

1. Select "Create New Request" **Vacation, Dock or Jury**
2. Type in Reason, if Applicable
3. Enter the Begin/End Dates
  - Enter Start / End time of leave
4. Leave Length (1 day or 1/2 day)
5. Type in any additional information
6. Click on Box if Sub is required in your absents and comments.
7. Click on Submit, for Supervisor Approval

**Profile** Provides the user with their personal information drawn from the USPS Payroll System Name, Address, Emergency Contact, Education information, Employee Dates and Education Experience .

**Position Details** This is a brief overview of your contract information. If an employee has multiple jobs within the district, you will find details on each job.

Provides 2 options:

**PAYSLIP**

- View Payroll Slip from any Pay Date
- View/Print Payroll Slip {PDF}

Information displayed is the same information you would see on your Direct Deposit Email notification.

**Leave Balances** This provides information on what leave types you have and a quick balance of each. Information is updated nightly from USPS Payroll system. The leave balance is what is current in USPS during the last payroll posting

1. Select "Professional Leave"
2. Type in Reason -
3. Enter your Begin/End Dates
4. Enter in total Leave length
5. Type any additional information
6. Click if Substitute will be required in your absence
7. Go to attachments and add any documentation you wish to go along with this request.

Type in:

1. Event Location Address
2. Purpose of Leave
3. Estimated cost:
  - Registration Fee
  - Lodging amount total
  - Meal Amount total
  - Breakfast:
  - Lunch:
  - Dinner
  - Other Expense: Tolls, Parking Fees etc..
  - Mileage = enter your total miles To/From Location

Gray boxes will calculate the total value..

4. Click on Calculate. This is the estimated amount of your trip.
5. Go back to Screen 1 and click **SUBMIT**.



Employee KIOSK  
Leave Module

[HTTP://KIOSK.MCOECN.ORG](http://kiosk.mcoecn.org)



**Employee Kiosk**

Welcome to the MCOECH Employee Kiosk.

Email Address:

Password:

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

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

**TO LOGIN:**

Email Address: xxxxxxxx@COLUMBIANASCHOOLS.ORG  
 Enter your password: (Case Sensitive)

"Forget your password": Type in Email address and then click on RESET. The system will Email you a new password

**Employee Kiosk**

**Change Password**

Old Password:

New Password:  (must be at least 8 characters)

Re-Enter New Password:

Please enter old and new passwords

**Leave Request**

Create New Request

My Request(s) in Process

My Processed Request(s)

Set Leave Starting & Ending Time Preferences

**Leave Request(s) in Process**

No Leave Requests are in process.

Number of Rows Displayed:

Will display a particular # of rows:

**Approved & Expired Leave Request(s)**

View Approval Status	Job Description	Leave Type Requested	Status	Substitute Needed	Last Activity Date	Start Date	End Date	Total Leave	Create Cancellation
Details	HR/KIOSK TEST	Sick Leave	Approved	No	06/07/2011 12:55PM	06/16/2011 08:00AM	06/16/2011 12:00PM	500 Days	-
Details	HR/KIOSK TEST	Vacation Leave	Approved	Scheduled	06/07/2011 02:37PM	06/16/2011 08:00AM	06/30/2011 04:00PM	1,000 Days	-
Details	HR/KIOSK TEST	Professional	Approved	Yes	06/07/2011 02:29PM	06/28/2011 11:00AM	06/30/2011 05:00PM	1,000 Days	-

**Sick Leave**

Cancel CLEAR **8** SUBMIT

Job: Active - ASSISTANT BOOKKEEPER

Leave Type: Sick Leave **1** Sub Category: --Select Sub Category-- **2**

Balance before request: 104.50 Day(s)

Reason:  **3**

Start Date:  **4** (use MM/DD/YYYY format) Start Time: 01:00 AM **4**

End Date:  **4** (use MM/DD/YYYY format) End Time: 01:00 AM **4**

Leave Requested (in Days):  **5**

Phone Where You Can be Reached For Questions Relating to This Request: (330) 427-2291  Full Notification

Comments pertaining to this Leave Request:  **6**

Substitute Needed?  **7**

Supervisor's Name: LORI GAYLE POSEY Supervisor's Email: LORI.POSEY@COLUMBIANASCHOOLS.ORG Request Status: Initiated

- For Leave type: Click the  Select "Sick"
- Sub Category—Select One Reason
  - Employee Illness
  - Family Member Illness
  - Death in Immediate Family
- Reason: Type in information required for sick type in this box.
- Enter the Begin/End Dates
  - Enter start/end time of leave
- Leave Length
  - Hourly—10 min increment
  - Daily—..250, .500, .750 or enter 1 day
- Any additional information, type in here!
- Click on the Box if this will require a sub, then enter any comments pertaining to Sub Request
- Click on Submit, for Supervisor Approval

**Personal Leave**

Cancel CLEAR **8** SUBMIT

Job: Active - TEACHER

Leave Type: Personal Leave **1**

Balance before request: 4.00 Days **1** See your Personal Leave Requests

Reason:  **2**

Start Date:  **4** (use MM/DD/YYYY format) Start Time: 07:30 AM **4**

End Date:  **4** (use MM/DD/YYYY format) End Time: 02:30 PM **4**

Leave Requested (in Days):  **5**

Phone Where You Can be Reached For Questions Relating to This Request: (330) 462-1776  Full Notification

Comments pertaining to this Leave Request:  **6**

Substitute Needed?  **7**

Supervisor's Name: LORI GAYLE POSEY Supervisor's Email: LORI.POSEY@COLUMBIANASCHOOLS.ORG Request Status: Initiated

- For Leave type: Click  Select Personal.
- Enter the Reason for Personal Leave
- If using Other, Explain in this box.
- Enter the Begin/End Dates
  - Enter start/end time of leave
- Leave Length
  - Hourly—10 min. increments
  - Daily—(1/4, 1/2, 3/4 or 1 full day)
- Any additional information, type in here!
- Click on the Box if this will require a sub, Type in comments pertaining to Sub Request
- Click on Submit, for Supervisor Approval