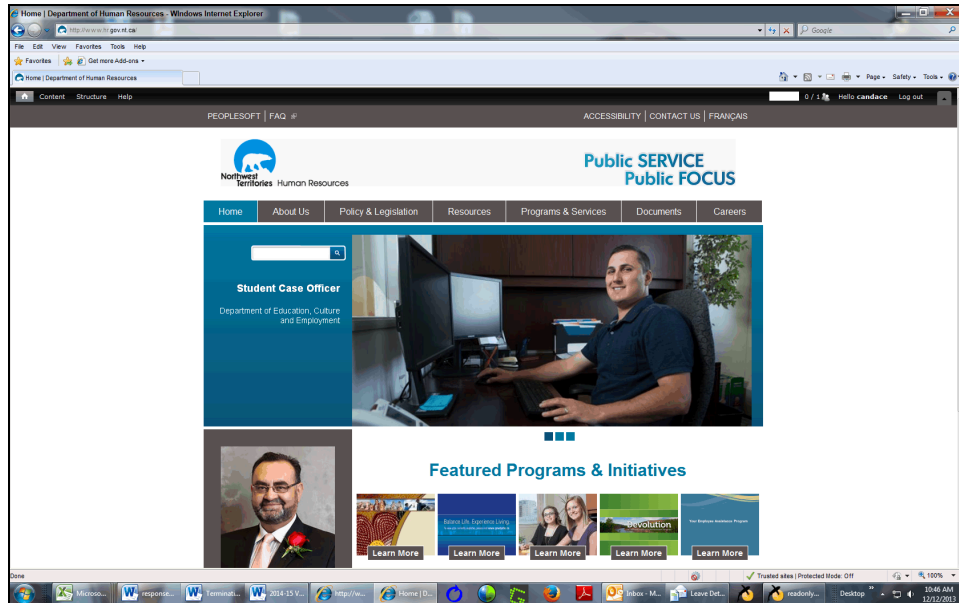
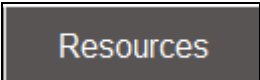


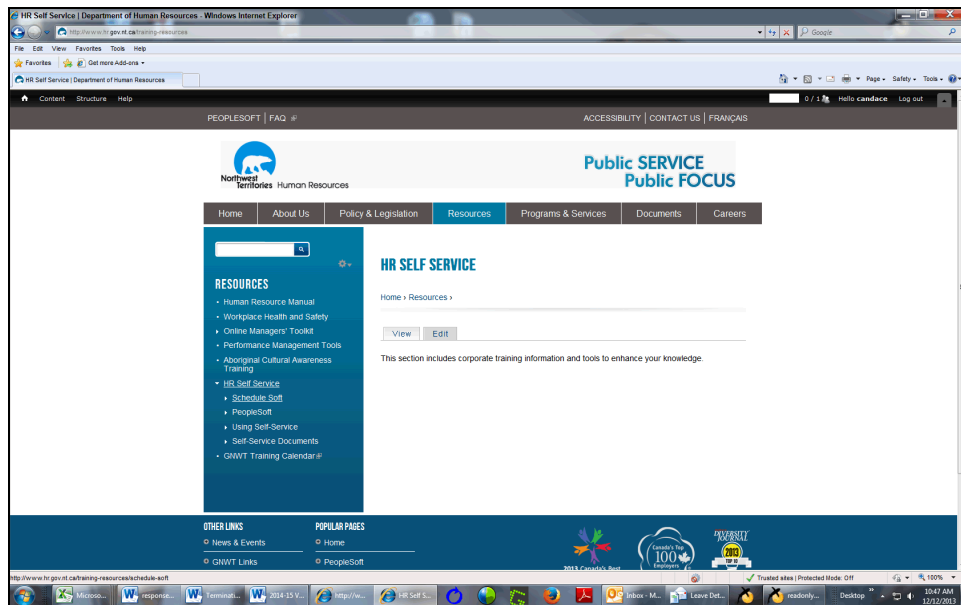
Using the Kiosk 2



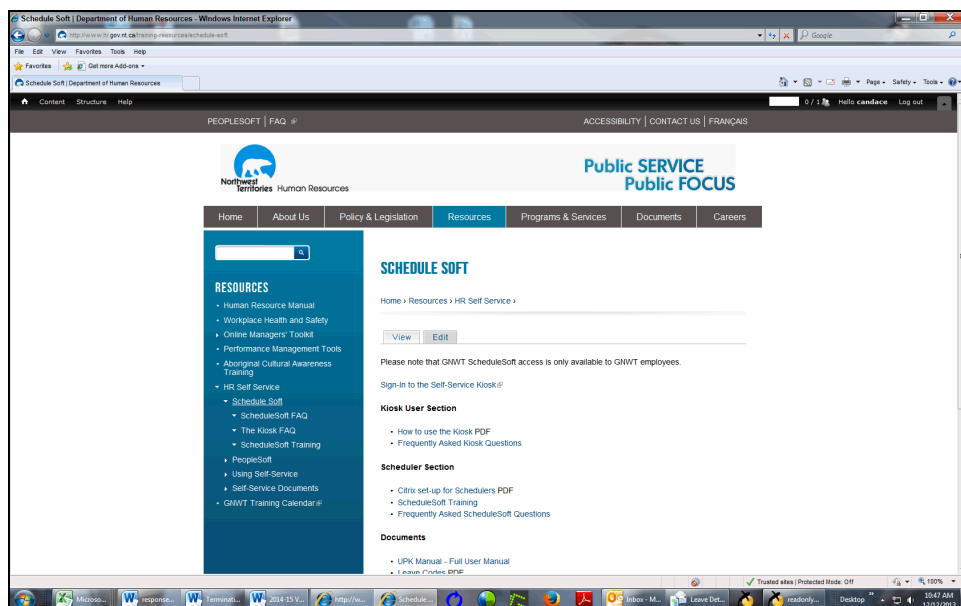
Step	Action
1.	The link to the GNWT ScheduleSoft site is found on the Human Resources website at www.hr.gov.nt.ca. Click the Resources link. 



