

# USING THE KIOSK

1. GO TO CLAYMONT HOME PAGE <http://www.claymontschools.org/>
2. STAFF RESOURCES (On Left)
3. EMPLOYEE KIOSK
4. EMAIL - Use your Claymont email address
5. FIRST TIME LOG-IN – You will need to select “Click Here to Register” The system will send you an email with a password. Copy that password and use it to log-in.
6. FIRST TIME ONLY – Select “Leave Request” then “Set Leave Starting & Ending Time Preferences”. Your start and ending time will need to be the same as the AESOP start and end time for your building.
7. PROFILE – The profile information is linked to information in EMIS and the payroll system. If something appears incorrect select the appropriate box, populate with correct information and submit.
8. POSITION DETAIL – This information is linked to the payroll system and reflects your current information.
9. PAYSリップ – This gives you access to all of your payslips from when the Kiosk was first available at Claymont.
10. LEAVE BALANCES – The information on the left is a summary of your current balances. The information on the right gives you access to leave activity, including the accumulation of leave, back to January 2011. You can sort by type and you can also export into a spreadsheet.
11. VIEW/PRINT W-2 – Gives you access to your W-2s from 2011 forward. You can print out and they will look exactly like the forms you received.
12. LEAVE REQUEST
13. CREATE NEW REQUEST – (If you have more than one JOB, put which job you are taking leave for)
  - a. Select type of Leave from the drop down box. (If **sick leave** need to then select the sub category. If **personal leave** you will need to indicate your personal leave balance. See explanation below for Professional Leave)
  - b. Start Date – End Date (dates you want leave for)
  - c. Leave Requested In Days (Put in 1 or how many days you are requesting. If less than 1 day use drop down to put in what part of the day.)
  - d. Once your leave request is complete, select the SUBMIT button. If it is **sick leave**, your immediate supervisor/principal will get an email notifying them that a leave request is waiting for approval. Once they approve the sick leave, you will receive an email notification of the approval. If it is **personal leave**, there are 2 levels of approval. First approval will be to your supervisor/principal and

then to the superintendent. Once the superintendent approves you will be notified by email.

- e. **PROFESSIONAL LEAVE** – You will use the same procedures as you did for sick/personal leave but there will be an additional page to the right that you will need to complete. You will indicate where the training will be and then include any estimated expenses just as you always have on the “Professional Meeting Request Form”. Once all of the information is correct, select “Calculate” and the form will be totaled. Professional Leave requires a 3 tier approval, first to the principal, then to the curriculum director and finally the superintendent. If approved, you will receive notification via email.
  - i. After the absence has been approved, print off the “Professional Leave Request Form” that is generated in the Kiosk.
  - ii. Submit the form to Central Office so that a purchase order can be generated prior to you incurring expenses.
  - iii. After your meeting, complete the actual portion of the form with your actual mileage and expenses and make sure you sign the bottom portion.
  - iv. Attach meal, registration, and parking receipts if applicable. Make sure that the receipts detail the actual items purchased. **Non- itemized credit card receipts will not be accepted.**
  - v. Submit to Central Office.

14. THE PURPOSE OF KIOSK IS TO ELIMINATE PAPER FORMS FOR LEAVE (except for professional leave). IT DOES NOT CHANGE THE PROCEDURES YOU FOLLOW FOR REPORTING OFF WORK TO YOUR PRINCIPAL/SUPERVISOR.