

# Employee Kiosk



# NEOnet

Prompt. Courteous. Knowledgeable.  
Support **you** deserve.

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 pay stubs/direct deposit information
- W2s can be viewed and printed
- Leave reporting, calendars and balances can viewed by staff and supervisors, as well as requested 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

Courteous

Helpful

Knowledgeable

Prompt

Concerned

[www.NEOnet.org](http://www.NEOnet.org)

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