Tri-Valley Local Schools
Employee Kiosk

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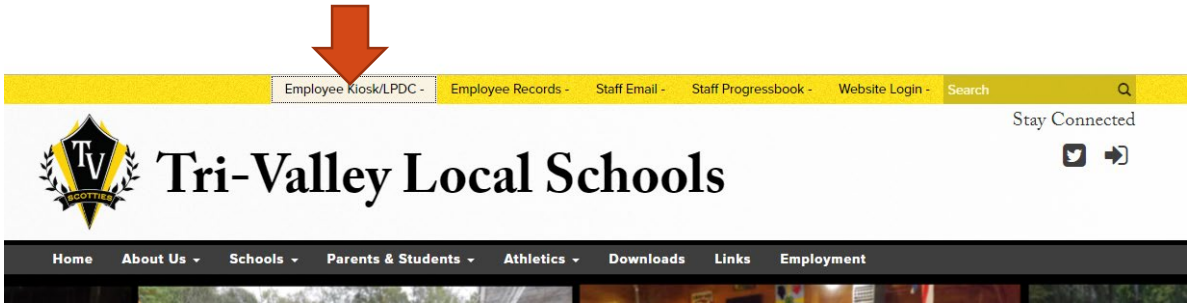
Tri-Valley Local Schools
Employee Kiosk

The Employee Kiosk is a web-based program developed for our use by LACA. This site provides our employees with information and documentation of your past W-2's, Pay Checks, Leave Requests and Position Details. From this site you can look at/print any of these items. Since this is a web-based program, you can sign-in from home, work or even your phone.

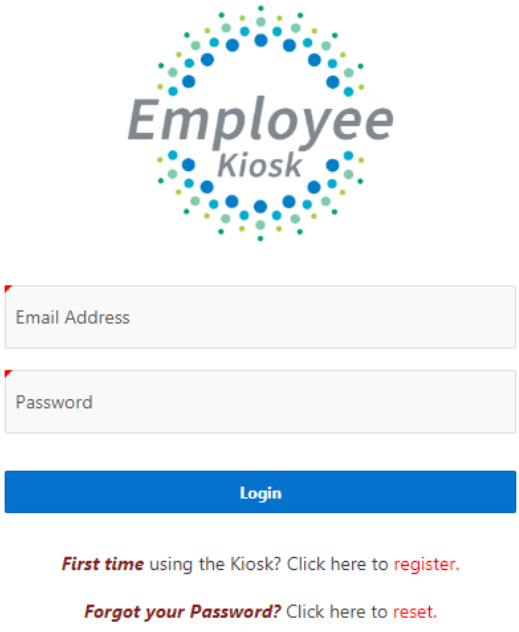
Logging Into the Kiosk

Go to the Tri-Valley Web Site Home Page at www.tvschools.org

Click on the yellow ribbon at the top where it says Employee Kiosk/LPDC



This box will open . . .

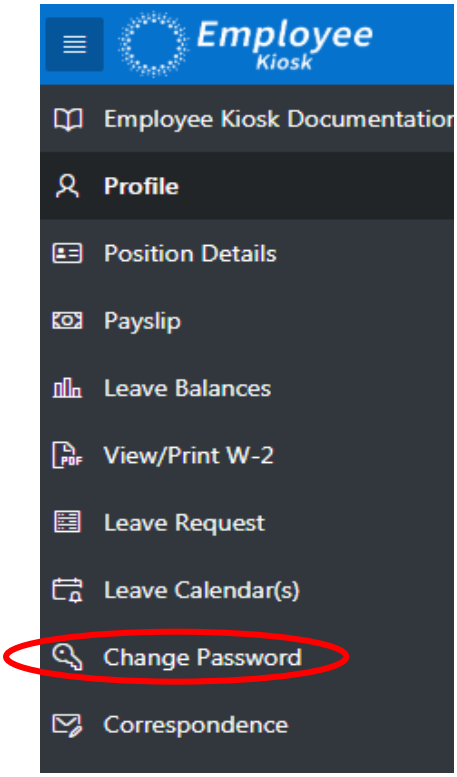


If You Know Your Password

If you have been using the Kiosk and know your password:

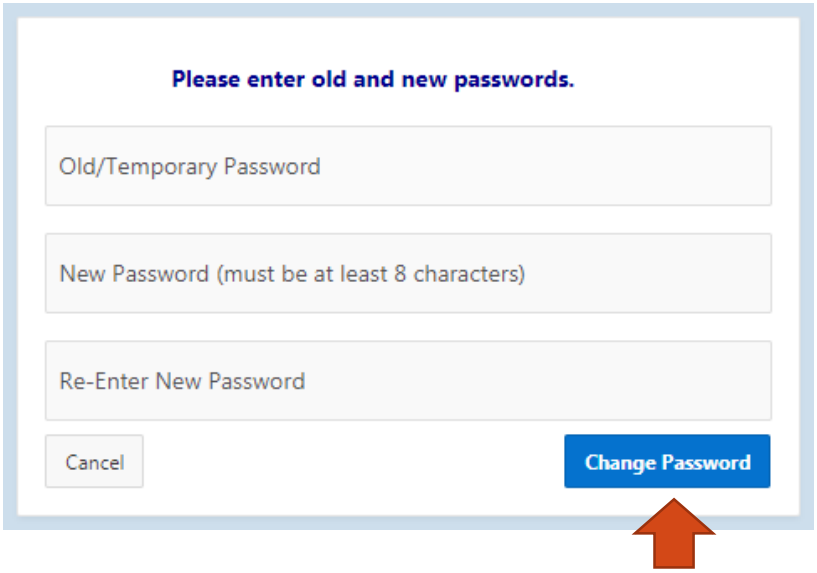
1. Enter your Tri-Valley email address. This will be the entire email (**including @tvschools.org**)
2. Enter your password and click on login

Note: We suggest you reset your password so that it is the same one you use to login to your email and/or into Records.



To reset your password, follow the directions below

Once you log in - Click on Change Password in the box at the left of the screen



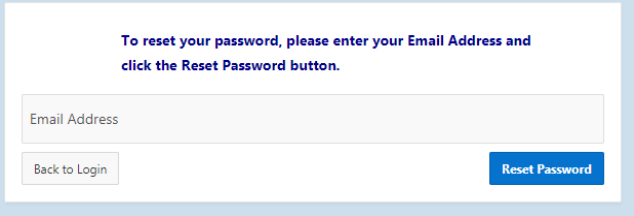
Then enter your old password and new password in the appropriate boxes and click Change Password

If You Can't Remember Your Password

If you think you have been on the Kiosk in the past but cannot remember your password, click on

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

The following screen will appear – you will enter your email address and then click on the Reset Password button.



