



Staff Training

Accessing the Employee Kiosk



The screenshot shows the MVECA website interface. At the top, the logo "mveca" is displayed with the tagline "miami valley educational computer association". Navigation links include "CONTACT", "LOGIN", "SITE MAP", and a search bar. A main menu bar contains "WHO WE ARE", "SERVICES", "EVENTS & TRAINING", and "SUPPORT". On the left, a "MVECA Quick Links" sidebar lists various resources. A callout box highlights the "Employee Kiosk" link. The main content area features a banner for "Learning Environment." and a "Calendar Of Events" section.

mveca
miami valley educational computer association

CONTACT | LOGIN | SITE MAP | Search

WHO WE ARE | SERVICES | EVENTS & TRAINING | SUPPORT

MVECA Quick Links

- MVECA >
- STUDENT >
- FISCAL >
- EMIS >
- INFOHIO >
- TECHNOLOGY >
- LINKS >
- OLD WEBSITE >

My MVECA

My Alerts!
PB and SpS are back online. Have a great weekend!
Kelly

Employee Kiosk

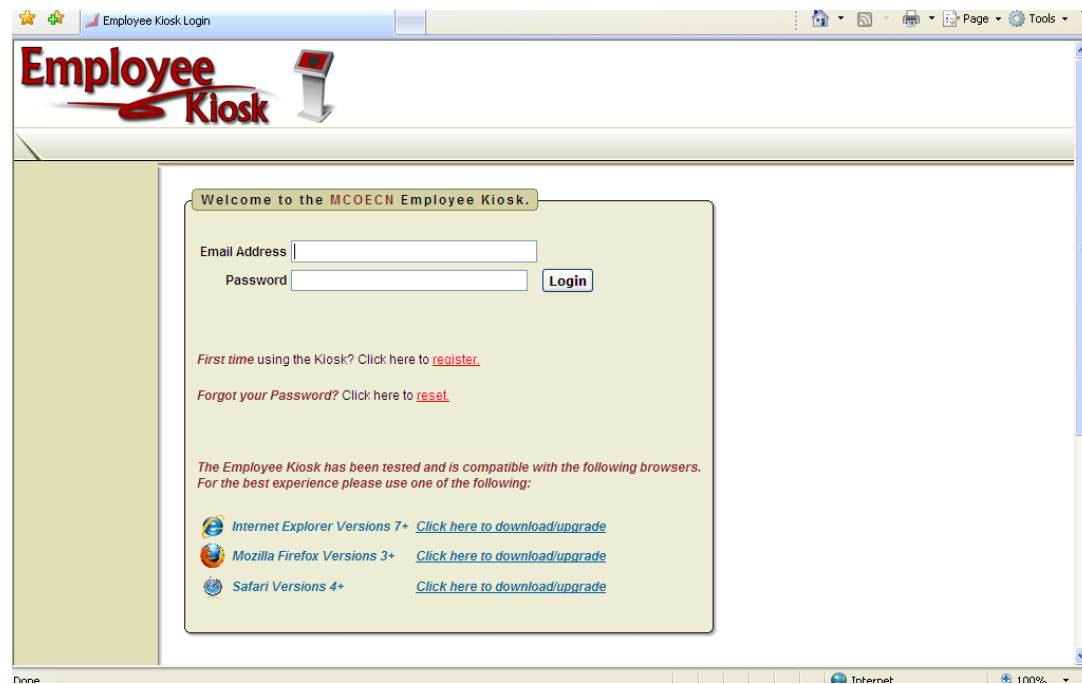
Learning Environment.
Read More

Calendar Of Events

Welcome to MVECA!
Located in Yellow Springs, Ohio - Miami Valley Educational Computer Association (MVECA) is a consortium of 25 school districts

Accessing the Employee Kiosk

The screen below will appear:



The screenshot shows a web browser window titled "Employee Kiosk Login". The page features a header with the "Employee Kiosk" logo and a small kiosk icon. The main content area is a light green box with a white border. It contains a welcome message, login fields, and links for registration and password reset. At the bottom, it lists compatible browsers and provides links to download or upgrade them.

Employee Kiosk

Welcome to the MCOECN Employee Kiosk.



