

HR Kiosk

What is HR Kiosk? HR Kiosk allows employees to create a username and password to access their personal pay and benefit information as listed on Minster Local Schools payroll software. Once they have a username and password, they can access past pay stubs, leave request forms, check their deductions, review their attendance. An employee does NOT have access to any other employee's data.

To create your username and password and to attain additional information, log onto this site: <https://empower.nwoca.org/pls/htmldb/f?p=kiosk>

1. Click on "New User".
 - a. If you wish to use your home email account, you must share that email address with me.
 - b. I WILL NOT use your home email address to send your direct deposit form to unless you've given me authorization to do so.
2. Kiosk will send via email your temporary password.
3. Once you log on using your temporary password, you will be prompted to change your password
4. Login
5. Your options to view are at the left.

For a manual reference, go to

http://wiki.ssd.t.oe.cn.k12.oh.us/index.php?title=HR_Kiosk_Documentation