Once you click on **Reset Password**, you will receive an email giving you a temporary password. Go back to the login page and use your email address and the temporary password to login.

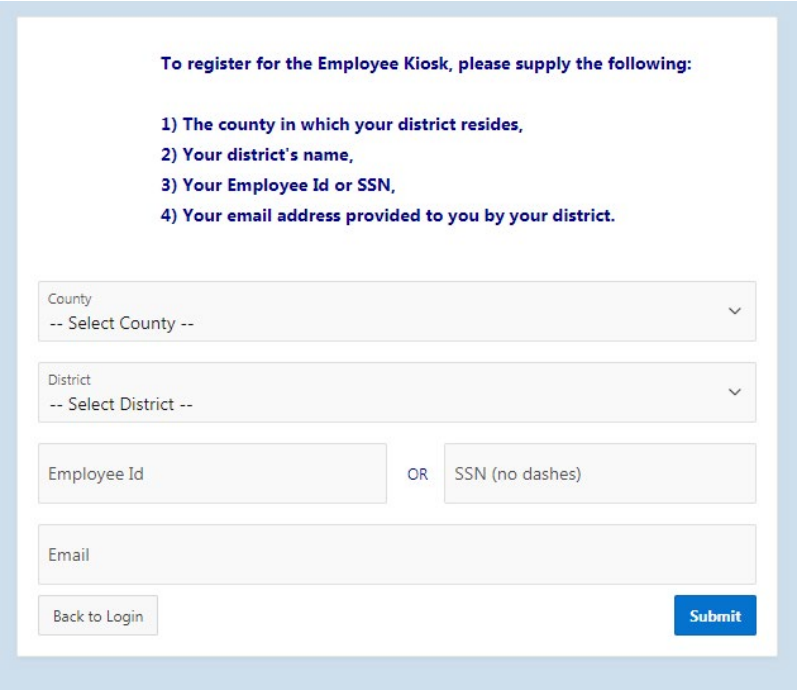
You will then be asked to create a new password. **WE SUGGEST YOU USE THE SAME PASSWORD YOU CURRENTLY USE TO SIGN IN TO YOUR EMAIL AND RECORDS ACCOUNTS.**

First Time Using the Kiosk

If you think this is the first time you have used the Kiosk, you will need to register. Click on:

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

The following screen will appear – answer the questions and click on **Submit**



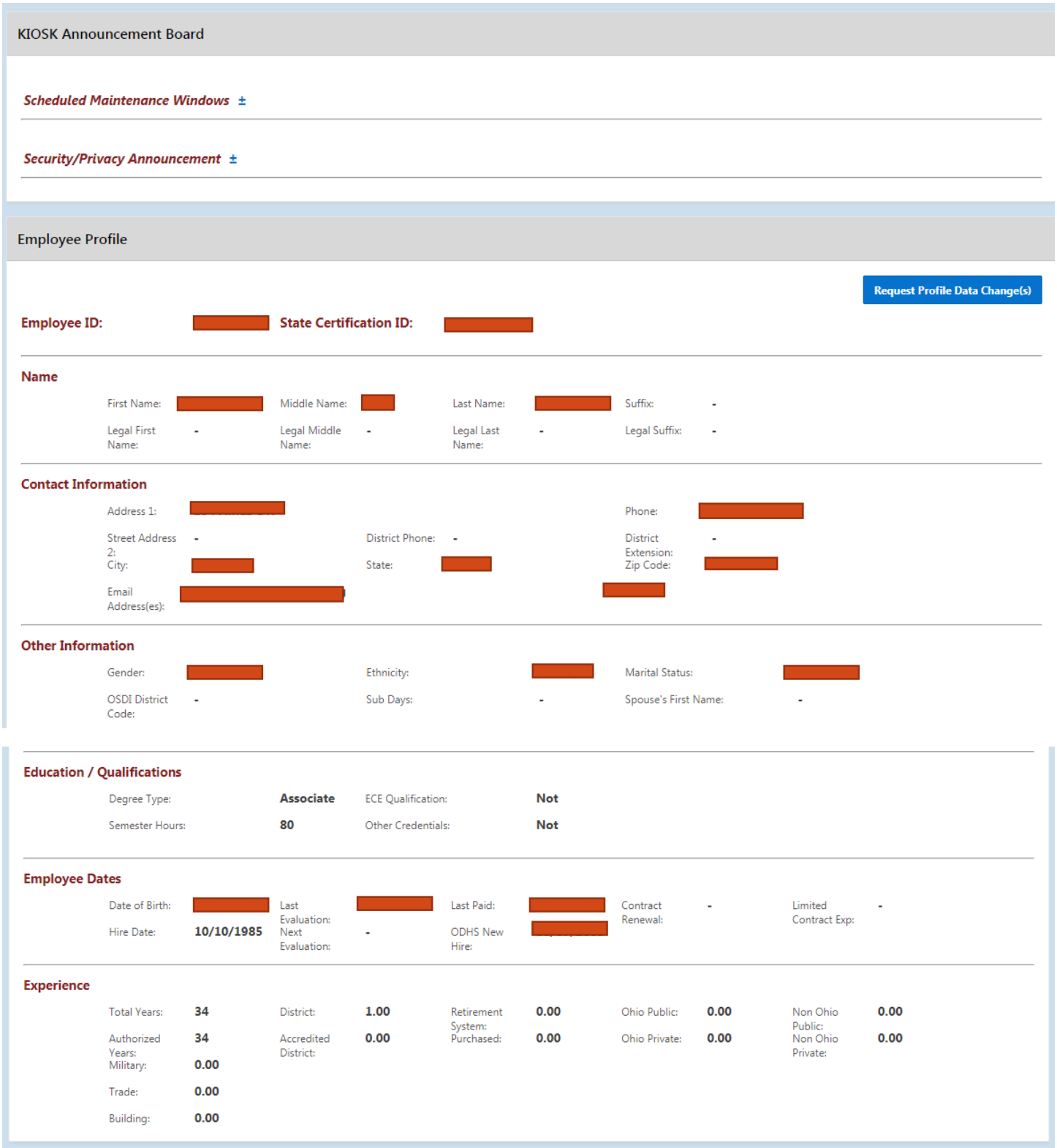
You will then be asked to create a password.

