

Employee Kiosk



December 3, 2010
Release Notes

1. Search by Name on Leave Analysis Report

Original Request - On the district staff leave request analysis report under the Administrative Leave Reports, only 15 employees are displayed at a time. There is no search to be able to locate employees. Currently the user can only select which rows to display, ie rows 1-15, rows 16-30, etc.. So for a district with many employees, the user has to guess which row an employee is on. This is not very efficient. Could a search by employee name be added, or some other way to locate employees? (KE 11)

Solution – Added the ability to search by employee name and to increase the number of rows displayed.

Empid	Last Name	First Name	Middle Name	Sick Accrual	Sick Max	Sick Used	Sick Balance	Vacation Accrual	Vacation Max	Vacation Used
See All Leave	Secretary	Samantha	Es	1.25	200.00	3.00	190.75	1.00	12.00	0.00
See All Leave	Superintendent	Adam	K	1.25	200.00	0.00	143.75	1.67	20.00	0.00
See All Leave	Teacher	Emily	Es	1.25	200.00	0.00	12.75	0.00	0.00	0.00
See All Leave	Teacher	John	Hs	1.25	200.00	0.00	135.75	0.00	0.00	0.00

2. Display Total Hours That Have Not Been Exported To USPS

Original Request – Approvers can now see the employee leave balance when mass approving. In addition, our users would like to see the days approved that haven't been exported yet in addition to the leave balance. Because those days can affect their leave balance. (KE 21)

Solution – Approvers now have a column where they will see the total hours that have been approved but have not been exported to USPS yet.

Select All	View Approval Status	Status	Substitute Needed	Last Name	First Name	Full Name	Job Description	Leave Type Requested	Leave Requested	Leave Balance	All Approved Leave Not Exported	
-	Details	-	Flow Initiated Level 1	No	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Sick	8.000 Hour(s)	N/A	0.00 Hour(s)
-	Details	-	Flow Initiated Level 1	No	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Personal Leave	8.000 Hour(s)	3.00	0.00 Hour(s)
-	Details	-	Flow Initiated Level 1	Yes	Secretary	Samantha	Samantha Es Secretary	Elementary Secretary	Professional	1.000 Day(s)	N/A	0.00 Day(s)
-	Details	-	Flow Initiated Level 1	No	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Professional	7.000 Hour(s)	N/A	2.00 Hour(s)
-	Details	1	Flow Initiated Level 1	No	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Sick Leave	8.000 Hour(s)	12.75	72.00 Hour(s)

3. Display for Multiple Day Request

Original Request – When an employee requests multiple days off and one of those days is only a partial day, it is difficult for the supervisor to determine which day is partial. The supervisor only sees the start time of the first day and the end time of the last day and then the total days. So if you take 3 days off, first day is full, second is ½ and third is full the supervisor doesn't know which is ½. (KE 33).

Solution – Added detail information to a request for multiple days to display actual time requested.

Leave Request Detail

Status: **Flow Initiated** Last Activity: 07/19/2010 01:05

Name: Emily ES Teacher
 Initiated: 07/16/2010 03:03 PM
 Job: Elementary School Teacher
 Leave Type: Sick Leave
 Current Balance 12.75 Hour(s)

Reason: [REDACTED]

Start Date: 10/04/2010 Start Time: 08:00 AM
 End Date: 10/14/2010 End Time: 04:00 PM

Leave Requested In Hour(s): 64.000 Phone: (444) 444-4444

[Detail by Day](#)

Comments:

Substitute Needed?

[Add Comments ONLY](#) [Approve](#) [I](#)

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

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[Detail by Day](#)

Su	Mo	Tu	We	Th	Fr	Sa
	10/04 7.000	10/05 7.000	10/06 7.000	10/07 7.000	10/08 7.000	
	10/11 7.000	10/12 7.000	10/13 7.000	10/14 8.000		

Comments:

Substitute Needed?

