Number of Rows Displayed: 5

File(s) to Attach

Click button below to select file(s) to be attached to this Leave Request.

[Select File\(s\)](#)

You CANNOT cancel the request if the status/action is "Exported".

12. To view a processed or completed leave request, click on the "Leave Request" button and select "My Processed Request(s)". You can also filter the processed requests by entering starting and ending dates and/or clicking on the drop-down arrows to filter by leave type and/or status. Click on "Details" to see request details. The "Status" will show as "Approved" OR "Exported" in the "Approved & Exported Leave Request(s)" section. If you have cancelled a request or have one that was rejected you can view the details in the "Cancelled & Rejected Leave Request(s)" section.

- Documentation
- Profile
- Position Details
- Performance Reviews
- Payslip
- Leave Balances
- View/Print W-2
- Leave Request

Filter by Date Range

Starting Date: 04/01/2010 Ending Date:

Leave Type: All Status: All

Approved & Exported Leave Request(s) 1 - 8

Job Description	Leave Type Requested	Status	Substitute Needed	Last Activity Date	Start Date	End Date	Total Leave	Create Cancellation	
Teacher	Sick Leave	Exported	No	02/17/2011 09:53AM	07/27/2010 02:00PM	07/30/2010 01:00AM	3,250 Day(s)	✖	
Teacher	Sick Leave	Exported	No	03/18/2011 08:43AM	07/23/2010 01:00AM	07/26/2010 01:00AM	1,500 Day(s)	✖	
Details	1 Teacher	Professional	Exported	No	02/17/2011 09:53AM	08/17/2010 08:00AM	08/17/2010 05:00PM	1,000 Day(s)	✖
Details	1 Teacher	Sick Leave	Exported	Yes	03/18/2011 08:37AM	09/20/2010 01:00AM	09/23/2010 01:00AM	3,750 Day(s)	✖
Details	- Teacher	Professional	Exported	No	02/17/2011 09:53AM	10/25/2010 08:00AM	10/25/2010 12:00PM	500 Day(s)	✖
Details	- Teacher	Professional	Exported	No	02/17/2011 09:53AM	11/01/2010 08:00AM	11/01/2010 12:00PM	500 Day(s)	✖
Details	- Teacher	Professional	Exported	No	03/18/2011 08:37AM	11/15/2010 08:00AM	11/15/2010 12:00PM	500 Day(s)	✖
Details	- Teacher	Sick Leave	Exported	No	03/18/2011 08:37AM	12/08/2010 07:00AM	12/08/2010 03:30PM	1,000 Day(s)	✖

[Export to .CSV](#)

1 - 8

Number of Rows Displayed:

Cancelled & Rejected Leave Request(s) 1 - 2

View Approval Status	Job Description	Leave Type Requested	Status	Substitute Needed	Last Activity Date	Start Date	End Date	Total Leave
Details	- Teacher	Professional	Cancelled	Yes	02/17/2011 09:51AM	10/18/2010 08:00AM	10/18/2010 12:00PM	500 Day(s)
Details	- Teacher	Professional	Cancelled	No	02/17/2011 09:51AM	11/08/2010 08:00AM	11/08/2010 12:00PM	500 Day(s)

[Export to .CSV](#)

1 - 2

13. To cancel an exported request click on the next to the leave request. This will initiate a negative leave request to reverse a previous request.

New Leave Request

Job Active - Teacher
 Leave Type Sick Leave Sub Category {}

Balance before request: 4.00 Day(s) [See your Sick Leave Requests](#)

Negative request to reverse/cancel leave time previously Exported and Posted to OTRS, Original Leave Request#234646

Reason

116 of 1000

Start Date 12/08/2010 Start Time 07:00 AM
 End Date 12/08/2010 End Time 03:30 PM
 Leave Requested in Day(s) -1.000

Phone Where You Can be Reached For Questions: (513) 515-1212 Full Notification

Relating to This Request

Comments pertaining to this Leave Request

0 of 4000

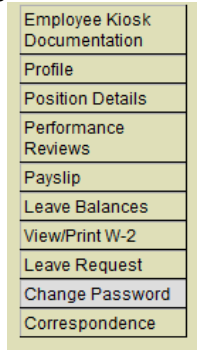
Supervisor's Name: Vicki H Smith Supervisor's Email: VSMITH@SWOCA.NET
 Request Status: Initiated

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HOW TO CHANGE YOUR PASSWORD IN THE KIOSK:

1. Your password in the Employee Kiosk will never expire. It will remain the same until you choose to change it. To change your password, click on the "Change Password" button.



2. Enter your old password, new password, and re-enter new password. Remember that the new password must be at least 8 (eight) characters in length and IS CASE SENSITIVE. It will be your choice of alpha and/or numeric characters and upper or lower case. Click on the "Change Password" button to accept the password change.

Old Password

New Password (must be at least 8 characters)

Re-Enter New Password

Please enter old and new passwords.

OTHER LINKS FEATURE:

1. The "Other Links" button will allow the user to access predefined links to useful websites and will also allow you to click "Maintain Links" and add personal URL links to your account.
2. To add a personal link, click on "Other Links", then click "Add Folder" next to the Personal folder.

NOTE: A district link can also be added by the "District Link Administrator".



3. Enter a Folder Name, the URL and a URL Description and then click the “Add Folder” button.

Add Folder

Return to Other Links Add Folder

Add Folder under **Personal**

Folder Name My Personal Website Links

URL http:// www.swooca.net


URL Description SWOCCA's website

You will see that the personal link folder and the URL you entered has been added to your “Personal Links” section.




4. Your personal links can be modified by clicking on the “Maintain Links” button.



5. Click on the  icon next to the link you wish to modify.



Edit	Folder	Link	Link Description	Display Order
	MY PERSONAL WEBSITE LINKS	http://www.swoca.net	SWOCA's website	1

Number of Rows Displayed 5

6. You can choose to delete the link or apply the changes after updating the link. The “Cancel and Return to Links Maintenance” button will cancel the edit and return you to the links section without making any changes. You also have the option to delete the link from your personal links.



Update or Delete LINK

Cancel & Return to Links Maintenance Delete Link Apply Changes

Link:

Link Description:

Create(d) in Folder:

Display Order:

LOGGING OUT OF THE KIOSK:

When you are finished accessing your personal employee data in the Kiosk, please click on the Logout link. Your personal information may be accessible to anyone who would access the computer after you if you do not logout.



Employee Kiosk

ECLAPTON@SWOCA.NET | [Contact Kiosk Admin](#) | [Logout](#)

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