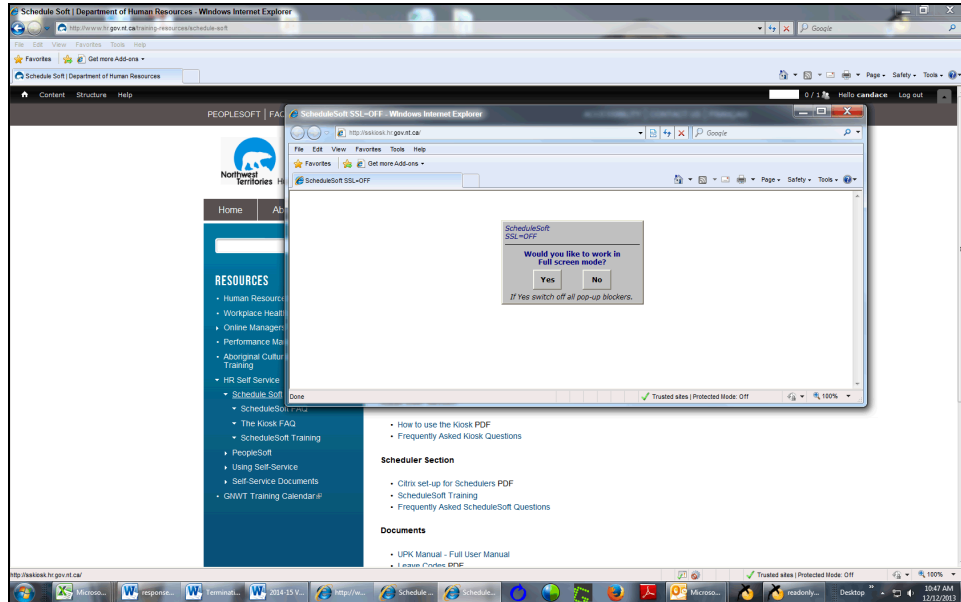
Step	Action
2.	Click the HR Self Service link. HR Self Service



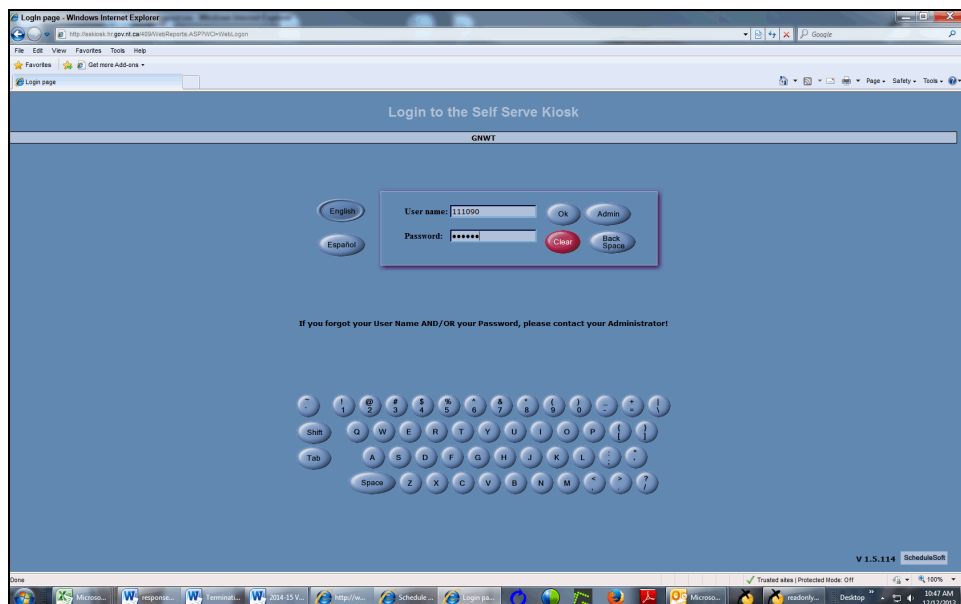
Step	Action
3.	Click the Schedule Soft link. Schedule Soft



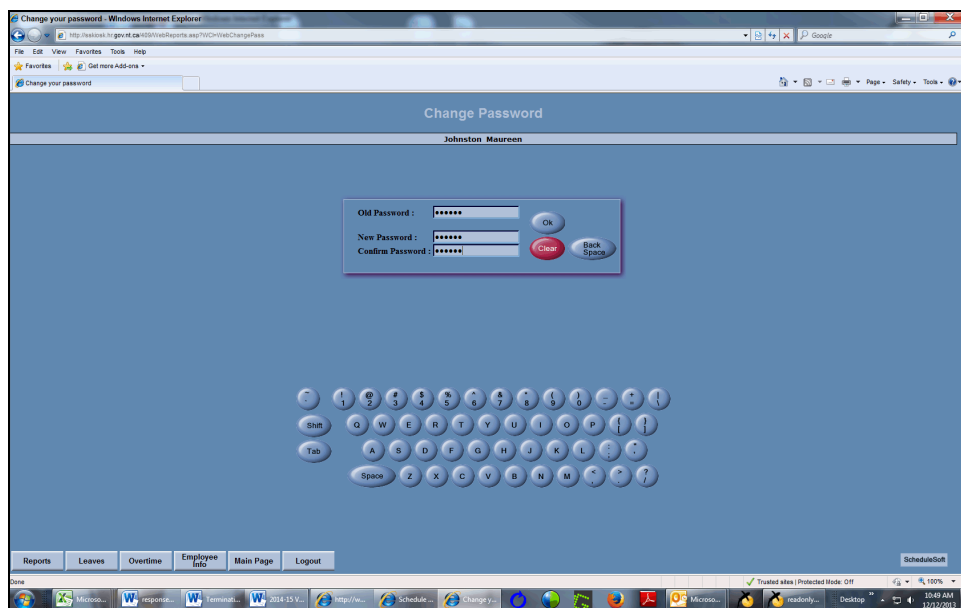
Step	Action
4.	Click the Sign-In to the Self-Service Kiosk link. Sign-In to the Self-Service Kiosk

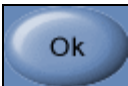


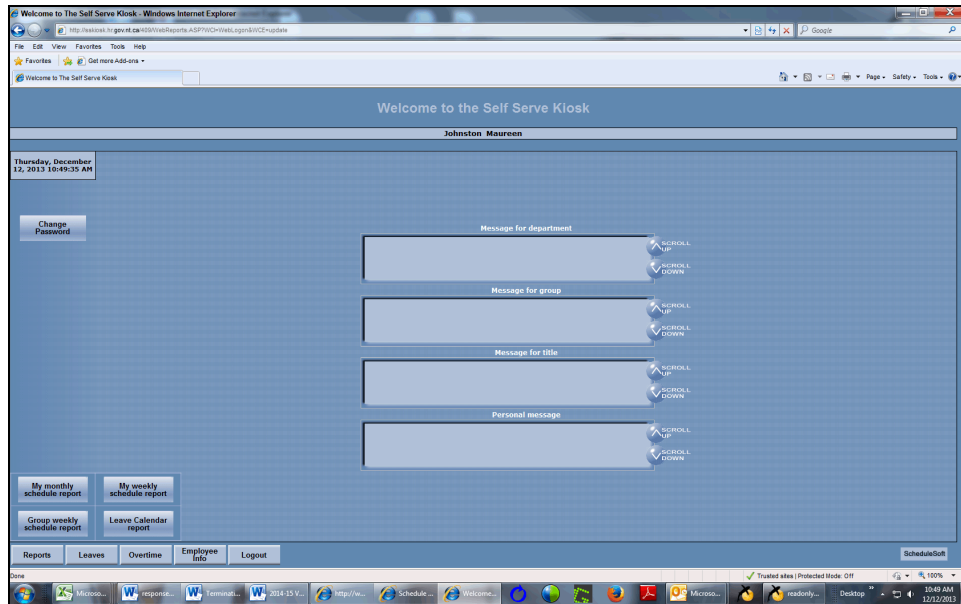
Step	Action
5.	Click the No button. No



Step	Action
6.	Enter your sign-in information into the User name: field. Enter your password and click the OK button. If your password is incorrect, you will be notified here. For Kiosk password resets, contact HR Systems at hrhelpdesk@gov.nt.ca . Please indicate "Kiosk" or "ScheduleSoft" in your subject line. Click the OK button. 