Note: If you have been on the Kiosk in the past, you will receive a message that you already have an account. In that case, **use the directions to reset your password.**

Again, it is best to use the same password as you do to log in to email & Records

Once you are in the Kiosk, an Employee Profile page will pop up

PROFILE



KIOSK Announcement Board

Scheduled Maintenance Windows ±

Security/Privacy Announcement ±

Employee Profile

Request Profile Data Change(s)

Employee ID: [redacted] **State Certification ID:** [redacted]

Name

First Name: [redacted] Middle Name: [redacted] Last Name: [redacted] Suffix: -

Legal First Name: - Legal Middle Name: - Legal Last Name: - Legal Suffix: -

Contact Information

Address 1: [redacted] Phone: [redacted]

Street Address 2: - District Phone: - District Extension: -

City: [redacted] State: [redacted] Zip Code: [redacted]

Email Address(es): [redacted]

Other Information

Gender: [redacted] Ethnicity: [redacted] Marital Status: [redacted]

OSDI District Code: - Sub Days: - Spouse's First Name: -

Education / Qualifications

Degree Type: **Associate** ECE Qualification: **Not**

Semester Hours: **80** Other Credentials: **Not**

Employee Dates

Date of Birth: [redacted] Last Evaluation: [redacted] Last Paid: [redacted] Contract Renewal: - Limited Contract Exp: -

Hire Date: **10/10/1985** Next Evaluation: - ODHS New Hire: [redacted]

Experience

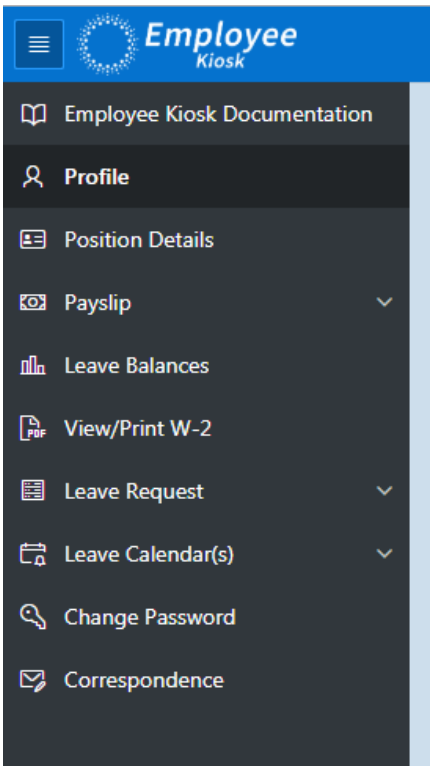
Total Years: **34** District: **1.00** Retirement System: **0.00** Ohio Public: **0.00** Non Ohio Public: **0.00**

Authorized Years: **34** Accredited District: **0.00** Purchased: **0.00** Ohio Private: **0.00** Non Ohio Private: **0.00**