Email Address

Password

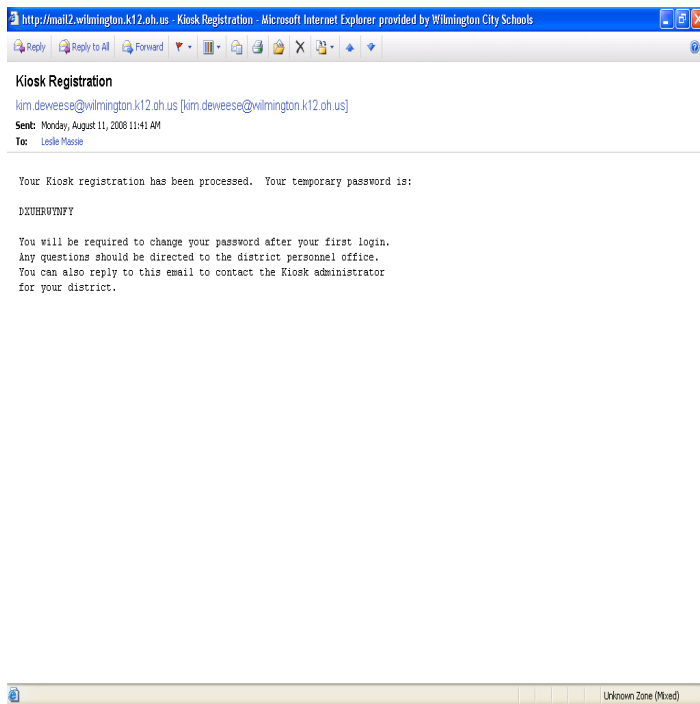
First time using the Kiosk? Click here to [register](#).

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](#)

Temporary Password



- ▶ You will receive an email with your temporary password. The email will look similar to the one to the left.
- ▶ Highlight and copy (ctrl C) the temporary password. The Kiosk login is case sensitive and the password must be entered exactly as shown.
- ▶ You will be required to change your password after your first login.

Logging Into Kiosk

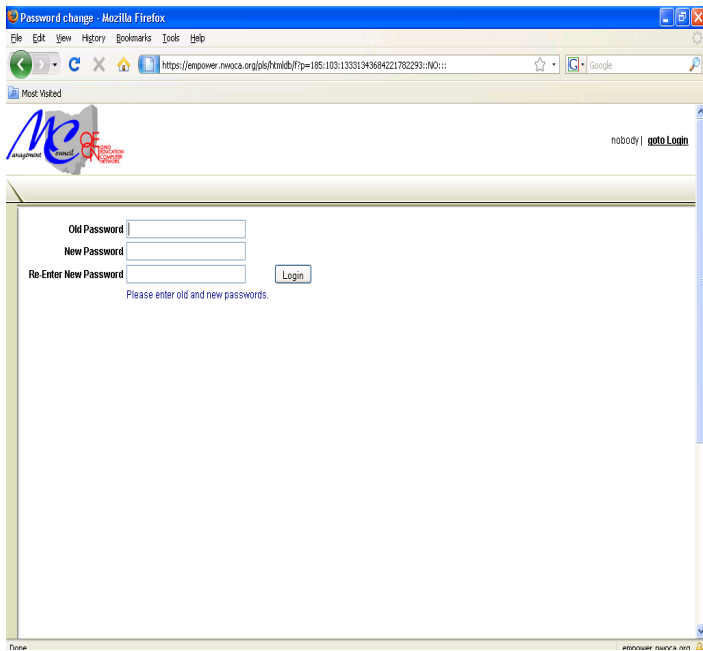
The screenshot shows a web browser window titled "Employee Kiosk Login". The page has a header with the "Employee Kiosk" logo and a small kiosk icon. The main content area is a light green box with the following elements:

- A welcome message: "Welcome to the MCOECN Employee Kiosk."
- Input fields for "Email Address" and "Password", followed by a "Login" button.
- Links for "First time using the Kiosk? Click here to [register](#)."
- Links for "Forgot your Password? Click here to [reset](#)."
- A note: "The Employee Kiosk has been tested and is compatible with the following browsers. For the best experience please use one of the following:"
- A list of compatible browsers with download links:
 - 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](#)

Three callout boxes provide additional instructions:

- A box on the right with two bullet points:
 - ▶ Enter your e-mail address (**will be your WCH email, not your personal one**) and paste (ctrl V) your temporary password.
 - ▶ Click Login. This will open another screen to change your temporary password.
- A box at the bottom right stating: "Please note the web browser must be an updated version."
- A large blue arrow on the left points towards the login form.

