

# TRI-VALLEY LOCAL SCHOOLS

## EMPLOYEE KIOSK

### CONTENTS

|       |   |
|-------|---|
| Pg 2  | Locating the Kiosk on the TV website and Logging In                             |
| Pg 3  | <b>Logging in – if you already know your password</b><br>Changing your Password |
| Pg 4  | <b>Logging in – if you DON'T know your password</b>                             |
| Pg 5  | <b>1<sup>st</sup> time user of the Kiosk? – How to register</b>                 |
| Pg 6  | Profile Page  |
| Pg 7  | List of Available Files on the Kiosk<br>Position Details                        |
| Pg 8  | Payslip   |
| Pg 9  | Leave Balances  |
| Pg 10 | View/Print W-2  |
| Pg 11 | Leave Requests  |
| Pg 14 | Contact   |

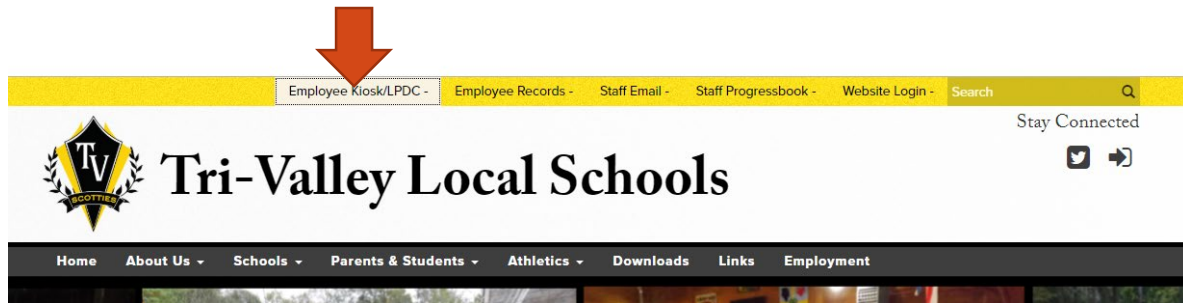
# TRI-VALLEY LOCAL SCHOOLS EMPLOYEE KIOSK

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](http://www.tvschools.org)

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



This box will open . . .



Email Address

Password

Login

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

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

### If You Know Your Password

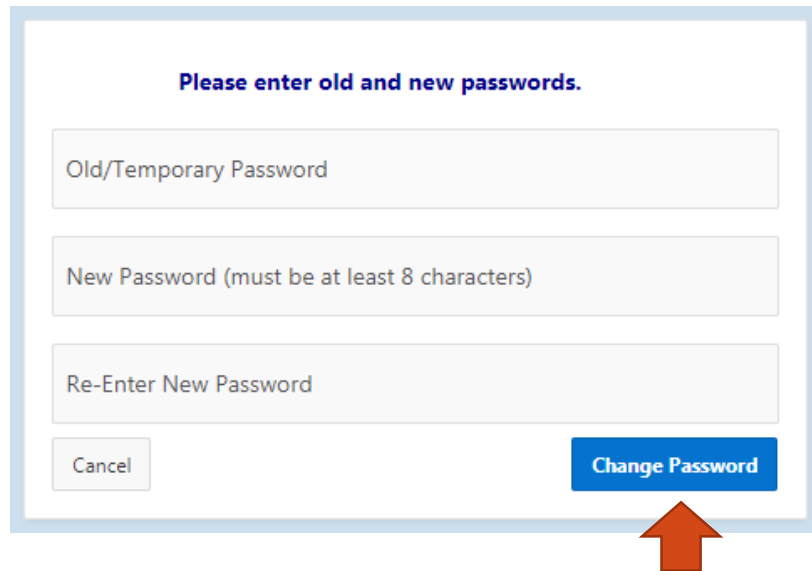
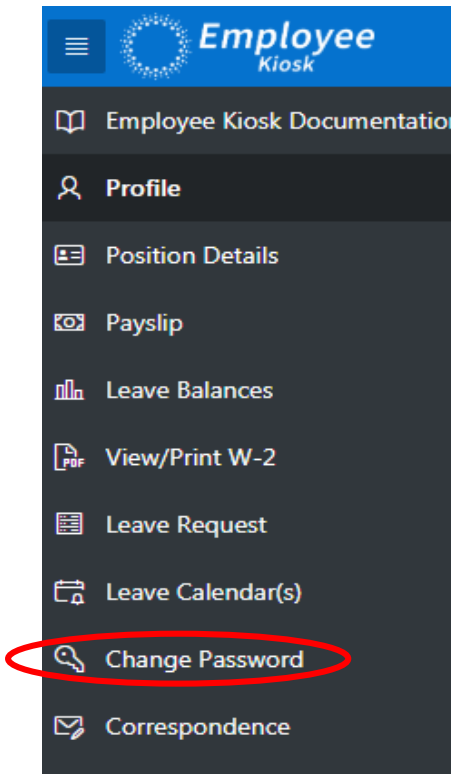
If you have been using the Kiosk and know your password:

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



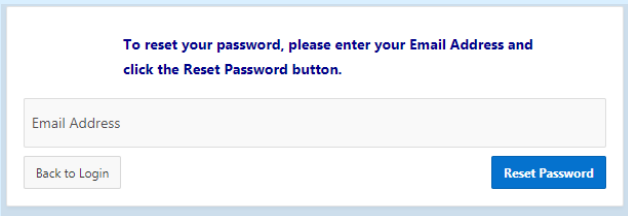
Then enter your old password and new password in the appropriate boxes and click Change Password

## 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.



The screenshot shows a white rectangular form with a light blue border. At the top, it contains the text: "To reset your password, please enter your Email Address and click the Reset Password button." Below this text is a text input field labeled "Email Address". At the bottom left of the form is a button labeled "Back to Login", and at the bottom right is a blue button labeled "Reset Password".

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.

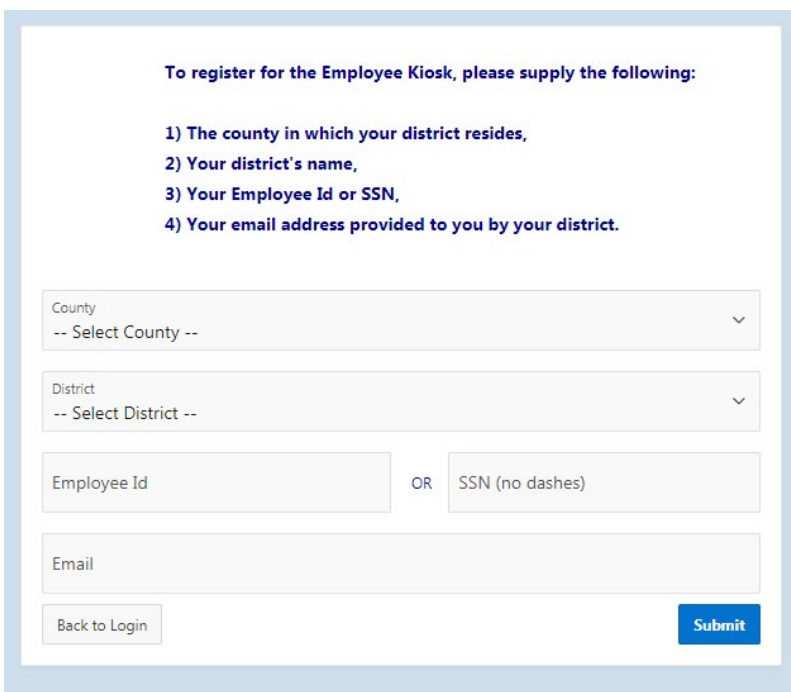
You will then be asked to create a new password. **WE SUGGEST YOU USE THE SAME PASSWORD YOU CURRENTLY USE TO SIGN IN TO YOUR EMAIL AND RECORDS ACCOUNTS.**

## 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**



To register for the Employee Kiosk, please supply the following:

- 1) The county in which your district resides,
- 2) Your district's name,
- 3) Your Employee Id or SSN,
- 4) Your email address provided to you by your district.

County  
-- Select County --

District  
-- Select District --

Employee Id OR SSN (no dashes)

Email

Back to Login 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: | -          |
| City:               | [REDACTED] | State:          | [REDACTED] |
| District Extension: | [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:    | <b>Associate</b> | ECE Qualification: | <b>Not</b> |
| Semester Hours: | <b>80</b>        | Other Credentials: | <b>Not</b> |

