

**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.



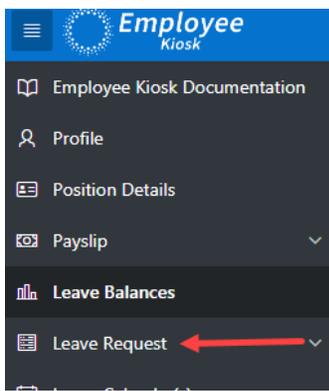
3. Login using your ENTIRE school email address as your username.



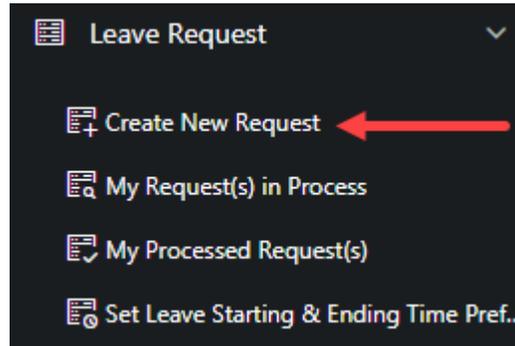
First time using the Kiosk? Click here to **register**.

Forgot your Password? Click here to **reset**.

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"

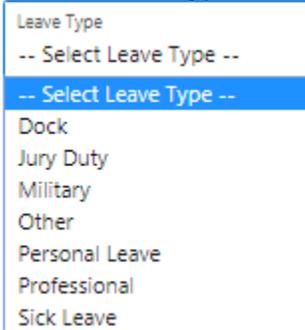


6. Click Create New Request.

7. The New Leave Request screen appears

1. Make sure your job is selected.

2. Select leave Type



3. Type your reason unless it is a personal day then write personal. ****

4. Dates you'll be gone

5. If you haven't set defaults or is you are gone a partial day.

6. Number of days

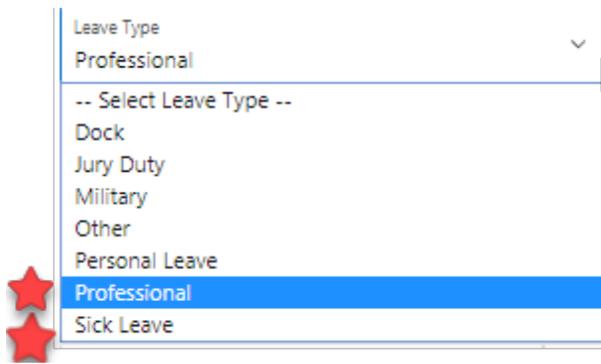
7. Do you want email notifying you of where you are in the process? Check box then

8. If you need a sub check the box

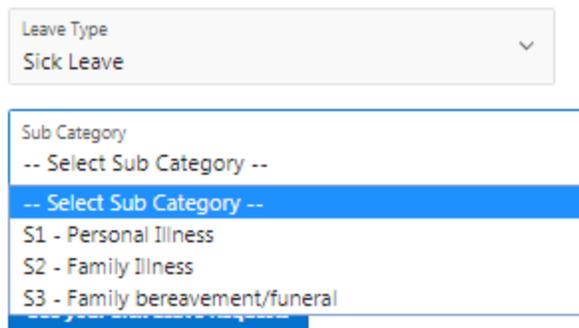
9. Click Submit

 A screenshot of the 'New Leave Request' form. The form is white with a blue 'SUBMIT' button in the top right corner. It contains several fields: 'Job' (Active - TECHNOLOGY COORDINATOR), 'Aesop School' (Loudonville High School), 'Leave Type' (-- Select Leave Type --), 'Reason' (text area), 'Start Date' (MM/DD/YYYY), 'Start Time' (07:45 AM), 'End Date' (MM/DD/YYYY), 'End Time' (03:20 PM), 'Leave Requested In Day(s)' (.000), 'Phone Where You Can be Reached' ((419) 651-5561), 'Full Notification' checkbox, 'Comments pertaining to this Leave Request' (text area), and 'Substitute Needed?' checkbox. Red circles with numbers 1 through 9 are placed over various fields to indicate the steps described in the adjacent list.

***Cetrain Leave Types, when selected, open other fields.



If you select Sick Leave you must select a Sub Category and provide a reason. You don't need to give all the gory details. (I'm ill, MD appt., sick child, Taking Mom to MD etc.)



If you submit a request that will span multiple days you will be presented with a screen to verify the dates and the leave request for each day.

If you select Professional Leave, you will need to complete the Professional Leave Details / Expense section.

Professional Leave Details / Expense

Event Location (Address)

City State Zip Code

Purpose of Leave / Leave Description

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: 0.580 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))

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.

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.

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