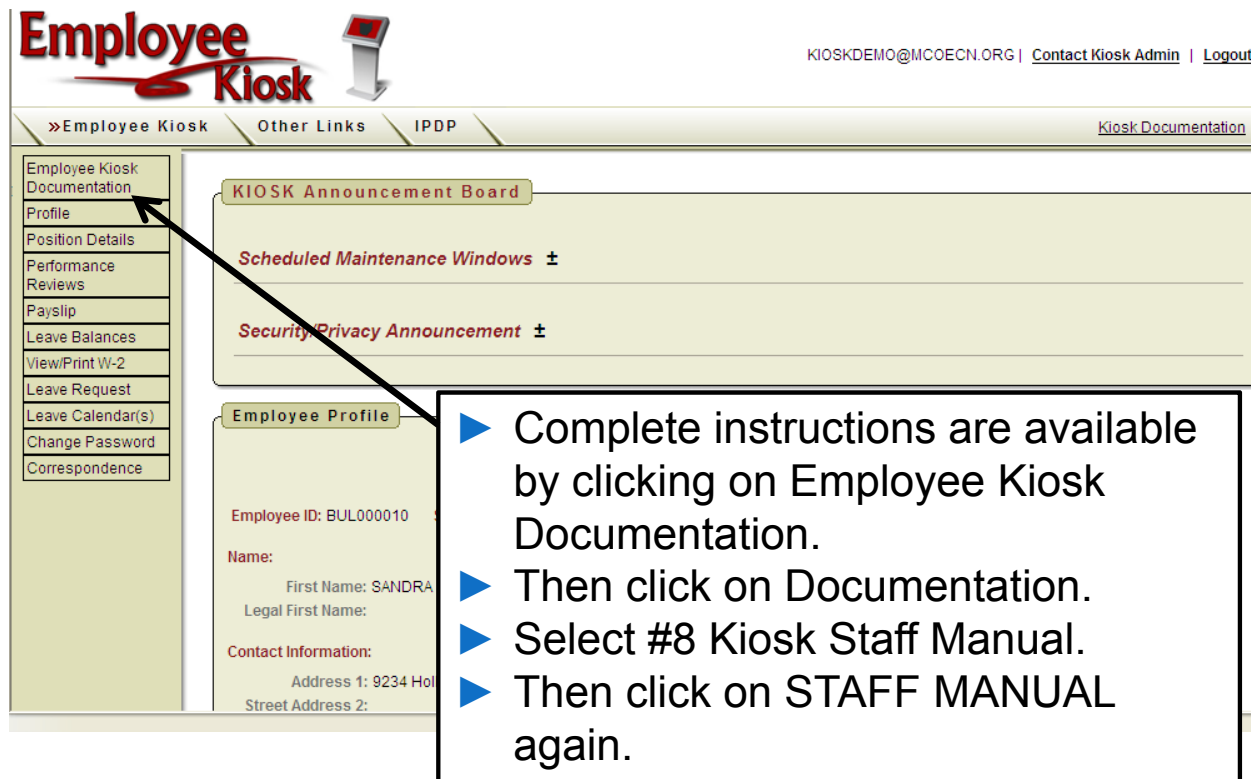
Changing Password



The screenshot shows a Mozilla Firefox browser window titled "Password change - Mozilla Firefox". The address bar displays a URL from empower.nvcc.edu. The page features a logo on the left and a "nobody | auto Login" link on the right. The main form contains three input fields: "Old Password", "New Password", and "Re Enter New Password". A "Login" button is positioned to the right of the "Re Enter New Password" field. Below the fields, a message reads "Please enter old and new passwords." The browser's status bar at the bottom shows "Done" and "empower.nvcc.edu".

- ▶ Enter (paste) the temporary password again in the Old Password box.
- ▶ Enter your new password in the remaining two boxes. The new password must be at least eight (8) characters in length and is case sensitive. **Note:** Your new password will not expire.
- ▶ Select the Login button.

Employee Kiosk Documentation



Employee Kiosk

KIOSKDEMO@MCOECN.ORG | [Contact Kiosk Admin](#) | [Logout](#)

»Employee Kiosk | Other Links | IPDP | [Kiosk Documentation](#)

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

KIOSK Announcement Board

Scheduled Maintenance Windows ±

Security/Privacy Announcement ±

Employee Profile

Employee ID: BUL000010

Name:
First Name: SANDRA
Legal First Name:

Contact Information:
Address 1: 9234 Hol
Street Address 2:

- ▶ Complete instructions are available by clicking on Employee Kiosk Documentation.
- ▶ Then click on Documentation.
- ▶ Select #8 Kiosk Staff Manual.
- ▶ Then click on STAFF MANUAL again.