---

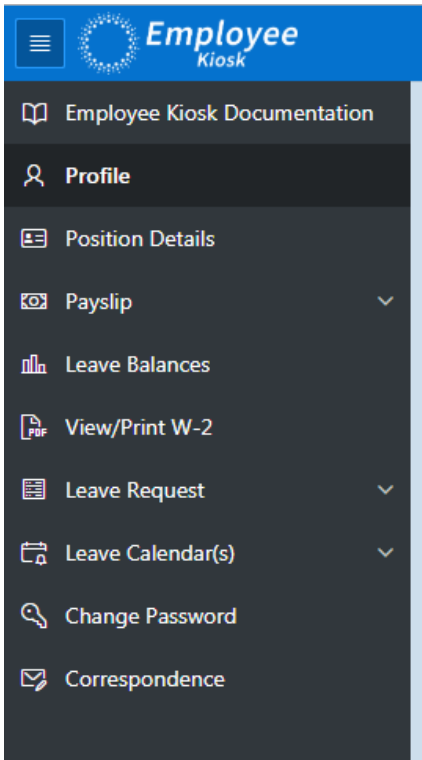
**Employee Dates**

|                |                   |                  |            |                |            |                   |   |                       |   |
|----------------|-------------------|------------------|------------|----------------|------------|-------------------|---|-----------------------|---|
| Date of Birth: | [REDACTED]        | Last Evaluation: | [REDACTED] | Last Paid:     | [REDACTED] | Contract Renewal: | - | Limited Contract Exp: | - |
| Hire Date:     | <b>10/10/1985</b> | Next Evaluation: | -          | ODHS New Hire: | [REDACTED] |                   |   |                       |   |

---

**Experience**

|                   |             |                      |             |                    |             |               |             |                   |             |
|-------------------|-------------|----------------------|-------------|--------------------|-------------|---------------|-------------|-------------------|-------------|
| Total Years:      | <b>34</b>   | District:            | <b>1.00</b> | Retirement System: | <b>0.00</b> | Ohio Public:  | <b>0.00</b> | Non Ohio Public:  | <b>0.00</b> |
| Authorized Years: | <b>34</b>   | Accredited District: | <b>0.00</b> | System Purchased:  | <b>0.00</b> | Ohio Private: | <b>0.00</b> | Non Ohio Private: | <b>0.00</b> |
| Military:         | <b>0.00</b> |                      |             |                    |             |               |             |                   |             |
| Trade:            | <b>0.00</b> |                      |             |                    |             |               |             |                   |             |
| Building:         | <b>0.00</b> |                      |             |                    |             |               |             |                   |             |



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 DETAILS

Current Positions

| Job Title       | Calendar Start Date | Job Status |                                 |
|-----------------|---------------------|------------|---------------------------------|
| ADMIN SECRETARY | 08/07/2007          | Active     | <a href="#">Display Details</a> |

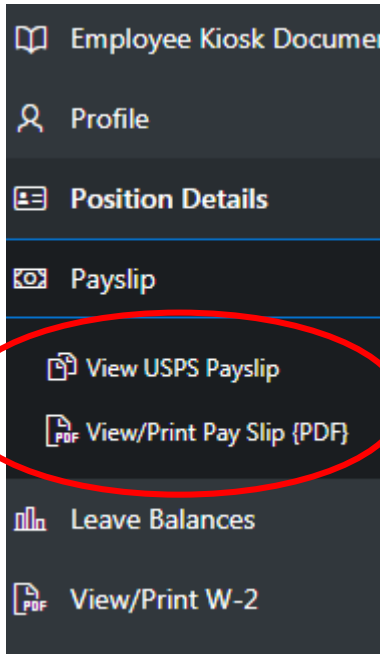
1 - 1

Position Details

Job Number **1**

|                             |  |                          |
|-----------------------------|--|--------------------------|
| Job Title                   | Position Start Date                      | Job Status <b>Active</b> |
| Building IRN                | Building Name <b>Tri-Valley Local SD</b> |                          |
| Contract Amount             | Daily Or Hourly <b>Hourly</b>            | Daily Or Hourly Rate     |
| Hours In Work Day           | Retire Hours                             |                          |
| Pay Per Period              | Calendar Start Date                      |                          |
| Work Days in Contract       |  |                          |
| Salary Schedule Step        |  |                          |
| Salary Schedule Column      |  |                          |
| Eligible for Sick Leave     |  |                          |
| Eligible for Personal Leave |  |                          |
| Eligible for Vacation Leave |  |                          |
| Supervisor Name             | Supervisor Email                         |                          |

# PAYSLIP



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

Click on View/Print Pay Slip (PDF)