4. Allow Position Details to be Turned On/Off by District

Original Request – Would it be possible to include the sub category of a leave request in the original email request? I have districts who use this and their building secretaries have no and notify on leave requests for their building. The building principal would like them to check on the use of restricted and unrestricted personal leave balances and provide them that information before he goes out and approves the leave. They have the subcategory set up but it's not present in the original email, so they have to go back to the Kiosk and bring up the detail for that piece of information. Since that information is on the original request, could it be included in the email notification to save going out and looking up the leave each time one is entered that required a sub category to be chosen? (KE 22)

Solution – Added sub category to the leave request notification.



5. Refresh on Substitute Coordinator screens

Original Request – Hi, we have a district that reported the situation below. I'm thinking they 'assume' the Kiosk auto refreshes. Could this be an enhancement request to have the sub coordinator screen auto-refresh? Thanks, Susan When the attendance secretary has the kiosk open at 6:00 in the morning looking for people who are going to be absent and somebody logs in and posts their own absent at 7:06 and their supervisor approves it at 7:55 and the superintendent approves it at 8:44 that won't show up on her kiosk screen until she refreshes her screen in some way is that correct? We just discovered that this morning because she missed calling in a sub for someone because she didn't know that she had to refresh her screen every little while during that crucial time in the morning to make sure she doesn't miss someone. What is the best and easiest way to refresh her screen so that this can stay updated? (KE 28)

Solution – Substitute Coordinator page will refresh every 4 minutes. Count down displays to show when refresh will happen.



6. Dock Days cannot be Mass Approved

Original Request – Dock leave type would no longer be available for mass approval. They would like the system to require the supervisor open the leave request and review the request before approving. (KE 4)

Solution – Supervisors can no longer mass approve dock leave. They must click on details to approve request.

Leave Request(s) Waiting Approval

Approve Selected Leave Request(s)

Select	View Approval Status	Status	Substitute Needed	Last Name	First Name	Full Name	Job Description	Leave Type Requested	Leave Requested
<input type="checkbox"/>		Flow Initiated Level 1	No	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Dock	8,000 Hour(s)
<input type="checkbox"/>		Flow Initiated Level 1	No	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Personal Leave	8,000 Hour(s)
<input type="checkbox"/>		Flow Initiated Level 1	Yes	Secretary	Samantha	Samantha Es Secretary	Elementary Secretary	Professional	1,000 Day(s)
<input type="checkbox"/>		Flow Initiated Level 1	No	Teacher	Emily	Emily Es Teacher	Elementary School Teacher	Professional	7,000 Hour(s)

7. Filter by Building when Export District Leave Requests

Original Request – We have a district that has requested that the filter in the Leave Export include an option to filter by building IRN. (KE 7)

Solution – Leave Export now has drop down so that when staff is exporting you can filter leave requests for a specific building.

Filter by Date Range

Starting Date Ending Date

Building Employee ID

Leave Type Pay Group Appointment Type

Include Other Leave Type for Export

Note: Column values highlighted in green below are equal to the entered filter values above.
 » denotes the request for leave contains multiple days.

8. Add Teaching Fields to Certificate Information

Original Request – Districts love the certification appearing but would like to add the "teaching fields" section of certification. For example, a teacher can hold an Elementary K - 8 Credential but have a teaching field added of Special Ed or Gifted under that certificate. This information does display in the ODE SAFE account. I think some call it "validations". This is also useful when determining what areas a teacher is certified to teach. Will have to research with ODE and make sure file includes what is required. (IPDP 2)

Solution – Added teaching fields when viewing certificate information under Employee Profile and View Plan.

9. Send Notification when Date Code Entry Reaches Expiration

Original Request – Flag sub-categories as required for a given leave type when their employees submit a leave request. Would like to see the sub categories to be able to be changed so it is not optional. This would be an additional configuration setting by leave type on the district configuration screen. (KE 1-2)

Solution – New column has been added in district configuration to require the sub category field to be answered before request can be submitted.