Step	Action
7.	Once you sign-in for the first time, you will be asked to select a new password. Re-enter your current password in the Old Password field. Enter your new password, and repeat in the confirm password field. Click the OK button. Once you have changed your password, you will be asked to re-enter your User Name and Password. Click the Confirm Password : button. 



Step	Action
8.	You are brought to the Main Page screen. The current date and time are located at the top left of the page. The Change Password screen is available here. You can change your password at any time. Any messages from your supervisor will be displayed here. You can navigate through the Kiosk using the buttons at the bottom of the screen. Select the Reports button to obtain the reports menu. Click the Group weekly schedule report object.

Group weekly schedule report - Windows Internet Explorer

Group weekly schedule report
GNWT - FS ACU - FT

December 2013

Day/Name	9 Mon	10 Tue	11 Wed	12 Thu	13 Fri	14 Sat	15 Sun
1 Butler Ruth RN	FS ACU 7:15 PM-7:45 AM	FS ACU 7:15 PM-7:45 AM	OFF	OFF	FS ACU 7:15 PM-7:45 AM	FS ACU 7:15 PM-7:45 AM	FS ACU 7:15 PM-7:45 AM
2 Carr Lisa RN	FS ACU 7:15 AM-7:45 PM	FS ACU 7:15 AM-7:45 PM	FS ACU 7:15 PM-7:45 AM	FS ACU 7:15 PM-7:45 AM	OFF	OFF	OFF
3 Daniels Sheila RN	FS ACU 7:15 AM-7:45 PM	FS ACU 7:15 AM-7:45 PM	FS ACU 7:15 PM-7:45 AM	FS ACU 7:15 PM-7:45 AM	OFF	OFF	OFF
4 Evey Laura Lee RN	OFF	OFF	FS ACU 7:15 AM-7:45 PM	FS ACU 7:15 AM-7:45 PM	FS ACU 7:15 AM-7:45 PM	OFF	OFF
5 Hadley Valerie RN	FS ACU 7:15 AM-7:45 PM	FS ACU 7:15 AM-7:45 PM	FS ACU 7:15 PM-7:45 AM	FS ACU 7:15 PM-7:45 AM	FS ACU 7:15 AM-7:45 PM	OFF	OFF
6 Jewell Janice RN	FS ACU 8:30 AM-5:00 PM	FS ACU 8:30 AM-5:00 PM	FS ACU 8:30 AM-5:00 PM	FS ACU 8:30 AM-5:00 PM	FS ACU 8:30 AM-5:00 PM	OFF	OFF
7 Johnston Maureen RN	OFF	OFF	FS ACU 7:15 AM-7:45 PM	FS ACU 7:15 AM-7:45 PM	FS ACU 7:15 AM-7:45 PM	OFF	OFF
8 Ladrash Valerie RN	OFF	OFF	OFF	OFF	OFF	OFF	OFF
9 Laroque Vicki RN	OFF	OFF	OFF	OFF	OFF	OFF	OFF
10 MacDonald Leah RN	OFF	OFF	OFF	OFF	OFF	FS ACU 7:15 AM-7:45 PM	FS ACU 7:15 AM-7:45 PM
11 Paulette Janet SWB OP	FS ACU 8:00 AM-4:30 PM	FS ACU 8:00 AM-4:30 PM	FS ACU 8:00 AM-4:30 PM	FS ACU 8:00 AM-4:30 PM	OFF	OFF	OFF
12 Tarrant Phyllis RN	OFF	OFF	OFF	OFF	FS ACU 7:15 PM-7:45 AM	FS ACU 7:15 PM-7:45 AM	FS ACU 7:15 PM-7:45 AM
13 Thompson Brandy RN	FS ACU 7:15 AM-7:45 PM	FS ACU 7:15 AM-7:45 PM	FS ACU 7:15 PM-7:45 AM	FS ACU 7:15 PM-7:45 AM	OFF	OFF	OFF
14 Walsh Kathy RN	FS ACU 7:15 PM-7:45 AM	FS ACU 7:15 PM-7:45 AM	OFF	OFF	OFF	OFF	OFF

My monthly schedule report | My weekly schedule report | Group weekly schedule report | Leave Calendar report

Reports | Leaves | Overtime | Employee Info | Main Page | Logout

Step	Action
9.	The Group weekly schedule report will appear for the current week. You can review past and future weekly schedules for your Department. Click the arrow to view the next week Select the Reports button to obtain the reports menu. Click the My monthly schedule report object. My monthly schedule report

My monthly schedule report - Windows Internet Explorer

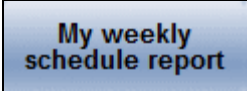
My monthly schedule report
GNWT - FS ACU
Johnston Maureen

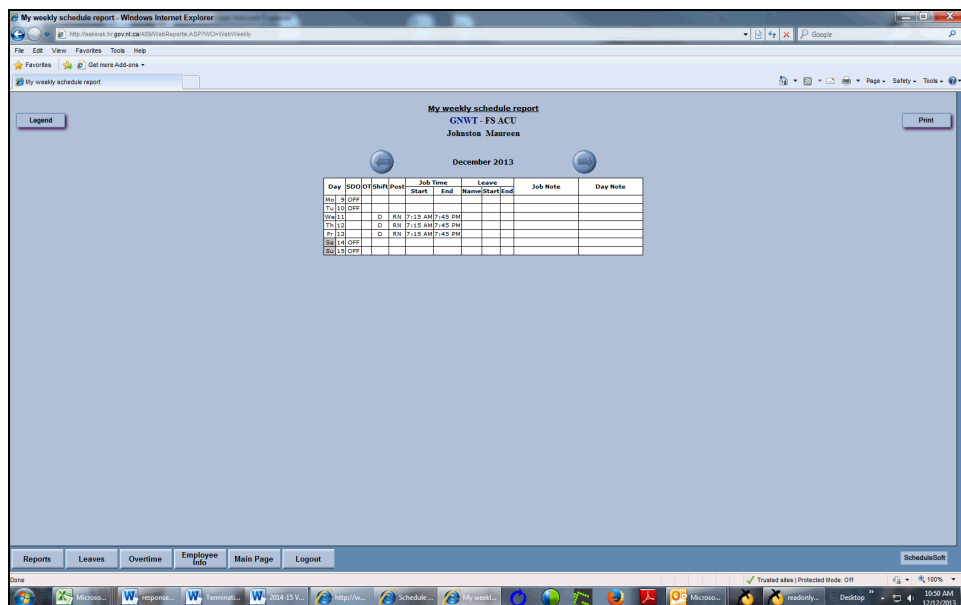
December 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-15- OFF	-16- 7:15 PM-7:45 AM FS	-17- 7:15 PM-7:45 AM FS	-18- OFF	-19- OFF	-20- 7:15 PM-7:45 AM FS	-21- 7:15 PM-7:45 AM FS
-22- 7:15 PM-7:45 AM FS	-23- OFF	-24- OFF	-25- OFF	-26- OFF	-27- OFF	-28- 7:15 PM-7:45 AM FS
-29- 7:15 PM-7:45 AM FS	-30- OFF	-31- OFF				

