MVECA

Human Resources Kiosk Implementation Plan

HR KIOSK ACCOUNT

The following steps are required to establish a district HR Kiosk.

1. District completes HR Kiosk Authorization Form. This form authorizes MVECA to create an account with USPS access. This account is used to access data on the employee's behalf. The Fiscal Services Service Level Agreement will include the HR Kiosk.
2. MVECA will open a CA Unicenter ticket to NWOCA to create an HR Kiosk account. MVECA will contact the district once the account is ready for use.
3. The Treasurer's email address must be added in the biographical information in USPS. The Treasurer will register first.
4. MVECA will assign the Treasurer role within the HR Kiosk.
5. Treasurers will be asked to login to the HR Kiosk. They will be prompted to sign an agreement with NWOCA. S/He must electronically sign the NWOCA Processing Service Agreement.
6. MVECA will conduct training for the Treasurer and the Leave Administrator. The Leave Administrator role has access to district wide leave request screens. This is usually the payroll staff responsible for posting leave in USPS. Their approval triggers leave ready to be exported.

USPS REQUIREMENTS

HR Kiosk data is pulled from USPS. Incomplete or outdated payroll records may cause confusion for users. Here are suggestions that may lessen the confusion and ease implementation.

7. Conceal employees that have not been paid for a year or more. Run MASCHG/MASCONC in projection mode using a Last Paid Date. Review the report and execute MASCONC as actual if the report lists the correct terminated staff.
8. Update the job status for all jobs. All jobs with a job status of 1 and are "Y" – eligible for leave will be listed in the HR Kiosk when employees request leave. Run a Safari ODBC query to get a listing of all active jobs and their leave eligibility.
9. Consider making the main job for each employee job #1. It will be easier for employees with multiple jobs to select the correct job if their main job is listed first.
10. Establish email accounts. The HR Kiosk uses the email address from USPS to authenticate the user. We recommend using the MVECA or district email account for security reasons.
11. Add email addresses in USPS. A spreadsheet can be used to upload the email addresses into USPS.
    a. If you are using email notification of direct deposit you must execute MASCHG/MASENOT to set the Email dirdep notice flag in USPS to Y for those employees who receive their earning statement by email.
    b. This may require an upgrade to any check printing software. Please contact your service provider to determine if an upgrade is needed.
12. Implement Employee IDs. Anticipated legislation (H.R. 3046) will prohibit employers from displaying SSNs on the Internet, on checks or transmissions over the internet that are not encrypted. It will be much easier for HR Kiosk users if employee IDs are implemented before registration into the kiosk. Three (3) components are saved to identify the kiosk user: Employee ID, email address and district IRN. The Employee ID is the SSN if Employee IDs are not used. If the employee ID changes after registration; the user must re-register.
13. Add Supervisor IDs to employee job records. If the leave module in the HR Kiosk will be used; supervisor IDs are required. The Supervisor ID field will identify the workflow for the leave approval process. (This is another good reason to change to employee IDs now. If you add Supervisor IDs as SSNs they will have to all be changed when employee IDs are implemented.) The Supervisor ID is only visible in USPSWEB. Once again, a spreadsheet can be used to upload the supervisor ID.

Training Staff

HR Kiosk users will have a very wide array of computer experience/knowledge. Please consider the following when developing your training strategies.

14. Computer Literacy – Do users need basic web browser training?
15. Districts will decide how they want to train users for the HR Kiosk. MVECA can perform all training, if needed. Here are optional models.
    a. MVECA trains supervisors; district trains employees
    b. Treasurer's staff trains supervisors; supervisors train employees
    c. Training in small groups is preferred. Perhaps during a staff in-service/professional development day.

Implementation

Implementation and effective date are flexible. Consider the following when making these decisions.

16. Computer Accessibility – Do all staff members have access to a computer/internet?
17. Consider offering the HR Kiosk to a pilot group, i.e. the Treasurer's Office staff or Central Office staff to work out any obvious problems. Implement/Train by building vs. district wide implementation.
18. MVECA would like to communicate with Treasurer's Office staff only regarding support issues. Therefore, districts will need to establish support structures. HR Kiosk Super-users will answer user questions about using the HR Kiosk. This group will, also, receive email notification of any software updates.