Military: **0.00**

Trade: **0.00**

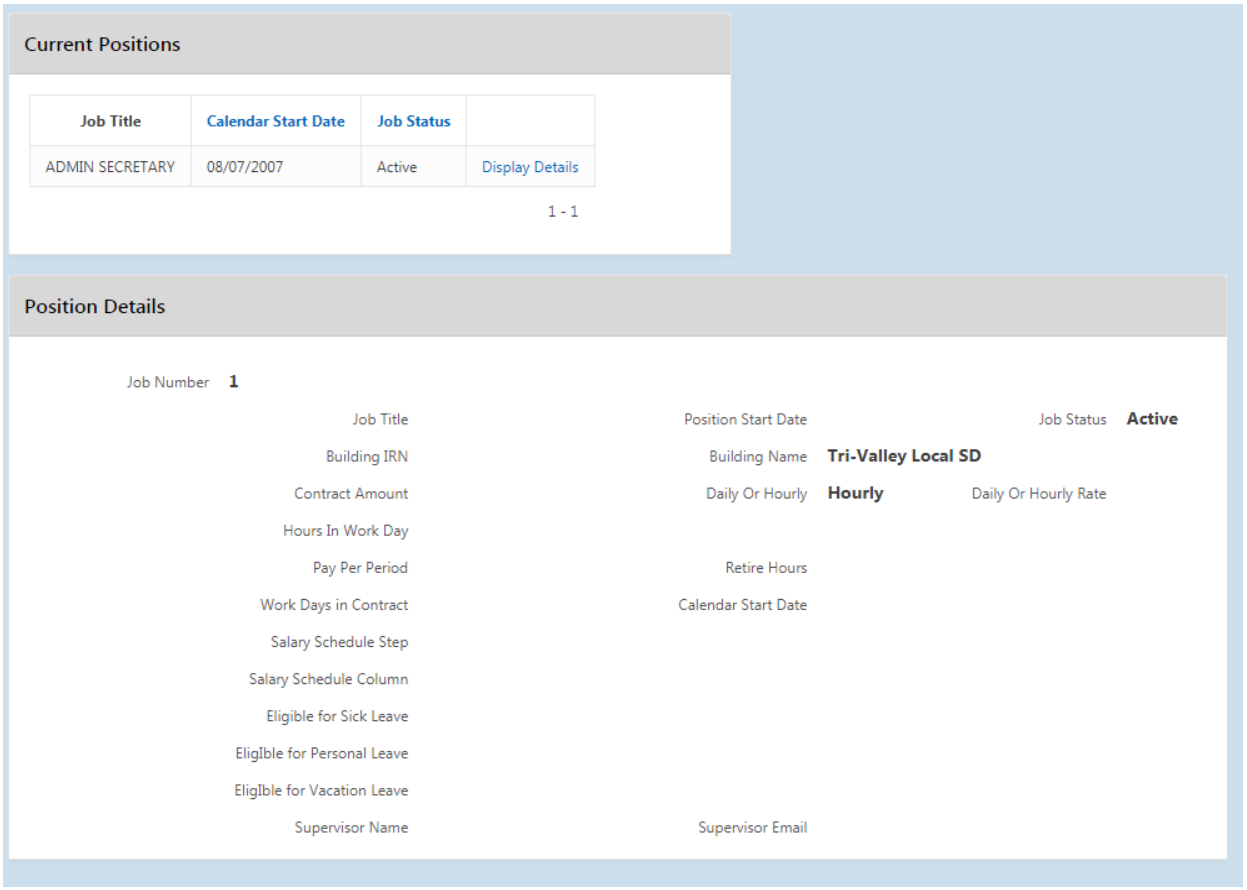
Building: **0.00**



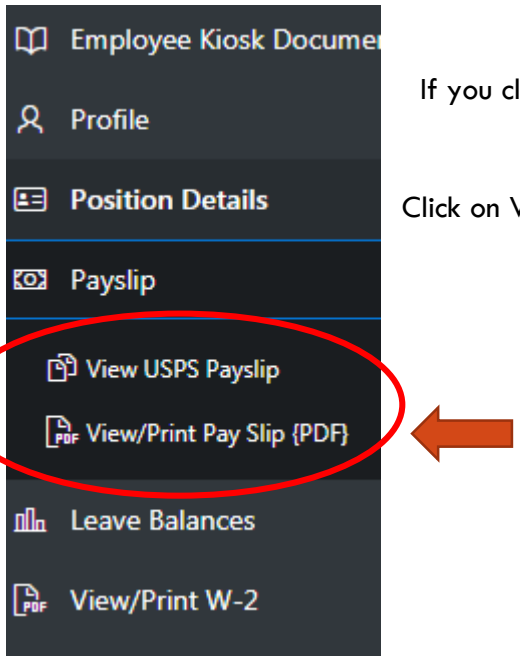
At the left side of the screen is a list of files/documents available in the Kiosk. You can click on any of these areas to view your documents.