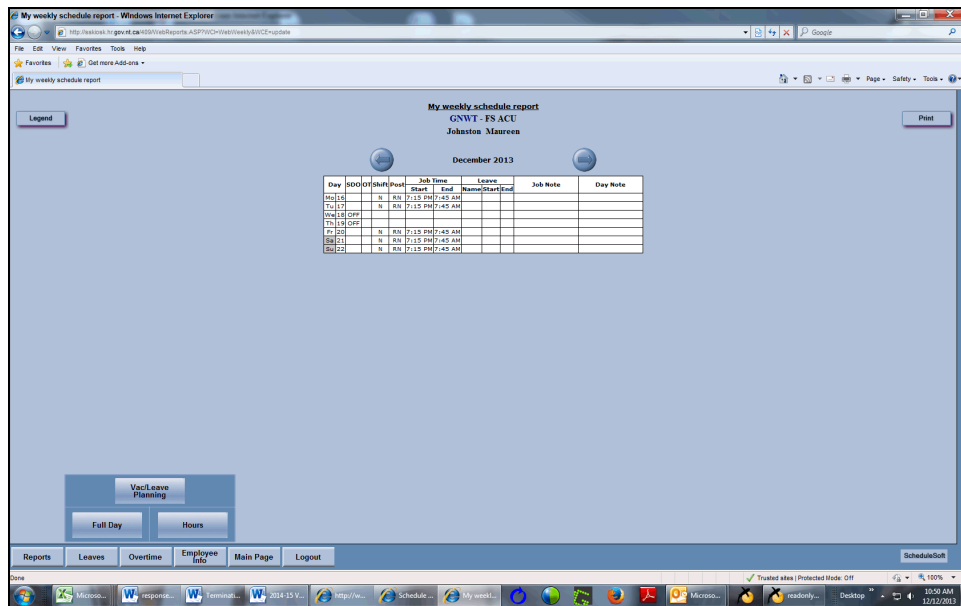
My monthly schedule report | My weekly schedule report | Group weekly schedule report | Leave Calendar report

Reports | Leaves | Overtime | Employee Info | Main Page | Logout

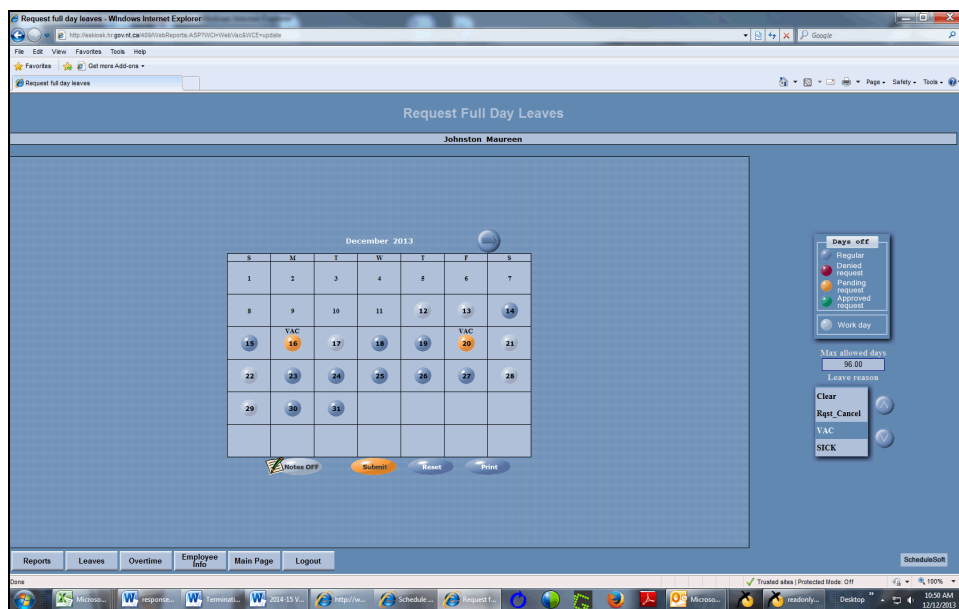
Step	Action
10.	Your monthly schedule, including leave and days off, are listed here. You can print your schedule from this page. Select the Reports button to obtain the reports menu. Click the My weekly schedule report object. 



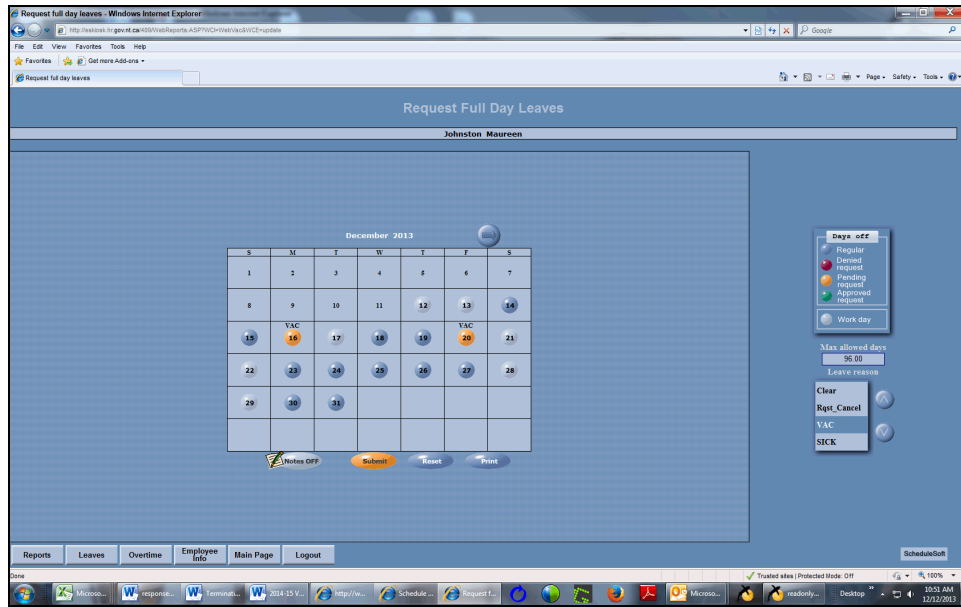
Step	Action
11.	The My weekly schedule report screen will appear for the current week, along with any Day Notes that may have been entered. You can review past and future weekly schedules for yourself. Click the Arrow button to review the next week. You can print your schedule from this page. 



