How to access and use the Employee Kiosk

To utilize the Employee Kiosk to access your employee profile, position details, performance reviews, attendance, leave balances, paycheck information, online leave requests and Individualized Professional Development Plans (IPDP), you must first create a user account by going to NOACSC’s website at www.noacsc.org. Click on Fiscal Services, then Fiscal Links,

Then Click on MCOECN Employee Kiosk:
HOW TO CREATE A USER ACCOUNT:

1. Click on the red “register” link following “First time using the Kiosk? Click here to register.”
2. Enter either your Employee ID number OR your Social Security Number in the designated box.
3. Click on the drop-down arrow and select your **school district’s** county.
4. Click on the drop-down arrow and select your district.
5. Enter your email address that your district has defined in the payroll system (BIOSCN). Typically this will be your school email address.
6. Click on the Submit button.

7. After you click on the Submit button, a message will be displayed notifying you that the account request has been created and that a temporary password will be emailed to you shortly.

8. After you receive the email stating that your account has been created and giving you a temporary password you can log into the Kiosk. Access the Kiosk at NOACSC’s website (see instructions on page 1). Enter your username and copy and paste your password into the login screen. The password is case sensitive so it is best to copy and paste the password into the password field, however, the username is not case sensitive. You will be immediately asked to create a new password. The new password must be at least 8 (eight) characters in length. It will be your choice of alpha and/or numeric characters. You can bookmark this login page for quicker access.
HOW TO REQUEST EMPLOYEE PROFILE CHANGES:

1. When logging in to the Kiosk, the “Employee Profile” screen will be automatically displayed. This screen will show the biographical data that is on file with your district’s payroll office. If any of the information displayed is incorrect you can click on the “Request Profile Data Changes(s)” button to submit an electronic request to the necessary administrative staff.
2. Enter the change(s) in the appropriate box then click the “Submit Change Request” button. To exit without making any changes click the “Cancel” button.
ANNOUNCEMENT BOARD:

1. There may also be an Announcement Board that will display messages from your district administration if your district chooses to use this feature. If your district posts any announcements you will see the “KIOSK Announcement Board”. Click on the + next to the announcement to expand and view the full announcement text. There can be multiple announcements that you can select to view. You can close or collapse the full text announcement by clicking the + a second time.
POSITION DETAILS:

1. When you click on the “Position Details” button the screen will display your job information that is file with your district’s payroll office. If you have any questions regarding this data, please contact your payroll department.

NOTE: If you have multiple active jobs in your district, you will have a “Current Positions” box that will be displayed. You will need to click on the “Display Details” link to display the detailed data for a specific job.

You can also create a spreadsheet with this data by clicking on the “Export to .CSV” link.
PERFORMANCE REVIEWS:

1. When you click on “Performance Reviews”, if your district chooses to use this feature, you will be able to view details of your performance reviews. Click on “View Details”. Then click on “Download” and view or save the review.
PAYSLIP:

1. When you click on the “Payslip” button you will be able to view your paycheck stub summary data. The “Pay Slip Summary” will also display leave days used during the pay period and their balances.

Click on the arrow by the Pymt Date to sort the order of multiple checks by ascending or descending the date order.

Click on the check date to view details regarding this check. See the example on the next page.
2. Directly below the pay slip summary is the Notification of Deposit. You can click on the “Print Pay Slip” button to print a copy of this notice.
LEAVE BALANCES:

1. When you click on the “Leave Balances” button the screen will display your leave balances and the details regarding the leave that is on file with your payroll office. If you have any questions regarding this data, please contact your payroll department.

2. By clicking on the “Export detail activity to .csv” link, you can create a spreadsheet with your leave balances.

3. The “Filter Detail Leave Activity” section will allow you to click on the drop-down arrow(s) and filter your leave activity. You can also include a start and end date to further filter the data.
HOW TO CHANGE YOUR PASSWORD IN THE KIOSK:

1. Your password in the Employee Kiosk will never expire. It will remain the same until you choose to change it. To change your password, click on the “Change Password” button.
2. Enter your old password, new password, and re-enter new password. Remember that the new password must be at least 8 characters in length and IS CASE SENSITIVE. It will be your choice of alpha and/or numeric characters and upper or lower case. Click on the “Change Password” button to accept the password change.
LOGGING OUT OF THE KIOSK:

1. When you are finished accessing your personal employee data in the Kiosk, please click on the Logout link. Your personal information may be accessible to anyone who would access the computer after you if you do not logout.