			Compensatory Time				
Dock							
Holiday							
Jury Duty							
Military							
Other							
Personal Leave							
Professional							
Sick Leave							
Unknown							
Vacation Leave							

 An 'Apply Changes' button is at the bottom of the table."/>

10. Leave Requests Stored as PDF

Original Request – I have a district asking if it would be possible for leave forms to be stored as .pdf's. Their thinking is that they could develop personnel files in a document management system and then put all leave forms in the employees personnel file. I don't know what that would entail but thought that I would pass along the information. (KE 32)

Solution – When viewing the details of a request the option is now available to print the request as a PDF.

The screenshot shows a web application interface with a 'Leave Request Detail' window. The window contains the following information:

- Status:** Approved
- Last Activity:** 11/16/2010 11:42 AM
- Job:** 1
- Job:** High School Teacher
- Leave Type:** Sick Leave
- Reason:** (Redacted)
- Start Date:** 11/15/2010 **Start Time:** 08:00 AM
- End Date:** 11/15/2010 **End Time:** 04:00 PM
- Leave Requested In Day(s):** 1.000
- Phone:** (740) 456-2222

At the bottom right of the window, there are two buttons: 'Print PDF' (highlighted with a red arrow) and 'Close Window'.

Leave Request Form

John Hs Teacher

Position: High School Teacher

Start Date and Time:	11/15/2010 08:00 AM
End Date and Time:	11/15/2010 04:00 PM
Total Leave Requested:	1 Day(s)
Leave Type:	Sick Leave
Reason for Request:	
Substitute Needed:	No

Transaction History

Name	Action	Approval Date/Time
John Hs Teacher	Flow Initiated	11/16/2010 11:40 AM
Martha Hs Principal	Approved Mass Approval	11/16/2010 11:41 AM
Adam K Superintendent	Approved Mass Approval	11/16/2010 11:42 AM

11. Add Staff Activities Analysis Report

Original Request – One of our districts has requested that a staff activities analysis report, similar to the 'View Staff Plans' report currently available, be added to the committee member options. The report would include all activities that have been entered into the application and display all fields captured when an activity is submitted. (IPDP 10)

Solution – Under Committee Member Navigation a link is now available to View All Staff Activities.

The screenshot shows the 'Committee Member Navigation' menu with the following links: LPDC Member Home, Plans Awaiting Approval, View Staff CEU Approved Credit, Activity Credit Requests, View Staff Plans, and View All Staff Activities. A red arrow points to the 'View All Staff Activities' link. Below the menu is a table titled 'Staff Activities' with the following data:

Username	Activity Name	Activity Desc	Activity Focus	Begin Date	End Date	Creation Date	Edited Date	Submitted Date	Approved Date	Sem
ateach1@ncocc.k12.nh.us	nty activity	teacher resources	focus	12/03/2010	12/03/2010	29-NOV-10 03:16:33.452676 PM	29-NOV-10 03:16:33.452676 PM	29-NOV-10 03:16:44.093073 PM	29-NOV-10 03:17:41.226519 PM	
ateach2@ncocc.k12.nh.us	activity	Progressbook	show grades	12/15/2010	12/15/2010	29-NOV-10 10:08:39.392232 AM	29-NOV-10 10:09:01.359573 AM	29-NOV-10 10:09:51.410059 AM	-	

12. Control Notifications Being Sent from IPDP

Original Request – Districts would like the ability to control if notifications are sent out to staff. (IPDP 4)

Solution – Under District Admin Navigation in the District Configuration a district can decide if they want notifications sent out for plans or activities.