List of Available Payslips

Search:  Go

Rows: 15 Actions

1 - 15 of 234

| View and/or Print Payslip | Download & Save Payslip | Pay Date   | Check Number |
|---------------------------|-------------------------|------------|--------------|
|                           |                         | 12/20/2019 | 671118       |
|                           |                         | 12/06/2019 | 670693       |
|                           |                         | 11/22/2019 | 670262       |
|                           |                         | 11/08/2019 | 669829       |
|                           |                         | 10/25/2019 | 669403       |
|                           |                         | 10/11/2019 | 668980       |
|                           |                         | 09/27/2019 | 668565       |
|                           |                         | 09/13/2019 | 668158       |
|                           |                         | 08/30/2019 | 667773       |
|                           |                         | 08/16/2019 | 667414       |
|                           |                         | 08/02/2019 | 667017       |
|                           |                         | 07/19/2019 | 666661       |
|                           |                         | 07/05/2019 | 666303       |

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

Rows

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

**List of Available W-2 Wage and Tax Statements**

Q  Go Rows 50 ▼ Actions ▼

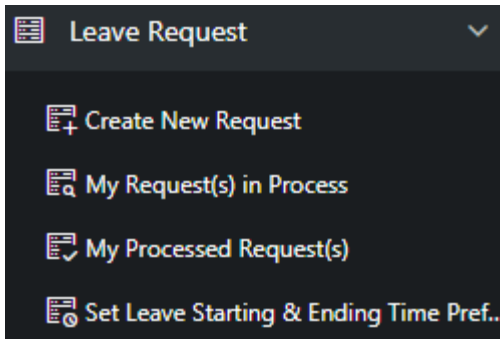
1 - 10 of 10

| View and/or Print W2  | Download & Save W2  | Tax Year | Control Number |
|---|---|----------|----------------|
|    |    | 2018     | 0000402        |
|    |    | 2017     | 0000396        |
|    |    | 2016     | 0000380        |
|    |    | 2015     | 0000391        |
|    |    | 2014     | 0000392        |
|    |    | 2013     | 0000246        |
|   |   | 2012     | 0000132        |
|  |  | 2011     | 0000142        |
|  |  | 2010     | 0000146        |
|  |  | 2009     | 0000155        |

1 - 10 of 10

**Adobe Reader © must be installed to view the W2s**  
[Click here to Download and Install Adobe Reader ©](#)

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.

Comments pertaining to this Leave Request

Substitute Needed?

Enter the name(s) and contact information, if available, for any possible Substitute(s) you would like to have called. Also, enter any NOTES to the Substitute.

Supervisor's Name: JAMES T CAMPBELL  
 Supervisor's Email: jcampbell@tvschools.org

Request Status: **Initiated**

**SUBMIT**

Cancel Clear

File(s) to Attach

**Select File(s) to Attach**

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.

Employee Kiosk Documentation

- Profile
- Position Details
- Payslip
- Leave Balances
- View/Print W-2
- Leave Request
  - Create New Request
  - My Request(s) in Process
  - My Processed Request(s)
  - Set Leave Starting & Ending Time Pref...**

Set Default "Start Time" and "End Time" for Leave Requests

Starting Time: 08:00 AM  
 Ending Time: 04:00 PM

Clear DEFAULT Time Preferences

**Set DEFAULT Time Preferences**

**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)  |                      |   |    |                 |                      |              |          |                   |                     |                     |                     |              |                     |
|---|----------------------|---|----|-----------------|----------------------|--------------|----------|-------------------|---------------------|---------------------|---------------------|--------------|---------------------|
| <input type="text"/> <input type="button" value="Go"/> <input type="button" value="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)   |                      |   |    |                 |                      |                                       |           |                   |                    |                    |                    |             |  |
|---|----------------------|---|----|-----------------|----------------------|---------------------------------------|-----------|-------------------|--------------------|--------------------|--------------------|-------------|--|
| <input type="text"/> <input type="button" value="Go"/> <input type="button" value="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.

| <input type="button" value="Weekly"/> <input type="button" value="Daily"/> <input type="button" value="Previous"/> <input type="button" value="Today"/> <input type="button" value="Next"/> |        |         |                                  |                                  |        |          |
|---|--------|---------|----------------------------------|----------------------------------|--------|----------|
| For Building(s):<br>Tri-Valley Local SD   |        |         |                                  |                                  |        |          |
| October 2019  |        |         |                                  |                                  |        |          |
| Sunday  | Monday | Tuesday | Wednesday                        | Thursday                         | Friday | Saturday |
| 29  | 30     | 01      | 02<br>Jennings, Barbara (5 - ST) | 03<br>Jennings, Barbara (5 - ST) | 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       |

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](mailto:dhindel@tvschools.org)