Kiosk Announcement Board

The screenshot displays the 'Employee Kiosk' web application. On the left is a vertical navigation menu with links: Employee Kiosk Documentation, Profile, Position Details, Performance Reviews, Payslip, Leave Balances, View/Print W-2, Leave Request, Leave Calendar(s), Change Password, and Correspondence. The main content area has a tabbed interface. The 'KIOSK Announcement Board' tab is active, showing two announcements: 'Scheduled Maintenance Windows' and 'Security/Privacy Announcement', each with a plus-minus symbol. An arrow points to the first announcement. Below this is the 'Employee Profile' tab, which displays personal and contact information for Sandra Bullock. A 'Request Profile Data Change(s)' button is in the top right of the profile section. The browser's address bar shows 'Internet' and the zoom level is set to 100%.

Employee Kiosk

»Employee Kiosk Other Links IPDP

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

KIOSK Announcement Board

Scheduled Maintenance Windows ±

Security/Privacy Announcement ±

Employee Profile Request Profile Data Change(s)

Employee ID: BUL000010 State Certification ID: OH1259926

Name:

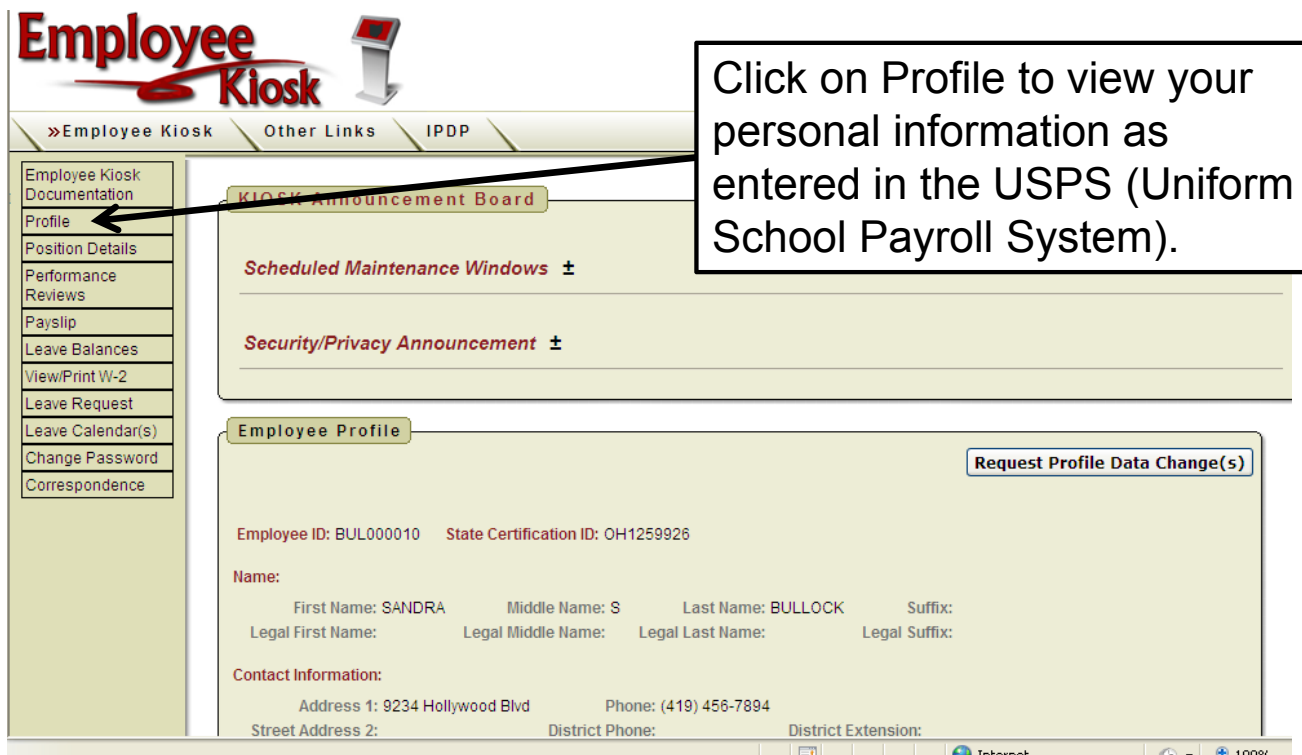
First Name: SANDRA Middle Name: S Last Name: BULLOCK Suffix:
Legal First Name: Legal Middle Name: Legal Last Name: Legal Suffix:

Contact Information:

Address 1: 9234 Hollywood Blvd Phone: (419) 456-7894
Street Address 2: District Phone: District Extension:

- ▶ Click on Announcement Board to see district wide messages.
- ▶ Click the (+) symbol next to the announcement title to see the full announcement.
- ▶ Click the (-) symbol to close the announcement.

Employee Profile



Employee Kiosk

»Employee Kiosk Other Links IPDP

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

Kiosk Announcement Board

Scheduled Maintenance Windows ±

Security/Privacy Announcement ±

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

Employee ID: BUL000010 State Certification ID: OH1259926

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

Contact Information:
Address 1: 9234 Hollywood Blvd Phone: (419) 456-7894
Street Address 2: District Phone: District Extension:

Internet 100%

Click on Profile to view your personal information as entered in the USPS (Uniform School Payroll System).

Employee Profile

- ▶ If the information in the Employee Profile 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.

The screenshot shows the 'Employee Profile' page. At the top right, there is a link labeled 'Request Profile Data Change(s)'. A callout box with an arrow points to this link, containing the text 'Request changes to profile information here'. Below the link, the 'Employee Profile' form is displayed. It includes fields for 'Employee ID' (GRA000100), 'State Certification ID' (CH3169275), and 'Name' (First Name: Emily, Middle Name: [blank], Last Name: [blank], Suffix: [blank]). Below these are fields for 'New First Name', 'New Middle Name', 'New Last Name', and 'New Suffix'. There are also 'Legal' name fields. At the bottom, there is a 'Submit Change Request' button and a 'Cancel' button. A note at the bottom states: '*** The LEGAL NAME fields represent the name printed on your Social Security Card and are used when creating your W-2.'

Position Details

- ▶ This is a brief view of your contract information (i.e., hours per day, contract amount, pay per period, etc.).
- ▶ 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 on your screen.

Current Positions

Job Title	Calendar Start Date	Job Status	
ASSISTANT TREASURER-WCH	10/08/2014	Active	Display Details

[Export to .CSV](#)

1 - 1

Position Details

Job Number	1		
Job Title	ASSISTANT TREASURER-WCH	Position Start Date	Job Status
Building IRN	0		Active
Contract Amount		Daily Or Hourly	Daily
Hours In Work Day	8	Pay Per Period	
Work Days in Contract	189	Calendar Start Date	10/08/2014
Salary Schedule Step	0	Salary Schedule Column	0
Eligible for Sick Leave	Yes		
Eligible for Personal Leave	Yes		
Eligible for Vacation Leave	Yes		
Supervisor Name	THOR SAGE	Supervisor Email	sage@mveca.org

Payslip

- ▶ There are two options for viewing payslips:

- View USPS Payslip
- View/Print Payslip (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. The PDF payslips contain the actual year-to-date totals.

Payslip - USPS

Payslip

View USPS Payslip
View/Print Pay Slip (PDF)

