

Loudonville-Perrysville EVSD Employee Kiosk Instructions Vacation, Professional, Personal and Sick Leave Requests

1. Go to the TCCSA homepage- www.tccsa.net

2. Click on the Employee Kiosk button.



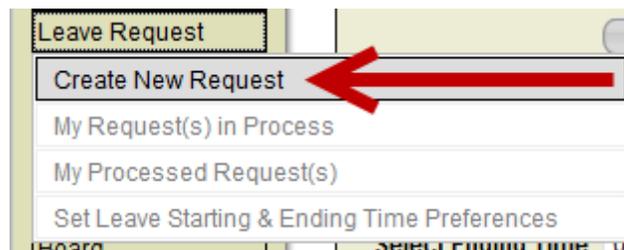
3. Login using your ENTIRE school email address as your username.

A screenshot of the login page. At the top, it says "Welcome to the MCOECN Employee Kiosk." Below that are two input fields: "Email Address" with the placeholder text "lopr_your username@tccsa.net" and "Password". To the right of the password field is a "Login" button. Below the input fields, there are two links: "First time using the Kiosk? Click here to register." and "Forgot your Password? Click here to reset." Both links are in red text.

4. If you have forgotten your password or if you have never logged into the Kiosk click on the appropriate link on the login page.



5. Click "Leave Request"



6. Click Create New Request.

1. Make sure your job is selected.

2. Select your leave type. Once you have selected your leave type, a balance of that leave type will display. You will also have an icon to click on that will allow you to see if there are additional leave requests that have been requested but NOT subtracted from the balance of that leave type. Your options for leave type include:

-- Select Leave Type --
-- Select Leave Type --
Dock
Jury Duty
Military
Personal Leave
Professional
Sick Leave
Vacation

See section on Professional Leave beginning on Page 4 of this document for extensive details regarding PD.

If you select Sick Leave then another drop down menu will appear. You will need to make a selection. Your selections are:

Leave Type Sick Leave Sub Category -- Select Sub Category --
-- Select Sub Category --
S1 - Personal Illness
S2 - Family Illness
S3 - Family bereavement/funeral

3. You will need to enter a reason for the request if the leave type you are selecting is **Professional Leave, Sick Leave or Dock**. If the sick leave sub-category is Family Illness or Family bereavement/funeral you must give the family relationship of the ill or deceased family member. You will receive an error if you leave the reason field blank for these leave types.

4. Start and End Date are both required- if you forget the date, you will be prompted to add it upon submitting your request. You can click on the calendar icon to display a calendar to use to select your date.

5. Start and End Times are both required- if you forget the time, you will be prompted to add it upon submitting your request. You received directions for setting your DEFAULT start and end times in a previous hand-out. See Kiosk_Setting_Preferences. The default times are populated into the form for you. You have the ability to change these automatically populated times for each individual leave request you submit.

New Leave Request
Cancel CLEAR SUBMIT
Job Active - Elementary School Teacher
Leave Type Personal Leave
Balance before request 3.00 Day(s) See your Personal Leave Requests
Reason
0 of 1000
Start Date (use MM/DD/YYYY format) Start Time 01:00 AM
End Date (use MM/DD/YYYY format) End Time 01:00 AM
Leave Requested In Day(s) use format {#, #.#, #.##, -###.###}
Phone Where You Can be Reached For Questions (444) 444-4444 Full Notification
Relating to This Request
Comments pertaining to this Leave Request
0 of 4000
Enter the name(s) and contact information, if available, for any possible Substitute(s) you would like to have called below.
Substitute Needed?
Supervisor's Name: Marcia ES Principal Supervisor's Email: eSPRIN@NCOCC.K12.OH.US
Request Status: Initiated

6. Enter the amount of time you are requesting off. You will enter this in increments of .25 days.

7. Your phone number will be populated from your Profile information.

8. 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 only receive an email message when the request is initiated and when it has received final approval.

9. Enter any comments you want your supervisor to be aware of.

10. If you need a substitute you will need to check the box. The comment box will then become available for you to type a comment in. This information will then be displayed to anyone who has access to view your request.

11. Do **NOT** use the Attachment Feature.

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

- 1**: Job dropdown menu (Active - Elementary School Teacher)
- 2**: Leave Type dropdown menu (Personal Leave)
- 3**: Reason text area (0 of 1000)
- 4**: Start Date input field (use MM/DD/YYYY format)
- 5**: Start Time dropdown menu (01:00 AM)
- 6**: Leave Requested In Day(s) input field (use format {#, #., #.##, ###.###})
- 7**: Phone Where You Can be Reached For Questions input field ((444) 444-4444)
- 8**: Full Notification checkbox
- 9**: Comments pertaining to this Leave Request text area (0 of 4000)
- 10**: Substitute Needed? checkbox
- 11**: Select File(s) to Attach button

Buttons: Cancel, CLEAR, SUBMIT

Balance before request 3.00 Day(s) See your Personal Leave Requests

Supervisor's Name: Marcia ES Principal Supervisor's Email: eSPRIN@NCOCC.K12.OH.US
Request Status: Initiated

File(s) to Attach

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

11 Select File(s) to Attach

Once you have completed all required fields, press the submit button.

Professional Leave Details

If you choose Professional Leave as the leave type you are requesting, another form appears to the right on the screen with information necessary to complete your professional leave request.

1. Enter the location of the event.
2. Enter the purpose of the leave and/or a description of the event.
3. Enter your estimated expenses. Enter the miles of the proposed trip. The system will calculate the mileage amount to be reimbursed based on the district entered mileage rate.
4. Click the calculate button to add all the estimated costs together.

Once you completed all required fields, press the submit button.

You must still complete requisitions for all expenses you are estimating on this form.

When you return from your Professional Leave, complete the "Request for Reimbursement" as usual.

Professional Leave Details / Expense

Event Location (Address)

City State Zip Code

Purpose of Leave / Leave Description

2

0 of 500

Estimated Costs

Registration Fees:
(e.g. {3,123.34} {1,002} {3456.78})

Lodging Amount:
(e.g. {3,123.34} {1,002} {3456.78})

Meals Amount:
(e.g. {3,123.34} {1,002} {3456.78})

Other Expenses Amount:
(e.g. {3,123.34} {1,002} {3456.78})

Mileage Rate: 0.565 X # of Miles
(e.g. {1,000} {145} {52} {5})

Mileage Amount:
(e.g. {3,123.34} {1,002} {3456.78})

Total Leave Amount:
(e.g. {3,123.34} {1,002} {3456.78})

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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)
12/07/2009	07:30 AM	12/11/2009	03:00 PM	5

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

Week One						
Sunday, December 06, 2009	Monday, December 07, 2009	Tuesday, December 08, 2009	Wednesday, December 09, 2009	Thursday, December 10, 2009	Friday, December 11, 2009	Saturday, December 12, 2009
0	1	1	1	1	1	0