



# Employee Kiosk – Leave Export Administrator

Revised November 2021

The Leave Export Administrator will have access to export the approved leave requests to a batch file and upload to payroll. Note: This role should be reserved for payroll personnel.

1. Login to the Kiosk. Click the **Leave Administrator** link. Additional choices will appear. Click **Export Approved District Request(s) for Posting**.

The screenshot shows a user interface for the Leave Administrator role. On the left, a dark sidebar menu contains several options: 'Leave Administrator', 'View/Approve/Reject District Request(s)', 'View Processed/Exported District Request(s)', 'View/Print District Request(s)', 'District Staff Leave Request Analysis', and 'Export Approved District Request(s) for Posting'. The 'Export Approved District Request(s) for Posting' option is highlighted with a red box. To the right, the 'Contact Information' section displays fields for Address 1, Street Address 2, City, Email, District Phone, and State (OH).

2. A new screen will be displayed.

The screenshot displays the 'Filter by Date Range' and 'Select Leave for Export to USPS' interface. The filter section includes fields for Starting Date (10/21/2021), Ending Date (05/12/2022), Building (All), Employee ID (All), Employee Name, Leave Type (All), Pay Group (All), and Appointment Type (All). A checkbox for 'Include "Other" Leave Type for Export' is checked. A 'Filter Leave Requests' button is located at the bottom of the filter section. Below the filter section, a 'Select Leave for Export to USPS' section contains a 'Note' and an 'Export Selected Leave' button. The table below shows a list of leave requests with columns for Request ID, Start Date, Start Time, End Date / Detail Leave Date, End Time, Employee ID, Employee Name, Job Desc, Leave Type, Sub Category, Leave Requested, Pay Group, and Appointment Type. The first row is highlighted in black, indicating it matches the filter criteria.

Sort by Start Date / Request ID	Select All	Start Date	Start Time	End Date / Detail Leave Date	End Time	Employee ID	Employee Name	Job Desc	Leave Type	Sub Category	Leave Requested	Pay Group	Appointment Type
20211021 006855077	<input checked="" type="checkbox"/>	10/21/2021	11:30 AM	10/26/2021	01:30 PM			El Daily Sub Cook	Sick Leave	-	3.500 Day(s)	26	Classified
	<input type="checkbox"/>	-	-	10/26/2021	-			El Daily Sub Cook	Sick Leave	-	0.500 Day(s)	26	Classified
	<input type="checkbox"/>	-	-	10/25/2021	-			El Daily Sub Cook	Sick Leave	-	1.000 Day(s)	26	Classified
	<input type="checkbox"/>	-	-	10/22/2021	-			El Daily Sub Cook	Sick Leave	-	1.000 Day(s)	26	Classified
	<input type="checkbox"/>	-	-	10/21/2021	-			El Daily Sub Cook	Sick Leave	-	1.000 Day(s)	26	Classified



- a. Approved requests waiting to be exported to USPS will be displayed. Approved leave can be filtered by the choices in the Filter by Date Range box to export only those requests. (*TIP: Enter an early Starting Date to include leave requests that were submitted/approved late.*)
- b. Click on the **Select All** box to select all leave displayed for export or click on individual boxes as required for export.
- c. After selecting requests to export, click on the **Export Selected Leave** button.

Select Leave for Export to USPS

Note: Column values highlighted in **black** below are equal to the entered filter values above.  
» denotes the request for leave contains multiple days.  
*Italicized* rows indicate this part of request has been exported.

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Sort by Start Date / Request ID	Select All	Start Date	Start Time	End Date / Detail Leave Date	End Time	Employee ID	Employee Name	Job Desc	Leave Type	Sub Category	Leave Requested	Pay Group	Appointment Type
20211021006855077	»	10/21/2021	11:30 AM	10/26/2021	01:30 PM			EI Daily Sub Cook	Sick Leave	-	3.500 Day(s)	26	Classified
	<input checked="" type="checkbox"/>	-	-	10/26/2021	-			EI Daily Sub Cook	Sick Leave	-	0.500 Day(s)	26	Classified
	<input checked="" type="checkbox"/>	-	-	10/25/2021	-			EI Daily Sub Cook	Sick Leave	-	1.000 Day(s)	26	Classified
	<input type="checkbox"/>	-	-	10/22/2021	-			EI Daily Sub Cook	Sick Leave	-	1.000 Day(s)	26	Classified
	<input type="checkbox"/>	-	-	10/21/2021	-			EI Daily Sub Cook	Sick Leave	-	1.000 Day(s)	26	Classified

3. A pop-up box will appear, stating that leave has been exported. Also, the export file will be saved in the Downloads folder on your PC.