Load Payslips for Date Range

Starting Date: 11/06/2010 Ending Date: 02/04/2011 Load Payslips

Payslip Summary

Number of Rows Displayed: 5000

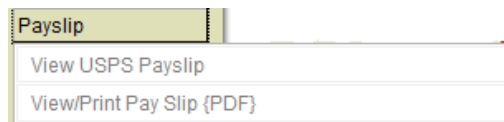
y Slip Summary

Click to View Pay Slip	Date	Check Num	Gross	Net	Direct Deposit	Sick Used	Vac Used	Pers Used	Sick Bal	Vac Bal	Pers Bal
View	02/27/2009	500383	\$1,923.08	\$1,460.69	Y	0	0	0	12.75	0	3
View	02/13/2009	500357	\$1,923.08	\$1,460.69	Y	0	0	0	12.75	0	3
View	02/02/2004	500329	\$1,138.48	\$899.10	Y	0	0	0	12.75	0	3
View	02/02/2004	500304	\$1,138.48	\$899.10	Y	0	0	0	12.75	0	3
View	01/23/2004	500279	\$1,138.48	\$899.10	Y	0	0	0	12.75	0	3
View	01/09/2003	500254	\$1,138.48	\$899.10	Y	0	0	0	4	0	3
View	12/26/2003	500229	\$1,138.48	\$899.10	Y	0	0	0	4	0	3
View	12/12/2003	500194	\$1,138.48	\$899.10	Y	0	0	0	4	0	3
View	11/28/2003	500170	\$1,138.48	\$899.10	Y	0	0	0	4	0	3
View	11/14/2003	500154	\$1,138.48	\$899.10	Y	0	0	0	4	0	3
View	10/31/2003	500129	\$1,138.48	\$899.10	Y	0	0	0	4	0	3
View	10/17/2003	500104	\$1,138.48	\$899.10	Y	0	0	0	4	0	3
View	10/03/2003	500079	\$1,138.48	\$899.10	Y	0	0	0	4	0	3
View	09/19/2003	500054	\$1,138.48	\$899.10	Y	0	0	0	4	0	3
View	09/05/2003	500029	\$1,138.48	\$899.10	Y	0	0	0	4	0	3

Click View to see the payslip detail.

- ▶ When you first select the USPS Payslip option, you must enter a starting and ending date. The default is the last three months of pay.
 - ▶ Once you have the date range selected, click the Load Payslips icon.
 - ▶ Each payslip from the populated listing may be printed or the listing can be exported to a .csv file.
 - ▶ The information displayed when viewing an individual payslip is the same as that on the direct deposit email notification.
- Note:** These do not include year-to-date totals.

Payslip – View/Print Payslip (PDF)



A screenshot of a web application menu titled "Payslip". It contains two options: "View USPS Payslip" and "View/Print Pay Slip {PDF}".



A screenshot of a table titled "List of Available Payslips". The table has four columns: "View and/or Print Payslip", "Download & Save Payslip", "Pay Date", and "Check Number". There is one row of data with a checkbox in the first column, a download icon in the second, the date "01282011", and the check number "588680".

View and/or Print Payslip	Download & Save Payslip	Pay Date	Check Number
<input checked="" type="checkbox"/>		01282011	588680

All pays processed after July 1, 2015 should appear in this list of available payslips.

- ▶ When you first select the View/Print Payslip (PDF) option, you can:
 - View and/or Print Payslip
 - Download & Save Payslip
- ▶ Selecting to View and/or Print Payslip will open your payslip as a PDF file.
- ▶ Selecting Download & Save Payslip will give the option to save the payslip to your computer.

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

View/Print W-2



You can either view or print W-2 information for the tax years available on the screen. This should be at least 2013 and years after.

The screenshot shows a W-2 form for the year 2007. The form is titled 'W-2 Wage and Tax Statement' and contains various fields for employee information, wages, and taxes. The form is displayed as a PDF in a web browser window. The form includes sections for 'Copy 1 To Be Filed With Employer's State or Local Income Tax Return' and 'Copy 2 To Be Filed With Employee's State or Local Income Tax Return'. The form also includes a section for 'Copy 3 For Employee's Information'.

When you click on View and/or Print W-2 for a specific year, your W-2 will display on the screen as a PDF.

Leave Balances

- ▶ This is where you can view your leave balances.
- ▶ You can view detailed information of absences and accumulations for available leave types.
- ▶ You can filter the information to only display based on Category, Job Number, Transaction Type, Length of Absence, and Activity Date.
- ▶ You can also sort the information based upon each column.

The screenshot shows the 'Employee Kiosk' interface with a sidebar menu on the left containing options like 'Employee Kiosk Documentation', 'Profile', 'Position Details', 'Performance Reviews', 'Payroll', 'Leave Balances', 'View/Print V-2', 'Leave Request', 'Leave Calendar(s)', 'Change Password', and 'Correspondence'. The main content area is titled 'Leave Balances' and contains a table with columns: Monthly Accrual, Unit, Accum Max, Begin Bal, and Balance. The table lists three leave types: Personal Leave, Sick Leave, and Vacation Leave. Below the table is a red notice: 'NOTICE: Displayed Leave Balances may not reflect current activity due to delayed posting.' To the right of the table is a 'Filter Detail Leave Activity' section with dropdowns for Category, Job No., and TransType, and input fields for Start Date and End Date. Below the filter is a 'Detail Leave Activity' section with a 'Number of Rows Displayed' dropdown set to 500. It contains a table with columns: Category, Job No., Trans Type, Length Of Absence, Unit, and Activity Date. The table lists various activity entries for Sick, Personal, and Vacation leave. At the bottom of the detail section is a link: 'Export detail activity to CSV'.