THE FOLLOWING ARE EXAMPLES OF EACH OF THESE AREAS

POSITION DETAIS

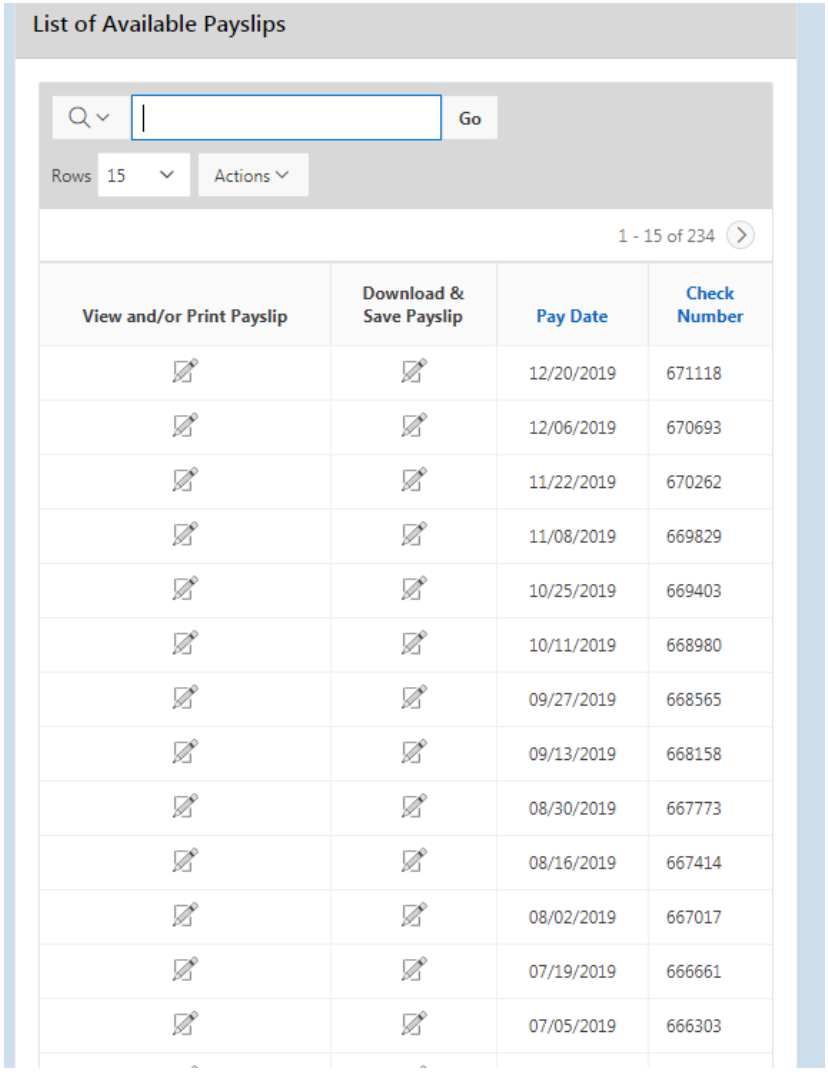


Payslip



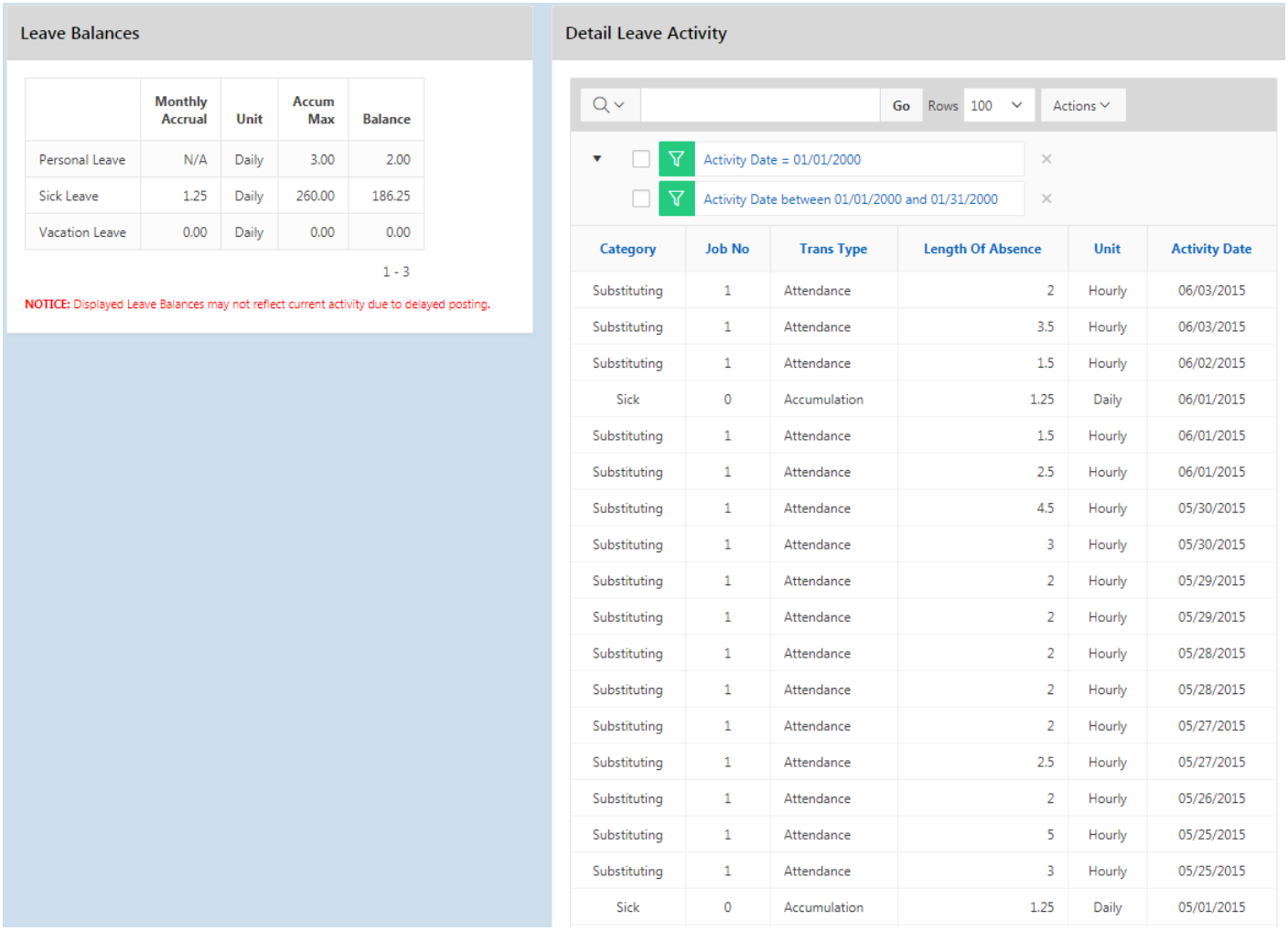
If you click on "Payslip" a drop down menu will pop up.

Click on View/Print Pay Slip (PDF)



You can choose to view, print, or download past Payslips from this screen by clicking on the appropriate pencil. Your current payslip is available to view as early as the Wednesday before the paydate.

Leave Balances



Leave Balances

	Monthly Accrual	Unit	Accum Max	Balance
Personal Leave	N/A	Daily	3.00	2.00
Sick Leave	1.25	Daily	260.00	186.25
Vacation Leave	0.00	Daily	0.00	0.00