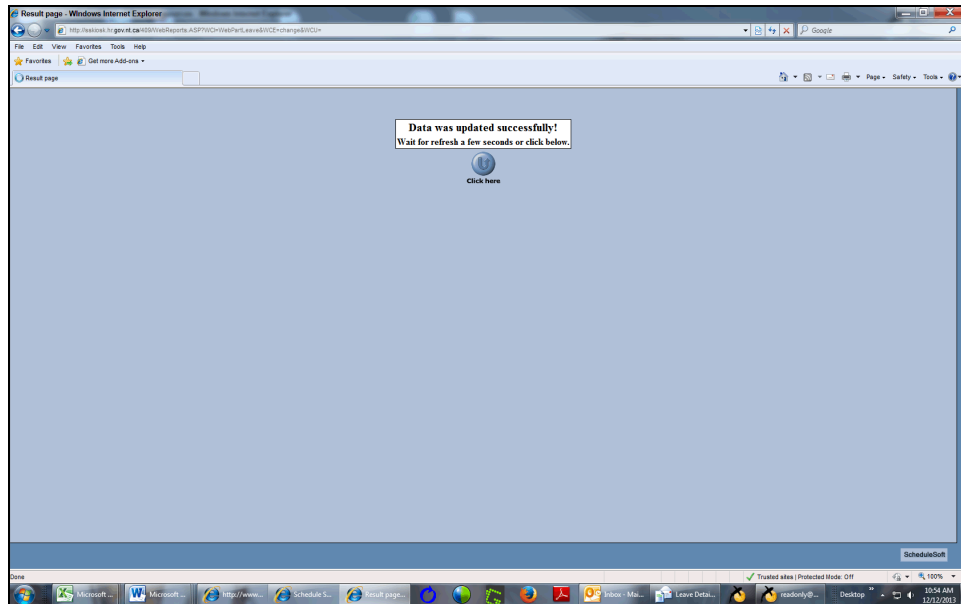
Step	Action
13.	Click the Full Day menu. The Leave Reasons include the types of leave to be requested. The Days off legend identifies what colors stand for on the calendar. Max allowed days - This area is not being used. Reset - This will reset the calendar back to it's original state (NOTE: once Submit has been selected, only changes not yet saved will be adjusted) Notes - This area will not be used.



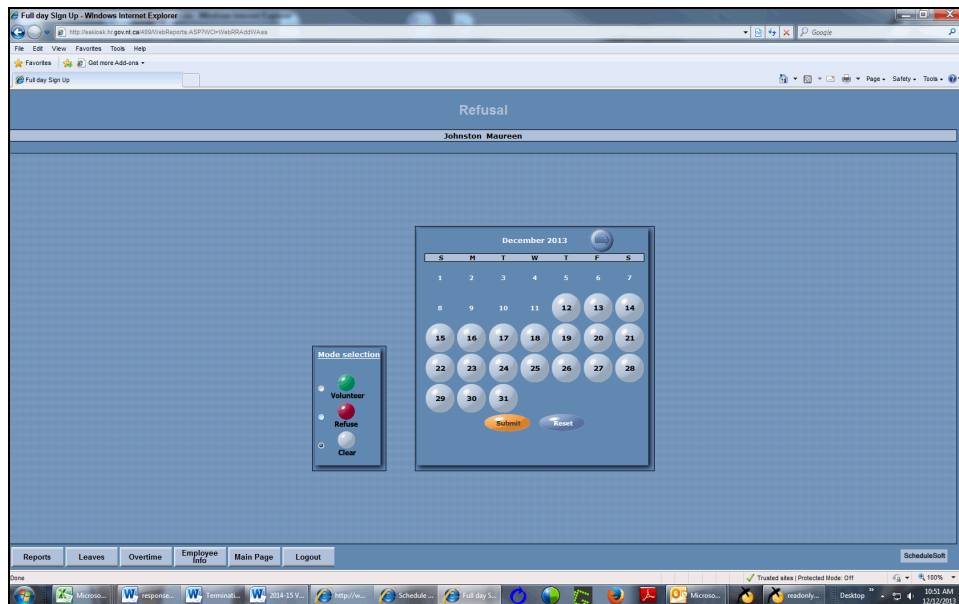
Step	Action
14.	The Full Day Leaves screen will appear for the current month. You can review past and future monthly schedules by selecting the arrow buttons. Select the type of leave. Select the days you wish to request leave. If a leave request is adjusted, the original approved leave is maintained while the new request shows as pending approval (until Approved or Denied). Click the Submit button. 



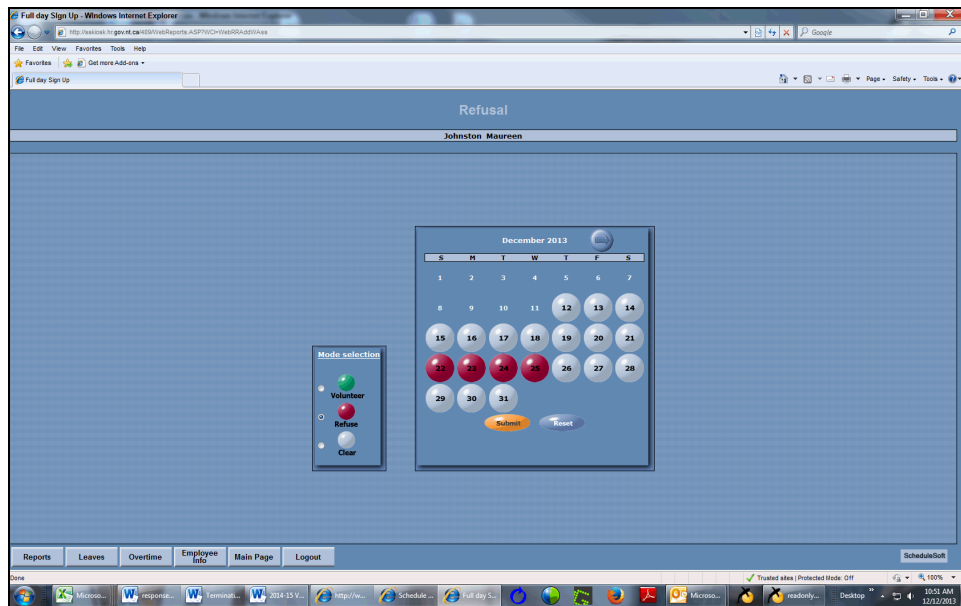
Step	Action
15.	Click the Refusal object. 