	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

1 - 3

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

Filter Detail Leave Activity

Category: All Job No.: All TransType: All Start Date: End Date: Go

Detail Leave Activity

Number of Rows Displayed: 500

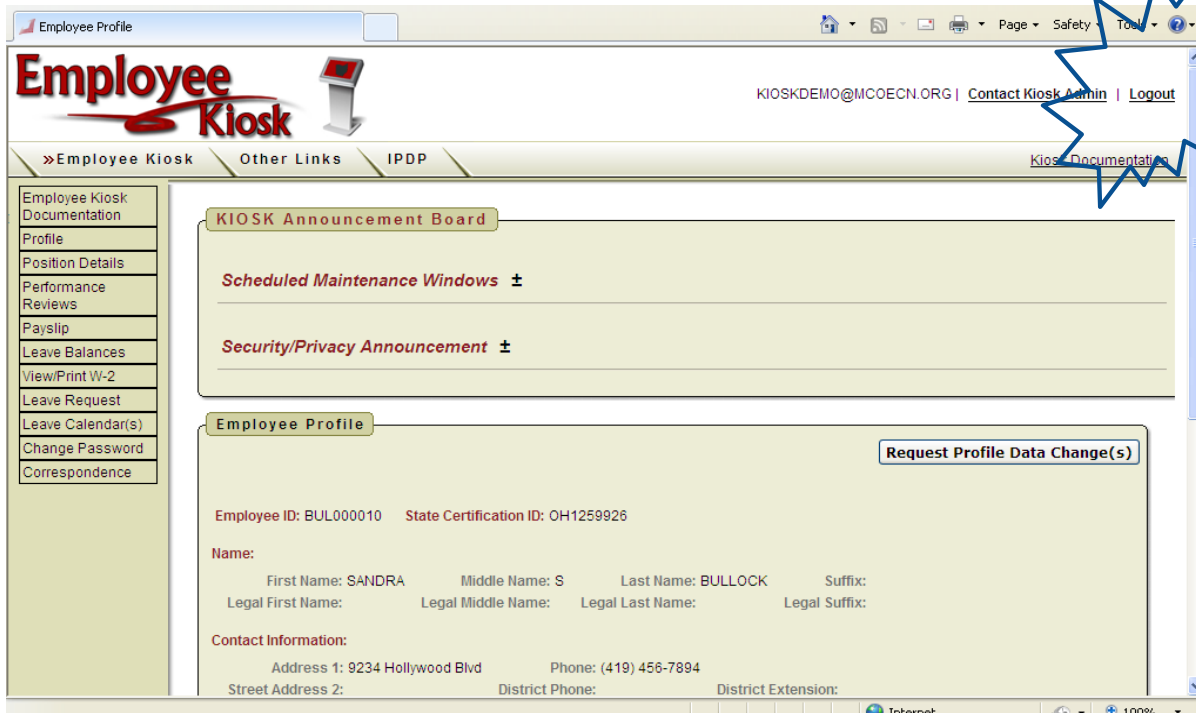
Category	Job No.	Trans Type	Length Of Absence	Unit	Activity Date
Sick	1	Absence	1	Daily	04/29/2004
Sick	0	Accumulation	1.25	Daily	04/29/2004
Sick	1	Absence	25	Daily	04/01/2004
Sick	1	Absence	25	Daily	04/01/2004
Sick	1	Absence	25	Daily	04/01/2004
Sick	1	Absence	1	Daily	04/01/2003
Personal	1	Absence	5	Daily	02/09/2003
Sick	1	Absence	1	Daily	03/21/2002
Personal	0	Accumulation	3	Daily	09/01/2001
Sick	0	Accumulation	10	Daily	09/01/2001

Export detail activity to CSV

Note: Balances will not include leave in process. Therefore, be sure to look at the most current Activity Date and consider any pending requests.

Logging Out of Kiosk

- ▶ Always click on the Logout button to end your session.
Never just close your browser window.



Questions

- ▶ If any questions or issues arise, please contact Erica using the information below.

Erica L. Malone, CPA

Phone: 740.335.6620 x5017

Email: erica.malone@wchcs.org