



Prompt. Courteous. Knowledgeable.

Support **you** deserve.

# Employee Kiosk

The Employee HR Kiosk is a special project of the Management Council of the Ohio Education Computer Network (MCOECN). This software is only available to member schools of a participating Information Technology Center (ITC) that use the Uniform Staff Payroll System (USPS). Our knowledgeable team is committed to delivering a prompt, courteous response to all of your kiosk questions and service needs. NEOnet delivers the support you deserve.

## Customer Benefits

- On-demand access for employees to manage leave, utilizing automated work flows and electronic signatures, view payslips and access personal HR Payroll information
- Automated Individual Professional Development Plan IPDP is used when applying for recertification or licensure renewal Electronic submission of changes to payroll and or human resources data such as phone numbers, addresses and email addresses
- Personnel evaluations may be uploaded for the employee to print and view Important district dates may be tracked by supervisory staff or for employee notification such as next evaluation, background check, blood born pathogen, etc.
- Employee can access and print paystubs
- direct deposit information W2s can be viewed and printed Leave reporting, calendars and balances can viewed by staff and supervisors, as well as viewed by staff and supervisors, as well as and approved.
- Approved leave may be mass uploaded to USPS, reducing data entry time.
- Substitute coordinators may access requests for substitutes Post notices to staff on an announcement board Track, plan and submit professional development activities to LPDC committee

## Service Features

- Unlimited NEOnet fiscal and technical support available by email, phone or service ticket
- No annual hardware maintenance, software or hosting contracts to manage NEOnet handles all upgrades and enhancements
- No user licenses to track or order Geographically redundant backup and recovery

## Optional Features

- Integration direction and assistance with AESOP for seamless leave tracking and approval

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