

Adding User Defined Dates/Expiration Notices

1. You must be the District Administrator for the HR Kiosk.
2. Click on the District Administrator link and select Configure District Options:

The screenshot shows the 'Employee Kiosk' interface. At the top, there is a red 'Expiration Notification' box with two items: 'BCI check needed.' and 'Updated fingerprints needed.'. Below this is the 'Employee Kiosk' logo and a navigation bar with 'Employee Kiosk', 'Other Links', and 'Scheduler'. On the left is a sidebar menu with items like 'Employee Kiosk Documentation', 'Profile', 'Position Details', 'Performance Reviews', 'Payslip', 'Leave Balances', 'Leave Request', 'Administrative Leave Reports', 'Maintain Leave Approval Automated Work Flows', 'District Administrator', 'Configure District Options', 'Update/Delete District Users', 'NWOCA/SSDT HR Data Release'. The 'Configure District Options' item is highlighted with a black arrow. The main content area shows 'KIOSK Announcement Board' with 'Scheduled Maintenance Windows' and 'Security/Privacy Announcement' sections, and an 'Employee Profile' section with a 'Request Profile Data Change(s)' button.

3. Click on the Perform District Data Code Maintenance option:

The screenshot shows the 'Perform District Date Code Maintenance' configuration page. It has three main sections: 'Status(es) to Include for Display', 'KIOSK Functionality (ON/OFF)', and 'Employee Profile Sections (ON/OFF)'. The 'KIOSK Functionality' section has several checked options: 'Announcement Board', 'Event Scheduler', 'Leave Requests', 'Leave Export', 'Leave Approval AWF', 'Performance Reviews', 'USAS Integration', and 'Pay Slips'. The 'Employee Profile Sections' section has 'Performance Reviews' checked. On the right, there is a 'Leave Sub Category Maintenance' table and a 'District Date Codes' table. The 'District Date Codes' table has a 'Perform District Date Code Maintenance' button highlighted with a black arrow.

Associated Leave Type	Leave Sub Category	Sub Category Description	Status
Other	09	fiscal year 2009	Active
Other	10	fiscal year 2010	Active

Date Code	Date Code Description	Expiration Term In Days	Number of Days Prior to Expiration to Notify	Notification Message	Status
BCI	BCI CHECK	60	-	BCI check needed.	Active
FP	FINGERPRINT	60	-	Updated fingerprints needed.	Active
TC	Treasurer's Certificate	75	50	Renew Treasurer's Certificate	Active

- The Date Code added in USPSWeb will appear in the selection. You can input the Expiration Term in Days, etc.:

Date Code	Date Code Description	Expiration Term In Days	Number of Days Prior to Expiration to Notify	Notification Message	Status
BCI	BCI CHECK	60		BCI check needed.	Active
FP	FINGERPRINT	60		Updated fingerprints needed.	Active
TC	Treasurer's Certificate	75	50	Renew Treasurer's Certificate	Active

- Click the Apply Changes button when complete.
- The changes will now appear on the employees profile screen in the HR Kiosk:

Employee Profile

Employee ID: KIOSK1234 State Certification ID: [REDACTED]

Name:
 First Name: TEST Middle Name: Last Name: KIOSK Suffix:
 Legal First Name: Legal Middle Name: Legal Last Name: Legal Suffix:

Contact Information:
 Address 1: 1234 ANY STREET Phone: (330) 123-4567
 Street Address 2: District Phone: District Extension:
 City: ANYTOWN State: OH Zip Code: 44709
 Email Address(es): [REDACTED]

Other Information:
 Gender: Female Ethnicity: White, Non-Hispanic Marital Status: 2-Married
 OSDI District Code: Sub Days: Spouse's First Name:

Education/Qualifications:
 Degree Type: Bachelors ECE Qualification: Not Applicable
 Semester Hours: 0 Other Credentials: Not Applicable (default)

Employee Dates:
 Date of Birth: 11/27/1969 Last Evaluation: Last Paid: 08/14/2009 Contract Renewal: 2009-08-05 Limited Contract Exp:
 Hire Date: 07/07/2003 Next Evaluation: 08/05/2009 ODHS New Hire: 07/07/2003

Employee Dates - Other:
 BCI CHECK (Passed): 06/19/2009 Expires on: 08/18/2009
 FINGERPRINT (Passed): 06/27/2009 Expires on: 08/26/2009
 Treasurer's Certificate (Received certificate): 11/16/2009 Expires on: 01/30/2010

Experience:
 Total Years: 5 District: 0.00 Retirement System: 0.00 Ohio Public: 0.00 Non Ohio Public: 0.00 Military: 0.00
 Authorized Years: 5 Accredited District: 0.00 Purchased: 0.00 Ohio Private: 0.00 Non Ohio Private: 0.00 Trade: 0.00
 Building: 0.00

7. If a certificate and/or item is close to expiration, the following message will appear when the employee logs in to the kiosk:

The screenshot displays the 'Employee Profile' kiosk interface. At the top, a yellow notification box titled 'Expiration Notification' contains two items: '• BCI check needed.' and '• Updated fingerprints needed.'. A large black arrow points upwards from the 'KIOSK Announcement Board' section towards this notification. The interface includes a sidebar with navigation options, a main content area with announcements, and an 'Employee Profile' section with personal and contact information.

Employee Profile

»Employee Kiosk Other Links Scheduler

Employee Kiosk

Employee Kiosk Documentation
Profile
Position Details
Performance Reviews
Payslip
Leave Balances
Leave Request
Administrative Leave Reports
Maintain Leave Approval Automated Work Flows
District Administrator
Change Password
View/Print Acknowledged NWOCA/SSDT HR Data Release Agreement

KIOSK Announcement Board

Scheduled Maintenance Windows ±

Security/Privacy Announcement ±

Employee Profile Request Profile Data Change(s)

Employee ID: KIOSK1234 State Certification ID: [REDACTED]

Name:
First Name: TEST Middle Name: Last Name: KIOSK Suffix:
Legal First Name: Legal Middle Name: Legal Last Name: Legal Suffix:

Contact Information:
Address 1: 1234 ANY STREET Phone: (330) 123-4567
Street Address 2: District Phone: District Extension:
City: ANYTOWN State: OH Zip Code: 44709