


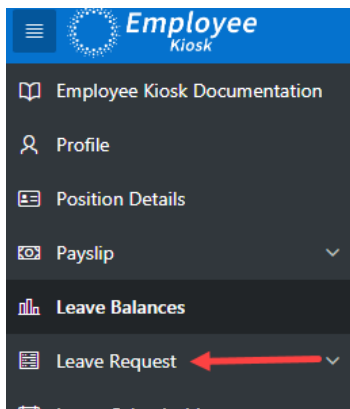
**Loudonville-Perrysville EVSD
Employee Kiosk Instructions
Setting Leave Preferences
(Bus Drivers do NOT do this)**

1. Setting the Default Leave Starting and Ending Preferences just needs to be completed one time. If your job status changes though, you will need to edit the starting and ending times.
2. Go to the TCCSA homepage- www.tccsa.net
3. Click on the Employee Kiosk button. The image shows a button with a green circular icon containing a white clock face, followed by the text "Employee Kiosk" in a bold, black, sans-serif font. The button has a light gray background and rounded corners.
4. [Login using your ENTIRE school email address as your username.](#)



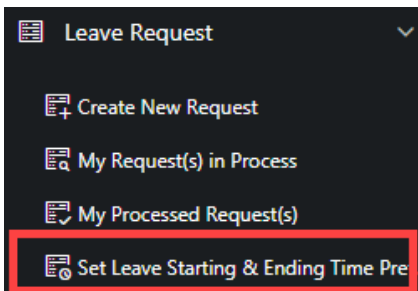
First time using the Kiosk? Click here to [register](#).

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



5. Click "Leave Request"

6. Click "Set Leave Starting and Ending Time Preferences"



7.

The image shows a form titled 'Set Default "Start Time" and "End Time" for Leave Requests'. It has two columns for 'Starting Time' and 'Ending Time'. The 'Starting Time' is set to 07:45 AM and the 'Ending Time' is set to 03:20 PM. There are three numbered callouts: '1' points to the 'Starting Time' dropdown, '2' points to the 'Ending Time' dropdown, and '3' points to the 'Set DEFAULT Time Preferences' button. There is also a 'Clear DEFAULT Time Preferences' button.

- 1** Set your work day starting time
- 2** Set your work day ending time
- 3** Press Set DEFAULT Time Preferences

Once these start and ending times are set there will be no need to do this again as long as you maintain the same work day. If your job classification changes or your work day changes you will need to edit this to reflect your new work day.