4. Log into USPS-R. In the Utilities menu, click Attendance/Absence Import.

Utilities ▾ USAS Integration ▾

- Account Mapping
- Attendance / Absence Import**
- Automatic Payment Reconciliation
- Change Password
- Custom Grid Creator
- File Archive
- File Import
- Job Scheduler
- Mass Load
- Payroll Item Mismatch Utility
- Show Profile
- Tax Estimator

5. Choose the file that was previously downloaded. Then choose the following:
  - a. Location Code (Ensure that None is selected)
  - b. Post to Payroll Processing Options (Future, Current, or None)
  - c. Check Combine Attendance Entries if desired
  - d. Check Allow Negative Leave Balances if desired
  - e. Payroll Account to Charge (Defined for Position or Sub for SSN)
  - f. Click **Import**

USPS Attendance Import

Attendance Import File  514999505...e\_Export.csv

Location Code

Post to Payroll Processing Options

Combine Attendance Entries

Allow Negative Leave Balances

Payroll Account to Charge

6. The screen will show **Records Loaded** and Errors.

Records Loaded: 1

Errors: 0

Total Records: 1

- a. If there is a number in the Errors field, there is a problem with the record(s) and the rejected records were not posted. An error file (ATTERR.CSV) is created.

Records Loaded: 0

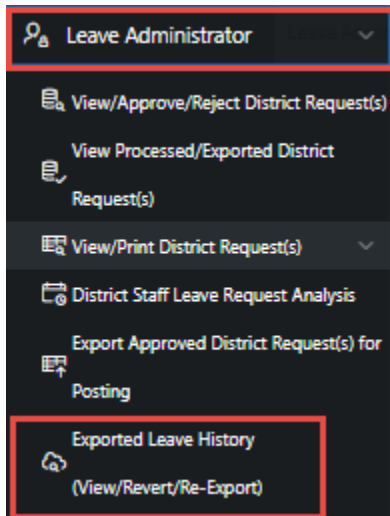
Errors: 1

Total Records: 1



- b. Review the ATTERR.CSV. An employee may need to correct the leave request in Kiosk or the leave may need to be manually posted in Attendance. Corrections can also be made to the ATTERR.CSV file, saved, and uploaded again, repeating step 5.

- You also will be able to re-export and re-upload the approved requests if needed. Click the **Leave Administrator** link, then click **Exported Leave History (View/Revert/Re-Export)**.



- This option should only be used if the original export file is lost and cannot be imported. Importing a file that has already been successfully imported will cause duplicate posting of leave.
- Click on **View** to see the individual records that you will be re-exporting. Close the View Window.

Exported Leave History							
Export Again	View Details	Revert to Approved	Start Date	End Date	Date / Time Exported	Export Control No	Number Requests Exported
Export	View	Revert Leave to Approved	10/26/2021	10/26/2021	11/03/2021 / 09:51:49 AM	514999505	1

- Click on **Export**. This option will save a new spreadsheet of a previous export and will contain the same records that were in the view.
- If leave was exported inadvertently & would need to be reverted, click **Revert Leave to Approved**. The leave request that needs reverted would need to be selected by checking a box, then click **Remove Exported Status Flag from Selected Records**.

20211021 006855077	<input checked="" type="checkbox"/>	-	-	10/26/2021	-			El Daily Sub Cook	Sick Leave	0.500 Day(s)	03-NOV-21 09:51:49:995050 AM	26	Classified
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Number of Rows Displayed  
5

Remove Exported Status Flag from Selected Records