



[HTTP://KIOSK.MCOECN.ORG](http://kiosk.mcoecn.org)

Profile

Provides the user with their personal information drawn from the USPS Payroll System Name, Address, Emergency Contact, Education information, Employee Dates and Education Experience .

Position Details

This is a brief overview of your contract information. If an employee has multiple jobs within the district, you will find details on each job.

Payslip

Provides 2 options:

- View Payroll Slip from any Pay Date
- View/Print Payroll Slip {PDF}

Information displayed is the same information you would see on your Direct Deposit Email notification.

Leave Balances

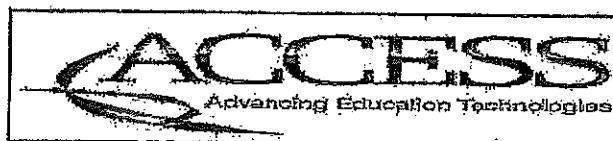
This provides information on what leave types you have and a quick balance of each. Information is updated nightly from USP Payroll system. The leave balance is what is current in USPS during the last payroll posting.

View/Print W-2

This area displays your past W-2's. New W-2's are copied in after they are sent out to employees.

Leave Calendar(s)

Will display your leaves in calendar format.



Professional Leave Details / Expense

Event Location (Address) **Vendor Location (Address)**

9 **10**

City _____ State _____ Zip Code _____ City _____ State _____ Zip Code _____

Purpose of Leave / Leave Description

11

0 of 500 12/1

Estimated Costs

Registration Fees: _____ 0 **12**
 (e.g. \$3,123.34) (1,002) (3456.78)

Lodging Amount: _____ 0

Meals Amount: _____ 0

Other Expense Amount: _____ 0

Mileage Rate: 0.560 X # of Miles **13**
 (e.g. 1,000) (143) (32) (3)

Mileage Amount: _____ 0

Total Leave Amount: _____ 0
 (e.g. \$3,123.34) (1,002) (3456.78)

14

Screen two:

9. Enter Event Location Address.
 10. Enter Vendor Location Address.
 11. Enter Purpose of Leave/Leave Description
 12. Enter Estimated costs:
 - Registration Fee
 - Lodging amount
 - Meal Amount total
 - Breakfast:
 - Lunch:
 - Dinner
 - Other Expense: Tolls, Parking Fees etc..
 13. Mileage = **enter your total miles** To & From Location.
 Gray boxes will calculate the total value.
 14. Click on Calculate.
- This is the estimated leave amount for your trip.
15. Go back to Screen 1 and click **SUBMIT**.

Professional Leave

Cancel CLEAR SUBMIT

1 Job Active - Select Job

Leave Type: Professional 2

Reason 3

0 of 1000

Start Date 4 (use MM/DD/YYYY format) Start Time: 01 : 00 AM

End Date (use MM/DD/YYYY format) End Time: 07 : 00 AM

Leave Requested in Days: 300 5

Phone Where You Can be Reached For Questions Relating to This Request

Full Notification

Comments pertaining to this Leave Request 6

0 of 4000

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

Substitute Needed? 7

8

Supervisor's Name: Request Status: Initiated

Supervisor's Email: @unitedk12.nh.us

Professional Leave activates two screens.

Screen one:

1. Select the job (if more than one)
2. Select "Professional Leave"
3. Reason is optional.
4. Enter in start/end dates.
5. Enter Leave days—first box is for full days, second is for partial days.
6. Enter any additional comments.
7. Check the box if a substitute is needed.
8. Enter any notes to the substitute.

File(s) to Attach

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

Select File(s) to Attach

Files can be added to any leave request by using the file attachment at the bottom.

Personal & Vac & Jury Leaves [Cancel] [CLEAR] [SUBMIT]

1 Job Active - Select Job [9]

Leave Type - Select Leave Type - [2]

Reason:

- Jury Duty
- Personal Leave
- Professional
- Sick Leave
- Vacation Leave

 [3]

0 of 1000

Start Date [4] (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) .000 [5]

Phone Where You Can Be Reached For Questions Relating to This Request

Full Notification

Comments pertaining to this Leave Request. [6]

0 of 4000

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

Substitute Needed? [7] [8]