1 - 3

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

Detail Leave Activity

Go Rows 100 Actions

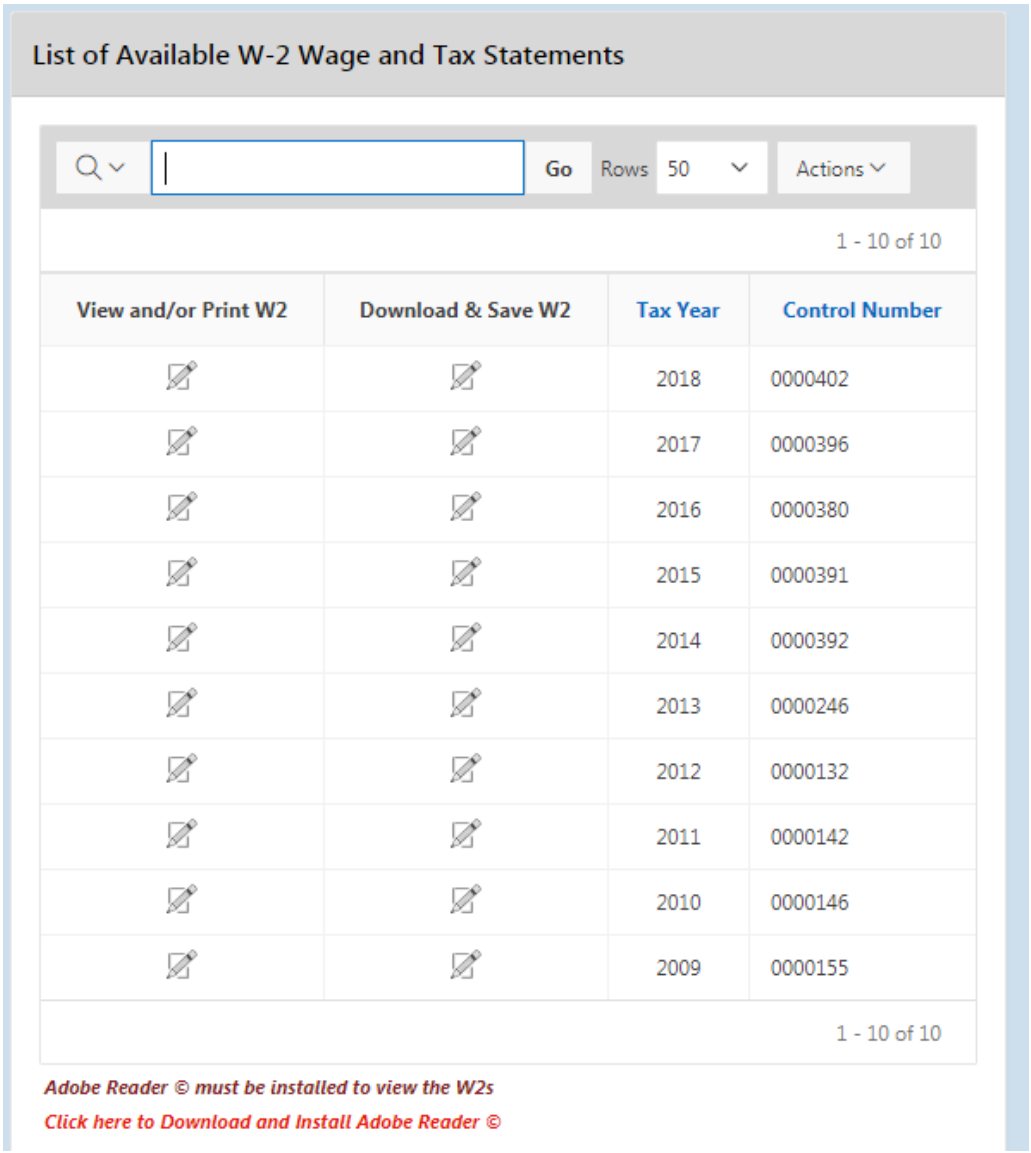
Activity Date = 01/01/2000

Activity Date between 01/01/2000 and 01/31/2000

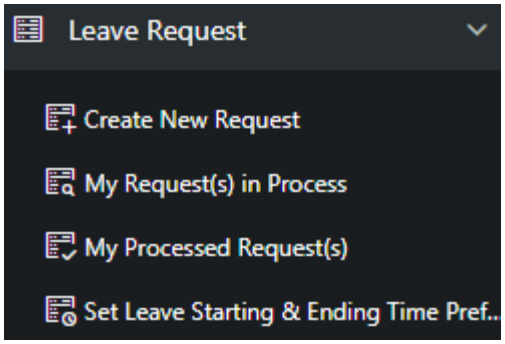
Category	Job No	Trans Type	Length Of Absence	Unit	Activity Date
Substituting	1	Attendance	2	Hourly	06/03/2015
Substituting	1	Attendance	3.5	Hourly	06/03/2015
Substituting	1	Attendance	1.5	Hourly	06/02/2015
Sick	0	Accumulation	1.25	Daily	06/01/2015
Substituting	1	Attendance	1.5	Hourly	06/01/2015
Substituting	1	Attendance	2.5	Hourly	06/01/2015
Substituting	1	Attendance	4.5	Hourly	05/30/2015
Substituting	1	Attendance	3	Hourly	05/30/2015
Substituting	1	Attendance	2	Hourly	05/29/2015
Substituting	1	Attendance	2	Hourly	05/29/2015
Substituting	1	Attendance	2	Hourly	05/28/2015
Substituting	1	Attendance	2	Hourly	05/28/2015
Substituting	1	Attendance	2	Hourly	05/27/2015
Substituting	1	Attendance	2.5	Hourly	05/27/2015
Substituting	1	Attendance	2	Hourly	05/26/2015
Substituting	1	Attendance	5	Hourly	05/25/2015
Substituting	1	Attendance	3	Hourly	05/25/2015
Sick	0	Accumulation	1.25	Daily	05/01/2015

This screen shows the balances of your leave – and how it has accumulated. Also listed here is anything entered for attendance such as overtime, bus trips, summer school, tutoring, etc.

View/Print W-2



You can choose to view, print, or download past W-2 information from this screen by clicking on the appropriate pencil. A copy of your W-2 documentation for taxes will appear (this will look exactly like the current one you get on paper).

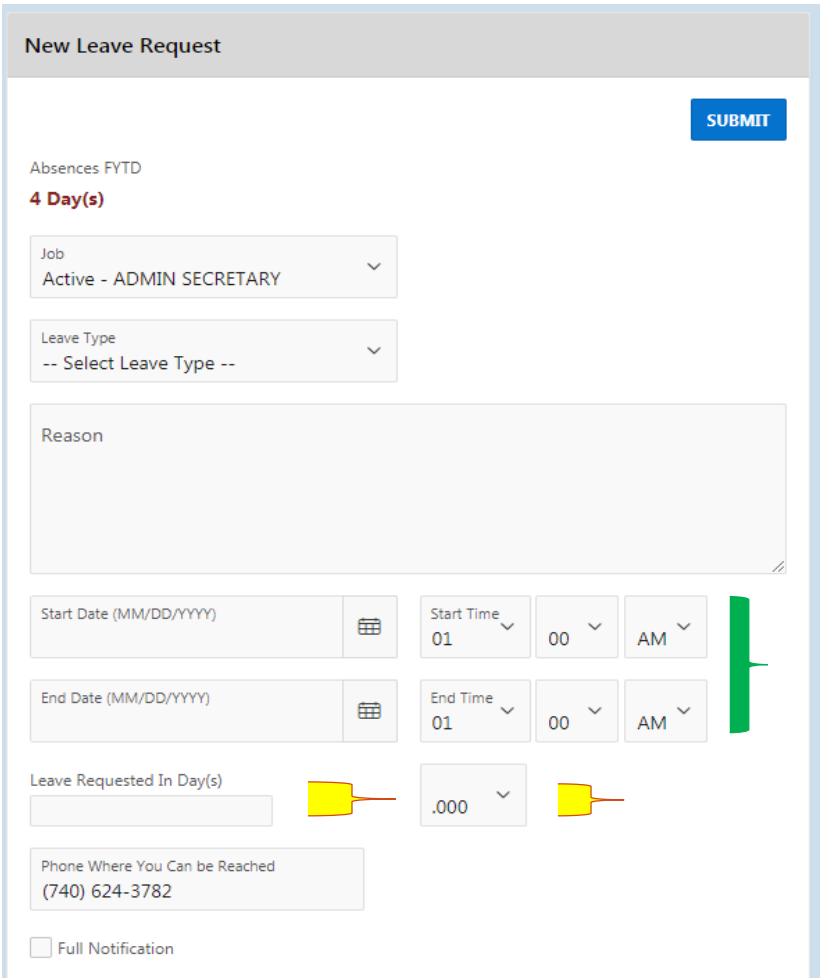


Leave Requests

All leave requests will now be submitted through the Kiosk. This includes sick leave, personal leave, vacation leave (if applicable) and jury duty leave. **We will no longer be using paper forms for these requests.**

When you click on the "Leave Request" bar at the left side of the screen – options will appear.

Notice you can create a new request, see requests that are currently in process, and view requests that have been processed and either approved or denied.



If you click on Create New Request, the following screen appears:

The **Job** default should be your primary position – staff with supplemental contracts may also have another position show in the drop down box – make sure you choose the primary position.

Select the **Leave Type** (ex. sick leave, personal leave, jury duty) and **Sub Category** (ex. appointment, personal illness, death in family, etc) you are requesting from the drop down boxes.

