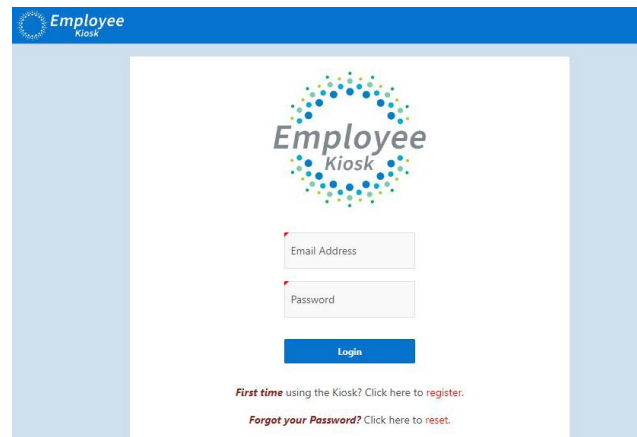


Logging In For the First Time

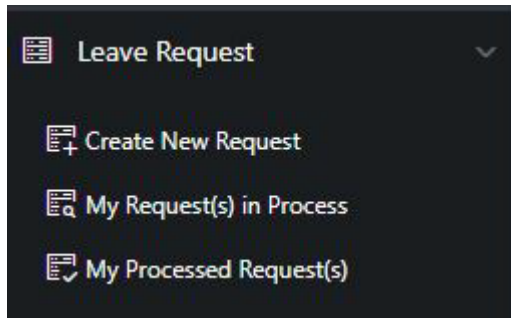
Logging into the Kiosk requires your work email address and a temporary password.

A notification will be sent to your MCECSC email with your temporary password to use to access the Kiosk for the first time.

You will be prompted to change your password with your initial login. Currently, the Kiosk password does not expire.



Creating an Absence



To enter an absence, choose Leave Request from the menu on the left side of the page. A drop down will appear. Choose "Create New Request" from the menu. The following screen will appear.

New Leave Request

Leave requests FYTD
21.5 Day(s)

Job: Active - HUMAN RESOURCES COORDINATOR

Aesop School: -- Select Aesop School --

Leave Type: -- Select Leave Type --

Reason:

Start Date (MM/DD/YYYY): Start Time: 07:00 AM

End Date (MM/DD/YYYY): End Time: 04:00 PM

Leave Requested In Day(s): .000

Verify start time, end time, and total leave before submitting request.

Phone Where You Can be Reached:

Full Notification

Comments pertaining to this Leave Request:

First choose your AESOP School. This is the building you work in, not your principal. *If you are located at the Regional Center or Keowee St, you will choose "MCECSC-All Other Locations".

Next choose your absence reason from the following:

- Sick Leave
- Professional Leave
- Personal Leave
- Jury Duty
- Vacation Leave
- Military Leave

Your available balance, pending any leave that has not been approved will appear below the selected leave type.

Balance before request 2.000 Day(s)

Next enter the reason for the requested absence.

Reason

Then select both the start and end date & start and end time for your absence.

Ex: For a full day on July 3rd

-Start Date: 7/3/23 Start Time: 7:00am

-End Date: 7/3/23 End Time: 4:00pm

Start Date (MM/DD/YYYY)

Start Time: 07:00 AM

End Date (MM/DD/YYYY)

End Time: 04:00 PM

Next enter your total number of days requested. Use the drop down menu to select a half-day increment.

Leave Requested In Day(s) .000

Verify start time, end time, and total leave before submitting request.

Verify the phone number where you can be reached. You can also elect to receive notifications by checking the "Full Notification" box.

Phone Where You Can be Reached

Full Notification

Leave any comments pertaining to the request in the.

Comments pertaining to this Leave Request

If your position requires a substitute, you must check the "Substitute Needed". This will allow a substitute to see the open job in the substitute management system.

Substitute Needed?

Enter the name(s) and contact information, if available, for any possible Substitute(s) you would like to have called. Also, enter any NOTES to the Substitute.

You may leave notes for your substitute in the provided box.

Supervisor's Name: **MARION STOUT**
 Supervisor's Email: **marion.stout@mcesc.org**

Verify all details pertaining to the request are correct and then click the "Submit" button. This will send your request to your supervisor for approval.

Request Status: **Initiated**

SUBMIT

**If you are submitting an absence for Professional Leave, please refer to the Professional Leave Instructions on the Employee Hub Page under Absences.

Cancel Clear