

## HOW TO ACCESS AND USE THE EMPLOYEE KIOSK

To utilize the Employee Kiosk to access your employee profile, and paycheck information you must first create a user account by clicking this link [EMPLOYEE KIOSK](#). There will also be a link from the substitute teacher page on your ESC's website.



Welcome to the **MCOECN** Employee Kiosk.



Email Address

Password

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

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

*The Employee Kiosk has been tested and is compatible with the following browsers. For the best experience please use one of the following:*

-  [Internet Explorer Versions 7+](#) [Click here to download/upgrade](#)
-  [Mozilla Firefox Versions 3+](#) [Click here to download/upgrade](#)
-  [Safari Versions 4+](#) [Click here to download/upgrade](#)

**FIRST, you must register to use the Kiosk. Click Register**

To register for the Employee Kiosk, please supply the following:

- 1) The county in which your district resides,
- 2) Your district's name,
- 3) Your Employee Id or SSN,
- 4) Your email address provided to you by your district.

County

District

Employee Id

OR

SSN (no dashes)

Email

Use the drop down boxes to make selections. You must choose WARREN as the county, even if you attended the orientation session at Butler County and even if you are only going to be subbing in Butler County school districts. The Warren County ESC processes the payroll for all districts.

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Use the same email address and the temporary password from the e-mail to Login.

You will be asked to reset your password the first time you log in.

If you change your name, address, phone number, or email address, you need to submit a change request here.

**Employee Profile**

Employee ID:  State Certification ID:

**Name:**  
 First Name:  Middle Name:  Last Name:  Suffix:   
 Legal First Name:  Legal Middle Name:  Legal Last Name:  Legal Suffix:

**Contact Information:**  
 Address 1:  Phone:   
 Street Address 2:  District Phone:  District Extension:   
 City:  State:  Zip Code:   
 Email Address(es):

» **Employee Kiosk** / Other Links / IPDP

- Employee Kiosk Documentation
- Profile
- Position Details
- Payslip
- Leave Balances
- View/Print W-2
- Leave Request
- Leave Calendar(s)
- Change Password
- Correspondence

Click here to view and print your pay slips

W-2's will be available once completed in January each year. You can view and print here.

You may also change your password here

**PAYSLIP:**

When you click on the “Payslip” button you will be able to view your paycheck stub summary data.

**List of Available Payslips**

1 - 6

View and/or Print Payslip	Download & Save Payslip	Pay Date	Check Number
		11/26/2012	982973
		11/09/2012	982280
		10/25/2012	981599
		10/10/2012	980987
		09/25/2012	980488
		09/10/2012	980155

1 - 6

Click on the icon under the View and/or Print Payslip option to display the details of the Pay Slip. Once viewing the Pay Slip you will be able to print a copy of the notice.

You will also be able to use the Leave Balance option to view what days are being paid and for what district the days were worked.



**Filter Detail Leave Activity**

Category: 
 JobNo: 
 TransType: 
 Start Date: 
 End Date:

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**Detail Leave Activity**

Number of Rows Displayed:

Category	Job No. ▲	Trans Type	Length Of Absence	Unit	Activity Date
Substituting	7	Attendance	1	Daily	09/25/2012
Substituting	7	Attendance	1	Daily	09/24/2012
Substituting	7	Attendance	1	Daily	09/21/2012
Substituting	7	Attendance	1	Daily	09/20/2012
Substituting	7	Attendance	1	Daily	09/19/2012

You may filter your results using a start and end date

The Job No. reflects the district. Please see the announcement labeled Job Codes on the profile page for a listing of districts and the associated job #

You can see from above Job 7 is Middletown

**Job Code Descriptions**

Job #	District Name
1-4	Warren County ESC
5	Carlisle
7	Middletown
8	Springboro
9	Wayne
50-53	Butler County ESC
54	Edgewood
55	Fairfield
56	Hamilton
57	Lakota
58	Madison
59	Monroe
60	Ross
61	Talawanda
62	New Miami