Note: Once you select a Leave Type your current balance (before this request) will show.

Start and End Dates and Times:

If you are taking 1 full day – the start and end date will be the same and the times will reflect the start and end times of a normal work day.

If you are taking a half day – the start and end date will be the same, and the times should reflect your a.m. or p.m. times of absence.

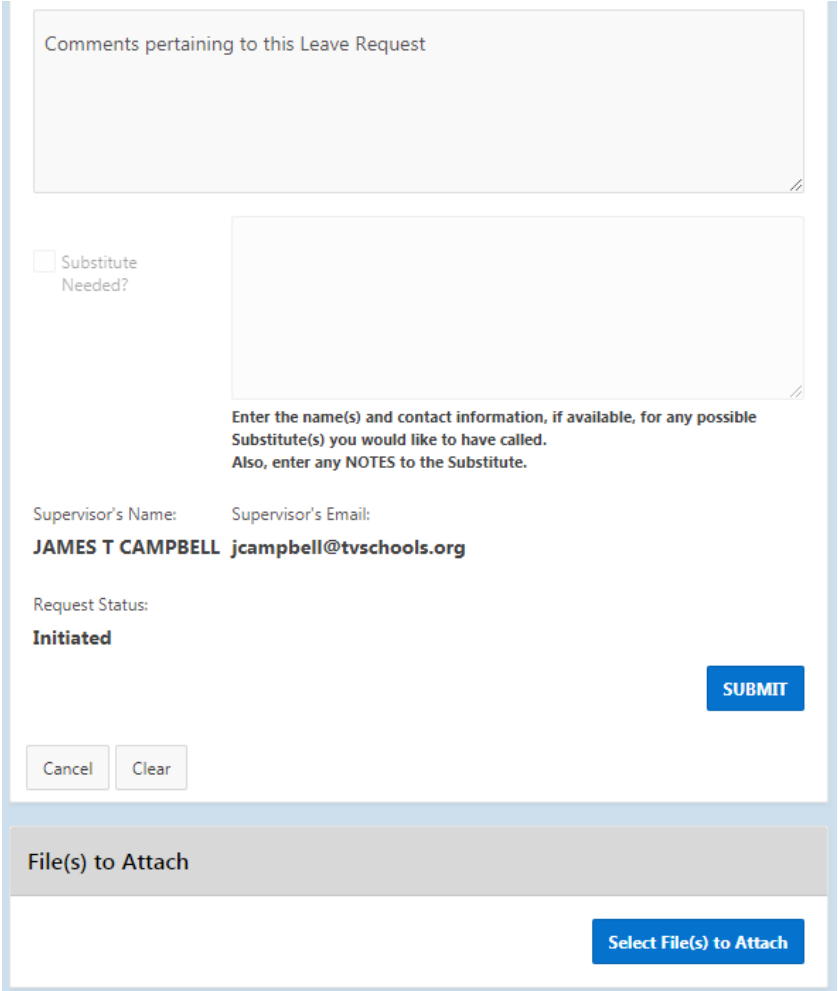
If you are taking multiple days off in one week – put in appropriate start and end dates, and the times will reflect your normal work day.

Leave Requested In Days:

If you are taking 1 full day – place a 1 in this box.

If you are taking a half day – select .500 in the drop down box that currently shows .000.

If you are taking multiple days off in one week – put the total number of days you are requesting off.



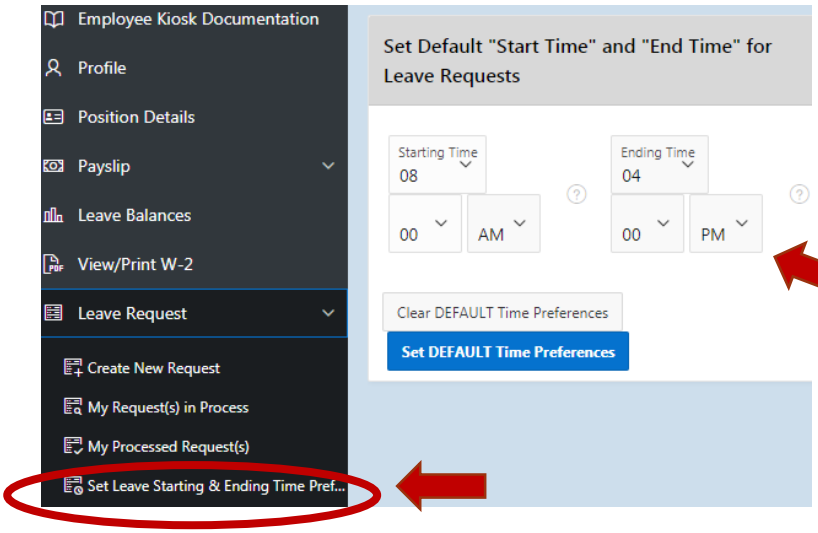
If you have additional documentation to attach, you can **Select File(s) to Attach** at the bottom and upload your documents.

Once all is completed, click on **SUBMIT**

At this time, a second screen may appear showing Monday through Friday with spaces in which you mark the days you will be out and the times.

Click on Submit. A green box will appear at the top of the screen letting you know your leave form has been submitted.