Supervisor's Name: Request Status: Initiated

Supervisor's Email: @united.k12.oh.us

1. Select the job (if there is more than one).
2. Select the leave type—Pers, Vac, or Jury
3. Reason is optional.
4. Enter the Begin/End Dates
 - Enter start/end time of leave
5. Leave Length
 - Daily—1/4, 1/2, 3/4 or 1 full day
6. Comments: Any additional information, type in here.
7. Click on the Box if this will require a sub.
8. Enter any comments for the substitute.
9. Click on Submit, for Supervisor Approval

Sick Leave

Cancel CLEAR SUBMIT

1 Job Active - Select Job 10
Leave Type Sick Leave 2 Sub Category -- Select Sub Category -- 3

Balance before request 34.75 Day(s)
S1 - Employee Illness
S2 - Immediate Family Illness
S3 - Death in Immediate Family
S4 - Death of Close Friend

Reason 4

0 of 1000

Start Date: 5 (use MM/DD/YYYY format) Start Time: 07 : 00 AM
End Date: (use MM/DD/YYYY format) End Time 07 : 00 AM

Leave Requested in Day(s): .000 6

Phone Where You Can Be Reached For Questions Relating to This Request Full Notification

Comments pertaining to this Leave Request 7

0 of 4000

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

Substitute Needed?

8

9

Supervisor's Name Request Status: Initiated Supervisor's Email:

1. Select the job (if there is more than one).
2. Select Leave Type: Sick Leave
3. Sub Category—Select One Reason
 - Employee Illness
 - Immediate Family Illness
 - Death in Immediate Family
 - Death of Close Friend
4. Reason: Enter the reason for leave here.
5. Enter the Begin/End Dates
 - Enter start/end time of leave.
6. Leave length—first box is for full days. Second is for partial days.
7. Comments: Any additional information, type in here.
8. Click on the Box if this will require a sub.
9. Enter any comments for the substitute.
10. Click on Submit, for Supervisor Approval



Employee Kiosk

Welcome to the MCOEON Employee Kiosk.

Email Address:

Password:

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

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

TO LOGIN:

Email Address: xxxxxxxx@united.kl2.oh.us
Enter your password: (Case Sensitive)

"Forgot your password": Type in Email address and then click on RESET. The system will Email you a new password

Employee Kiosk

Change Password

Old Password:

New Password: (must be at least 8 characters)

Re-Enter New Password:

Please enter old and new passwords.

Leave Request

Create New Request Use to create leave

My Request(s) In Process

My Processed Request(s) Set up first

Set Leave Starting & Ending Time Preferences

Set Leave Starting & Ending Time Preferences—set this up before creating any leave requests. This will create your default starting & ending times that will pull onto the leave requests.

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

3

Set DEFAULT Starting & Ending Time Preferences

Clear DEFAULT Starting & Ending Time Preferences

Select Starting Time 01 : 00 AM 1

Select Ending Time 01 : 00 AM 2



WELCOME TO THE MCGRAW HILL EMPLOYEE KIOSK

Email Address:

Password:

First time using the Kiosk? Click here to register.
Forgot your password? Click here to reset.

TO LOGIN:
 Email Address: xxxxxxxx@unitedkl2.oh.us
 Enter your password: (Case Sensitive)

"Forget your password": Type in Email address and then click on RESET. The system will Email you a new password



Old Password:

New Password:

Re-Enter New Password:

Please only use letters and numbers.

Leave Request

Create New Request:
 My Request(s) in Process:
 My Processed Request(s):

Set Leave Starting & Ending Time Preferences—set this up before creating any leave requests. This will create your default starting & ending times that will pull onto the leave requests.

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

3. Set DEFAULT Starting & Ending Time Preferences

Clear DEFAULT Starting & Ending Time Preferences

Select Starting Time 01 : : 00 AM

Select Ending Time 01 : : 00 AM

1 2

Sick Leave

1 Job Acker:

2 Leave Type: Sick Leave

3 Sub Category:

4 Reason:

5 Start Date: 01/01/2000 (use MM/DD/YYYY format)

6 End Date: 01/01/2000 (use MM/DD/YYYY format)

7 Leave Requested: 0.000 (in Days)

8 Phone Where You Can be Reached:

9 Email Notification:

10 Comments pertaining to this Leave Request:

11 Supervisor's Name:

12 Supervisor's Email:

Request Status: Initiated

1. Select the job (if there is more than one).
2. Select Leave Type: Sick Leave
3. Sub Category—Select One Reason
 - Employee Illness
 - Immediate Family Illness
 - Death in Immediate Family
 - Death of Close Friend
4. Reason: Enter the reason for leave here.
5. Enter the Begin/End Dates
 - Enter start/end time of leave.
6. Leave length—first box is for full days. Second is for partial days.
7. Comments: Any additional information, type in here.
8. Click on the Box if this will require a sub.
9. Enter any comments for the substitute.
10. Click on Submit, for Supervisor Approval