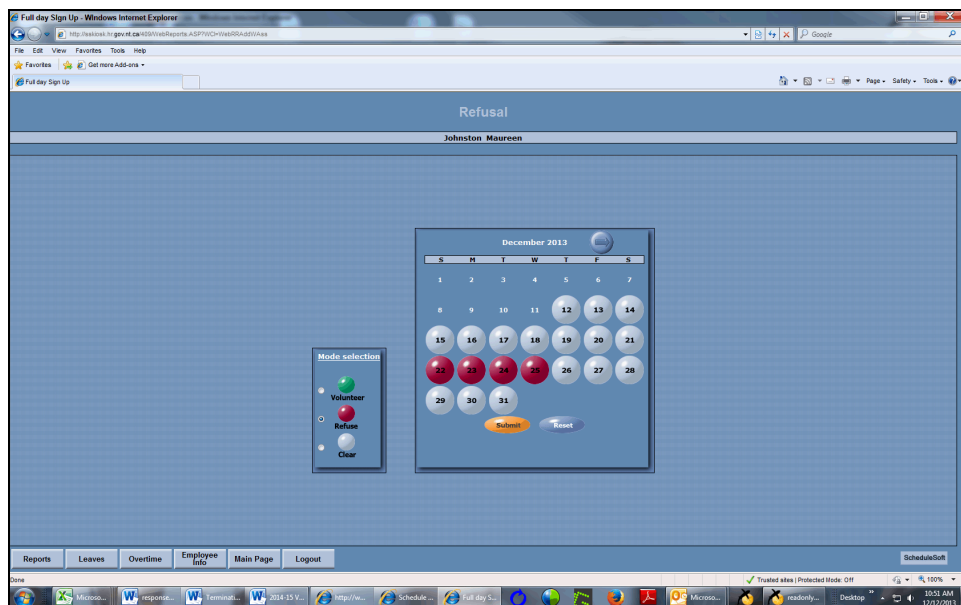
Step	Action
16.	You will receive a notification that your request was successfully updated. Click the Arrow object. 



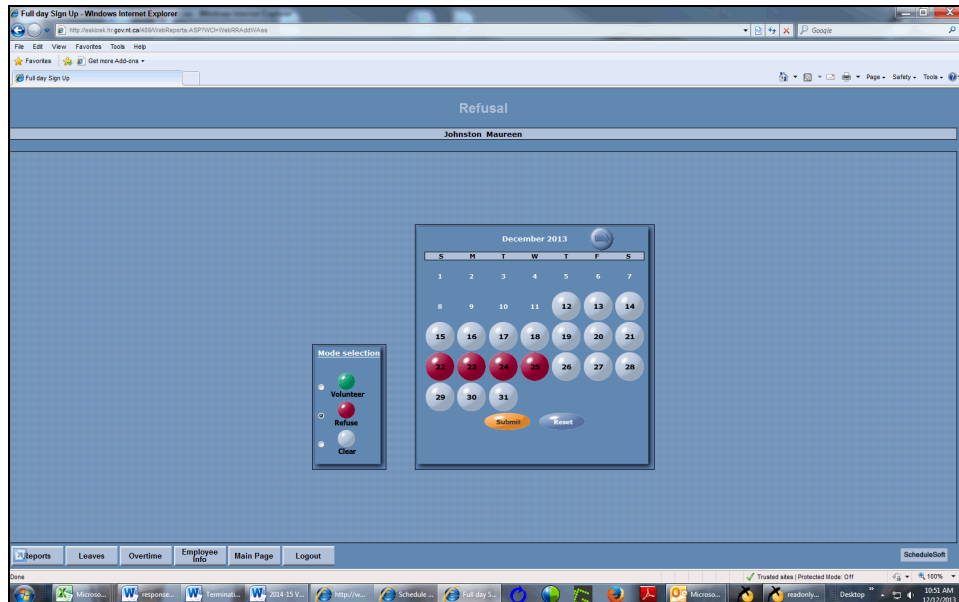
Step	Action
17.	You can also identify your availability in the Kiosk. Overtime is distributed as per Article 23 of the UNW Collective Agreement. Select the Overtime button to obtain the menu.



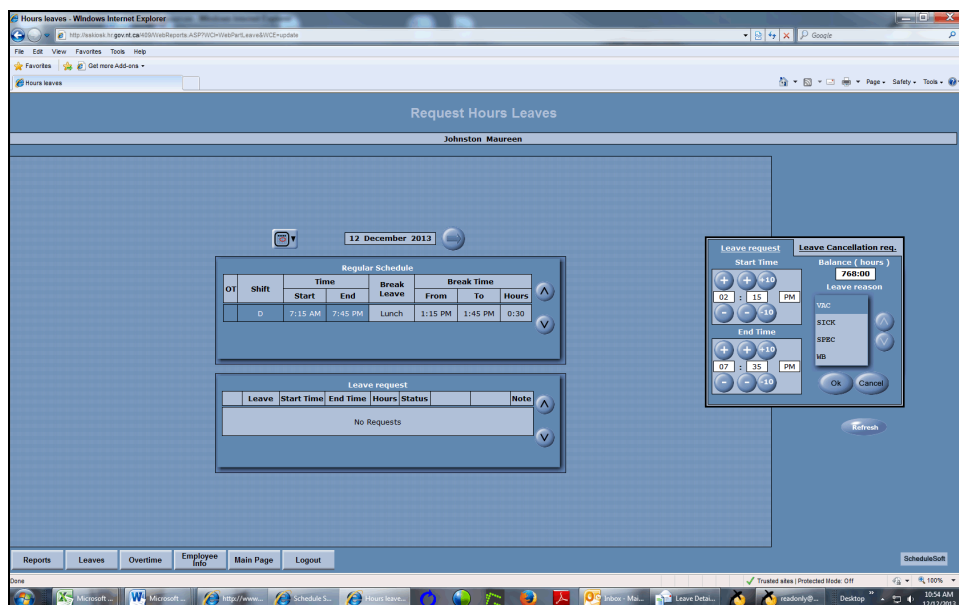
Step	Action
18.	The Refusal screen appears with the current month. In the Mode selection box, click the Refuse option. Select the days you wish to notify that you are unavailable. Click the Submit button to save your request for your supervisors consideration. 