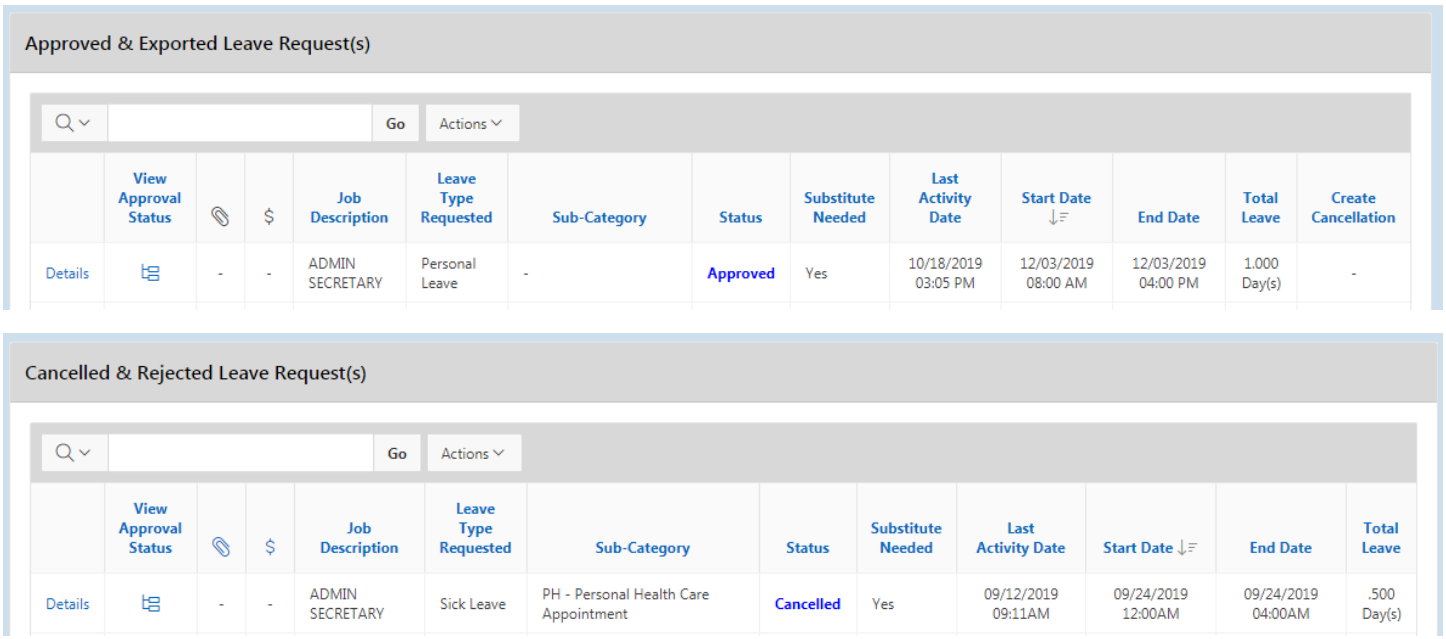
Your form is then routed to your supervisor and superintendent for approval.



Set Default "Start Time" and "End Time" for Leave Requests – to set a default start/leave time click on Leave Request and then click on Set Leave Starting and Ending Time Preferences

You can view the progress of your leave request by going back to the list at the left of the screen and clicking on any of the Leave Request selections.

The following is an example of a Processed Request



Approved & Exported Leave Request(s)

Go | Actions

	View Approval Status		$	Job Description	Leave Type Requested	Sub-Category	Status	Substitute Needed	Last Activity Date	Start Date	End Date	Total Leave	Create Cancellation
Details		-	-	ADMIN SECRETARY	Personal Leave	-	Approved	Yes	10/18/2019 03:05 PM	12/03/2019 08:00 AM	12/03/2019 04:00 PM	1.000 Day(s)	-

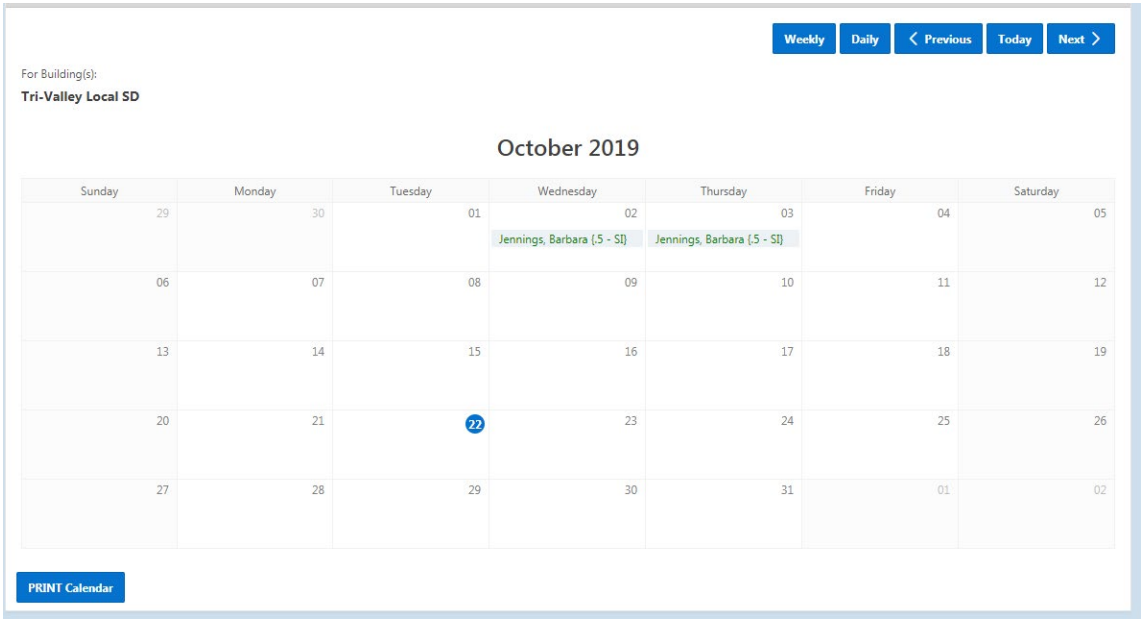
Cancelled & Rejected Leave Request(s)

Go | Actions

	View Approval Status		$	Job Description	Leave Type Requested	Sub-Category	Status	Substitute Needed	Last Activity Date	Start Date	End Date	Total Leave
Details		-	-	ADMIN SECRETARY	Sick Leave	PH - Personal Health Care Appointment	Cancelled	Yes	09/12/2019 09:11AM	09/24/2019 12:00AM	09/24/2019 04:00AM	.500 Day(s)

Notice the screen gives you approved leave requests as well as cancelled or rejected leave requests. By clicking on the magnifying glass you can sort by any or all columns

You may also look at your requested leaves in a calendar view by clicking on Leave Calendar(s) to the left.



Weekly | Daily | Previous | Today | Next

For Building(s):
Tri-Valley Local SD

October 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	01	02 Jennings, Barbara (.5 - SI)	03 Jennings, Barbara (.5 - SI)	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	01	02

PRINT Calendar

If your leave request shows up in **green, it has been approved**. If it shows up in **red, it has not yet been approved**. If it does not show up at all, it has been denied and you will receive an email notification.

CORRESPONDENCE - Not in use at this time

QUESTIONS:

Danielle Hindel – Treasurer's Assistant – Payroll

Tri-Valley District Office

740-754-1442

Email: dhindel@tvschools.org