The screenshot shows the 'District Admin Navigation' menu with the following links: District Admin Home, District Configuration, Manage Templates, View Staff CEU Approved Credit, View Staff CEU History, and View Staff Plans. A red arrow points to the 'District Configuration' link. Below the menu is a table titled 'District Email Configuration' with the following data:

Edit	Description	Status
EDIT	Send email notifications for plan activities.	No
EDIT	Send email notifications for plan approvals.	Yes

Page number: 1 - 2

Below the table is an 'Edit District Property' form with the following data:

Property: Status:

Buttons: [Cancel](#) [Apply Changes](#)

13. Display Sub Categories

Original Request – We use the sub category fields here to track carry over days for vacation and non-contract days... Is there any way we could filter on sub category? (KE 25)

Solution – The sub category column has been added to View All Staff Requests. When you select Personal Leave as the Leave Type filter the Sub Category field will be displayed so you can filter on the sub category.

View All Unprocessed Leave Requests for District

	Show Approval Flow	Employee ID #	Last Name	First Name	Full Name	Leave Type	Sub Category	Job Desc	Start Date
Details		DOW000100	Secretary	Samantha	Samantha Es Secretary	Professional	-	Elementary Secretary	11/29/2010 09:00 AM
Details		FO5000100	Teacher	John	John Hs Teacher	Personal Leave	P1 - Family Emergency	High School Teacher	11/30/2010 08:00 AM
Details		GRA000100	Teacher	Emily	Emily Es Teacher	Professional	-	Elementary School Teacher	08/23/2010 09:00 AM
								Elementary	08/23/2010

Filter by Date Range

Starting Date: 10/31/2010 Ending Date:

Employee ID: All Name: Leave Type: Personal Leave Sub Category: All Status: All

Sub Category dropdown options: All, Not Specified, P1 - Family Emergency, P2 - Personal Business

View All Approved & Exported Leave Requests for District

14. Multiple Mileage Rates

Original Request – Due to the wording of their negotiated agreements, one of my districts may have one mileage rate for certificated and a different rate for classified. Could we have two mileage rates, one for certificated and one for classified? (KE 13)

Solution – Two mileage rates are now in the district configuration screen. Kiosk will be looking at the Appointment Type to determine which mileage rate to use. When the appointment type is certificated or classified the respective rate is used for each type. When there is no appointment type, the certificated value is used as the default.

Leave Expense Sections (ON/OFF)

Select the Check Box(es) next to the Area(s) that you would like to have displayed and captured when users create a request for Leave that captures Expense Detail. eg. "Professional Leave"

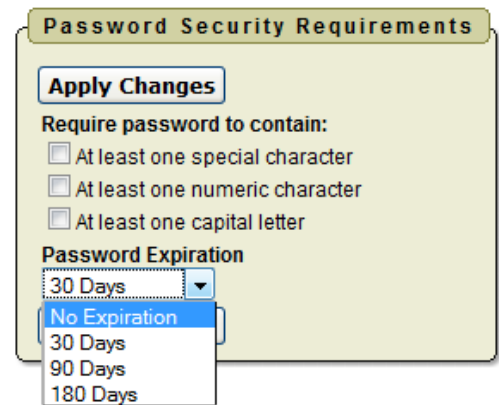
- Event Location Area
- Vendor Location Area
- Purpose of Leave/Leave Description Area
- Estimated Costs Area
- Budget Acct Code Area/XREF Code (Everyone)
- Budget Acct Code Area/XREF Code (Approvers Only)

Mileage Rate: 0.500 Classified Mileage Rate: 0.400

15. Kiosk Password Security Requirements

Original Request – Make Kiosk require passwords with case changes and/or special characters. Require that passwords expire and make this setting configurable in the ITC configuration screen. (KE 27)

Solution – District Configuration now has a section for a district to configure how secure they want Kiosk to be.



The screenshot shows a configuration window titled "Password Security Requirements". It contains an "Apply Changes" button, a section for "Require password to contain:" with three unchecked checkboxes for special characters, numeric characters, and capital letters, and a "Password Expiration" dropdown menu. The dropdown menu is open, showing options: "30 Days", "No Expiration", "30 Days", "90 Days", and "180 Days".

Password Security Requirements

Apply Changes

Require password to contain:

- At least one special character
- At least one numeric character
- At least one capital letter

Password Expiration

30 Days ▼

No Expiration

30 Days

90 Days

180 Days