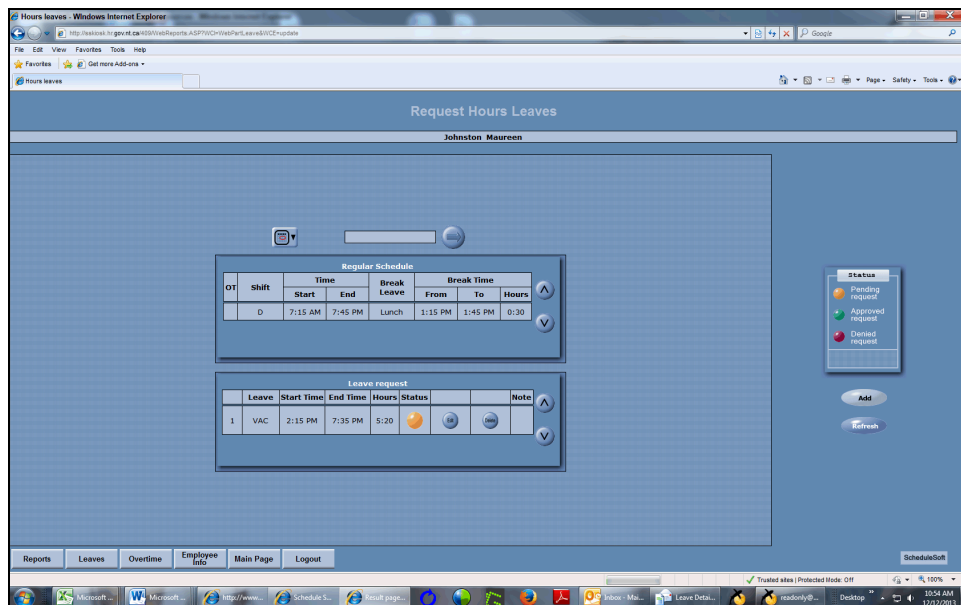
Step	Action
19.	To exit the Kiosk, click the Logout button. Logout

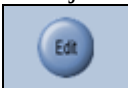


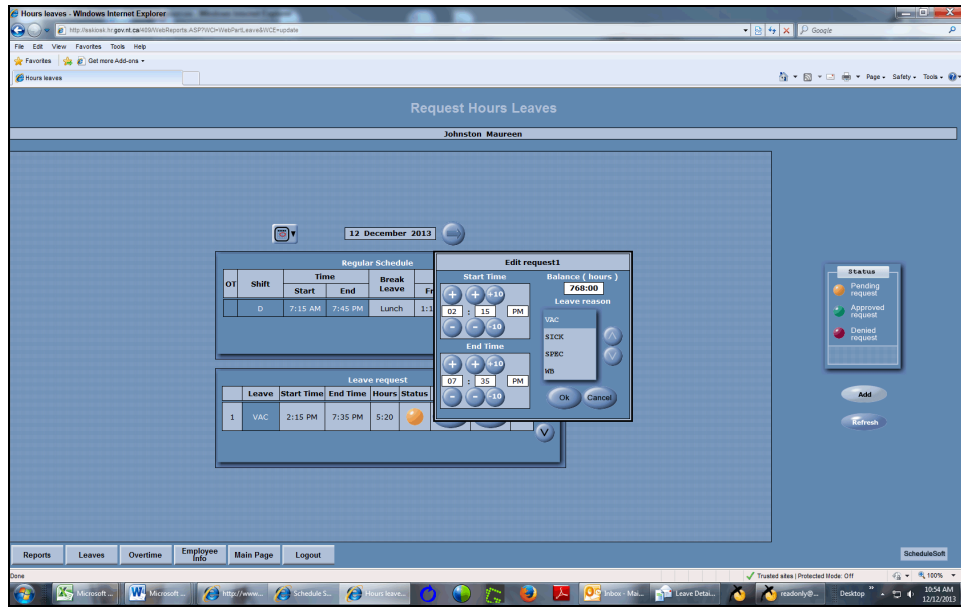
Step	Action
20.	End of Procedure. Remaining steps apply to other paths.



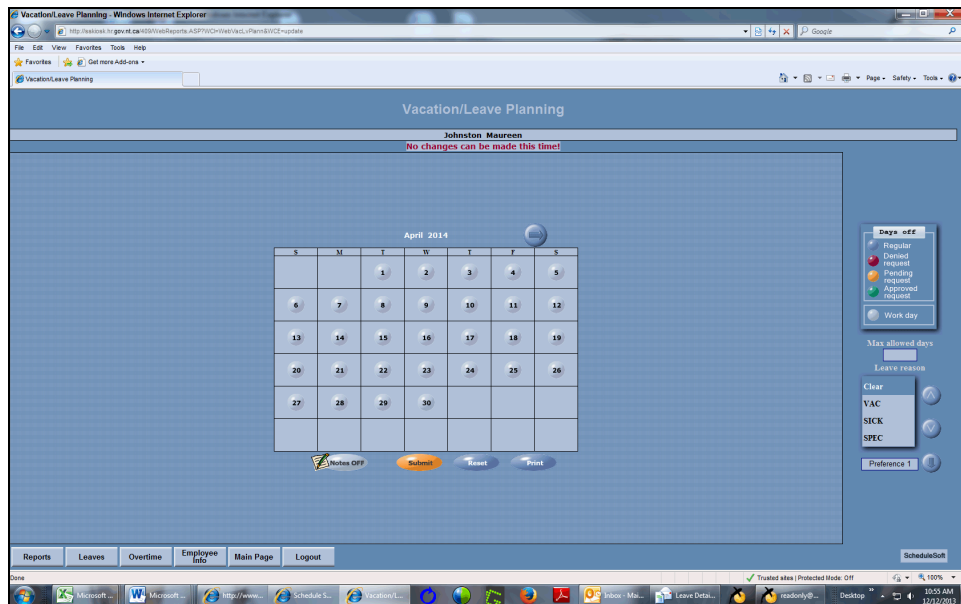
Step	Action
21.	Click the Hours menu. Adjust the start and end time of the leave. Note: Leave balances are retained in PeopleSoft, not your Kiosk. Click the + button to adjust the hours. Click the - button to adjust the end time. Select the type of leave from the Leave Reason list. Click the OK button.



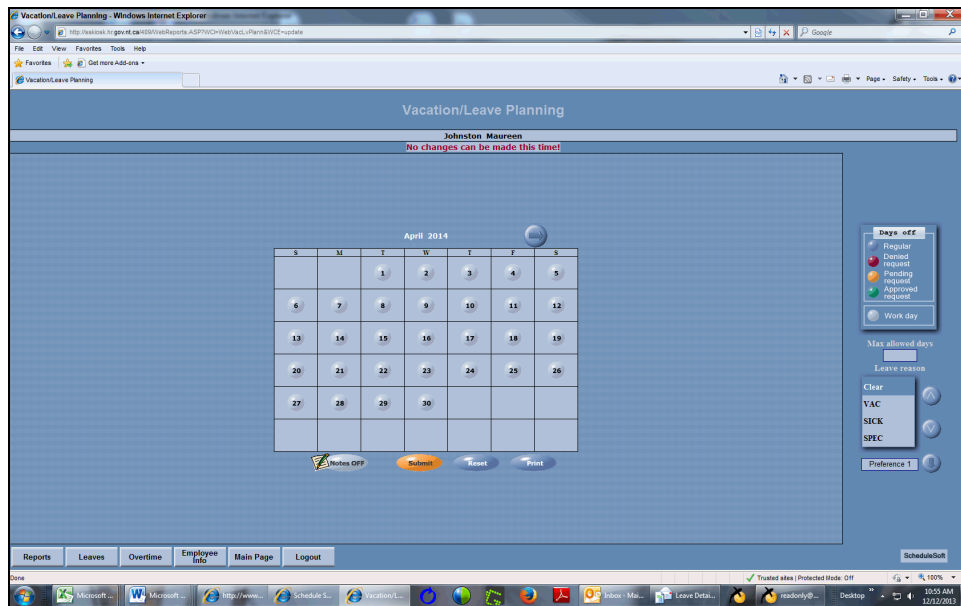
Step	Action
22.	Once submitted, the status button will indicate if the request is pending, approved, or denied. To adjust the request, click the Edit button. 



