

## KIOSK / PAY STUBS

1. **WHAT IS KIOSK?** It is for all employees to locate their pay slip, W-2's, and current position details for each year.
2. **WHERE CAN I FIND IT?** Located under Staff Tools on the Maple Heights City Schools website.
3. **HOW DO I USE IT?** See instructions below.
4. **YOUR FIRST PAY CHECK WILL BE A "LIVE CHECK" AND YOU WILL HAVE A PAY STUB WITH IT.**
5. **HOWEVER, TO MAKE SURE AFTER THE FIRST PAY CHECK THAT YOU RECEIVE A PAY STUB, YOU MUST HAVE REGISTERED IN KIOSK. ONCE YOU HAVE BEEN ASSIGNED AN EMAIL ADDRESS, YOU SHOULD REGISTER WITH KIOSK.**

**FOR FURTHER HELP:** Contact Tameshia Hutchinson in the Treasurer's Office via email or at extension 3106.

**\*\*IT IS VERY IMPORTANT THAT YOU REGISTER WITH KIOSK ONCE YOU HAVE YOUR EMAIL ADDRESS. THERE IS OTHER INFORMATION AND FORMS THAT KIOSK WILL PROVIDE IN THE FUTURE THAT TO GET YOU WILL NEED TO USE KIOSK.**

**Employee  
Kiosk**



Welcome to the MCOECN Employee Kiosk.

Email Address \_\_\_\_\_

Password \_\_\_\_\_ [Login]

First time using the Kiosk? Click here to register.

Forgot your Password? Click here to reset.

To register for the Employee Kiosk, please supply the following:

- 1) The county in which your district resides,
- 2) Your district's name,
- 3) Your Employee Id or SSN,
- 4) Your email address provided to you by your district.

County

District

Employee Id

OR

SSN  
(no dashes)

Email

[ Submit ]