Personal & Vac & Jury Leaves

1 Job Acker:

2 Leave Type:

3 Reason:

4 Start Date: 01/01/2000 (use MM/DD/YYYY format)

5 End Date: 01/01/2000 (use MM/DD/YYYY format)

6 Leave Requested: 0.000 (in Days)

7 Phone Where You Can be Reached:

8 Email Notification:

9 Comments pertaining to this Leave Request:

10 Supervisor's Name:

11 Supervisor's Email:

Request Status: Initiated

1. Select the job (if there is more than one).
2. Select the leave type—Pers, Vac, or jury
3. Reason is optional.
4. Enter the Begin/End Dates
 - Enter start/end time of leave
5. Leave Length
 - Daily—1/4, 1/2, 3/4 or 1 full day
6. Comments: Any additional information, type in here.
7. Click on the Box if this will require a sub.
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9. Click on Submit, for Supervisor Approval

Professional Leave

1 Job Active - Select Job
Leave Type: Professional 2

Reason 3

0 of 1000

Start Date 4 (use MMDDYYYY format) Start Time 01 : 00 AM
End Date (use MMDDYYYY format) End Time 01 : 00 AM
Leave Requested 5
0.000

Phone Where You Can be Reached For Questions Relating to This Request Full Notification

Comments pertaining to this Leave Request 6

Substitute Needed? 7

Supervisor's Name: 8
Request Status: Initiated @united.k12.oh.us

Cancel CLEAR SUBMIT

Professional Leave activates two screens.

Screen one:

- Select the job (if more than one)
- Select "Professional Leave"
- Reason is optional.
- Enter in start/end dates.
- Enter Leave days—first box is for full days, second is for partial days.
- Enter any additional comments.
- Check the box if a substitute is needed.
- Enter any notes to the substitute.

File(s) to Attach

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

Select File(s) to Attach

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Professional Leave Details / Expenses

Event Location (Address) 9 City State Zip Code
Vendor Location (Address) 10 City State Zip Code

Purpose of Leave / Leave Description 11

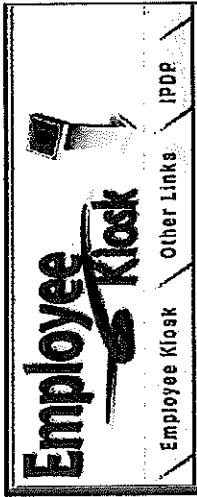
Estimated Costs 12

| | |
|--|---|
| Registration Fees: (e.g. \$1,123.24) (1,002) (\$456.78) | 0 |
| Lodging Amount: (e.g. \$1,123.24) (1,002) (\$456.78) | 0 |
| Meals Amount: (e.g. \$1,123.24) (1,002) (\$456.78) | 0 |
| Other Expenses Amount: (e.g. \$1,123.24) (1,002) (\$456.78) | 0 |
| Mileage Rate: 0.500 x # of Miles (e.g. 1,000) (430) (\$21.50) | 0 |
| Mileage Amount: (e.g. \$1,123.24) (1,002) (\$456.78) | 0 |
| Total Leave Amount: (e.g. \$1,123.24) (1,002) (\$456.78) | 0 |

13 14 Calculate Clear Amounts

Screen two:

- Enter Event Location Address.
- Enter Vendor Location Address.
- Enter Purpose of Leave/Leave Description
- Enter Estimated costs:
 - Registration Fee
 - Lodging amount
 - Meal Amount total
 - Breakfast:
 - Lunch:
 - Dinner
 - Other Expense: Tolls, Parking Fees etc..
- Mileage = enter your total miles To & From Location. Gray boxes will calculate the total value.
- Click on Calculate.
- This is the estimated leave amount for your trip.
- Go back to Screen 1 and click **SUBMIT**.



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