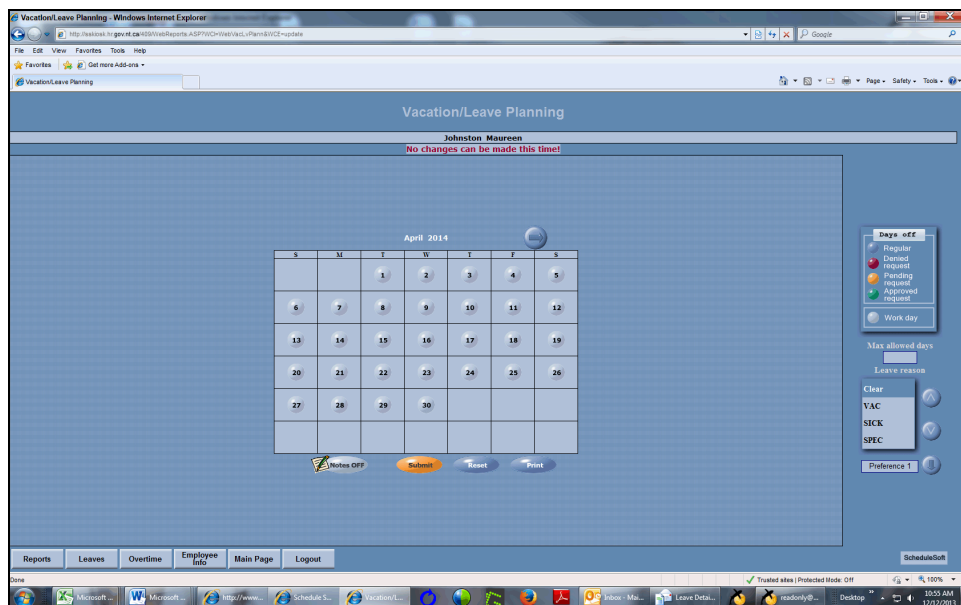
Step	Action
23.	You can update the start, end time, or leave reason. Click the OK button to close the dialog.  Go to step 16



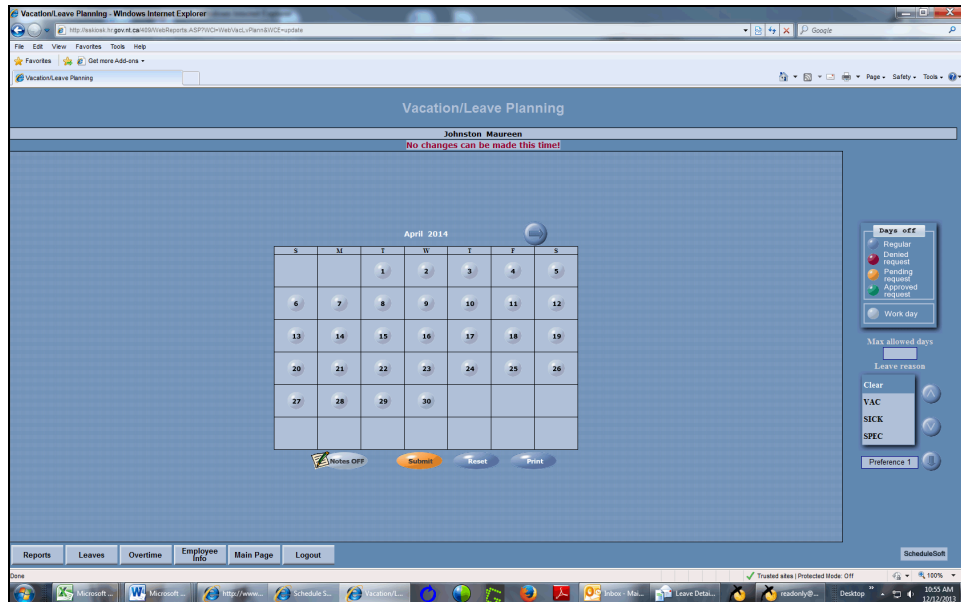
Step	Action
24.	Click the April 2014 SMTWTFS object.



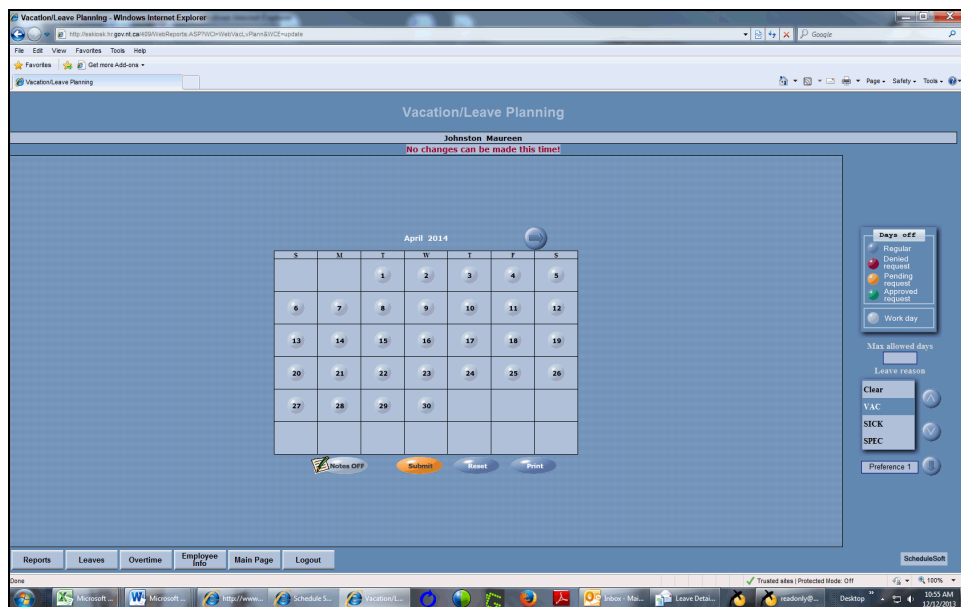
Step	Action
25.	Click the Vac/Leave Planning Menu. This menu is only available from January 1-31 for the upcoming fiscal year. After that timeframe, you can revisit this page to review requests that have been approved, denied, or are pending. Only Vacation leave is to be requested here.



Step	Action
26.	If your schedule has been generated for the new fiscal year, you will be able to identify what days you have been scheduled to work. This page will only show days on and off; detailed information on what shift you are working can be found in Reports > My Weekly Schedule or My Monthly Schedule .



Step	Action
27.	Click the Vacation Leave object. VAC



17

Go to step 16