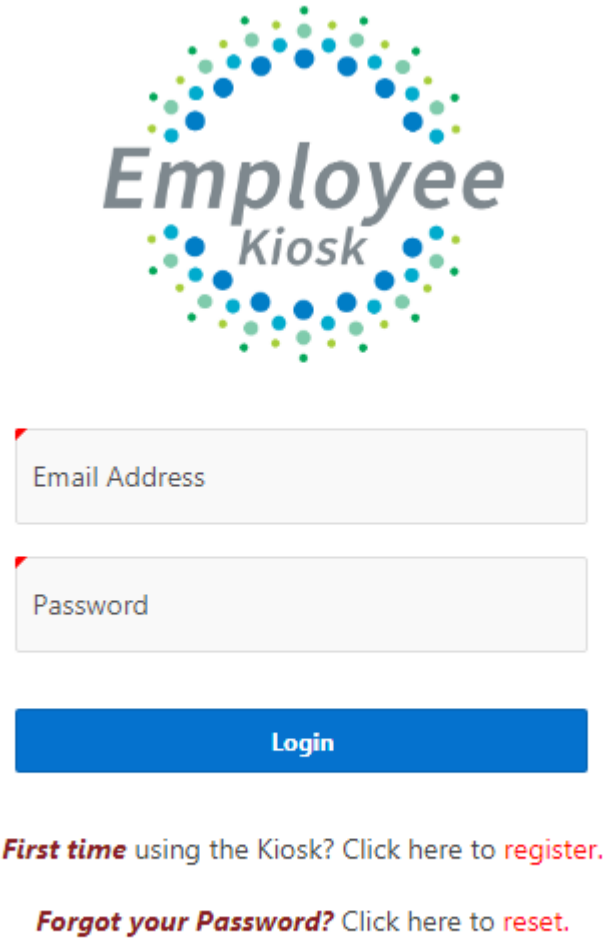
Loudonville-Perrysville EVSD
Employee Kiosk Instructions
Vacation, Professional,
Personal and Sick Leave
Requests

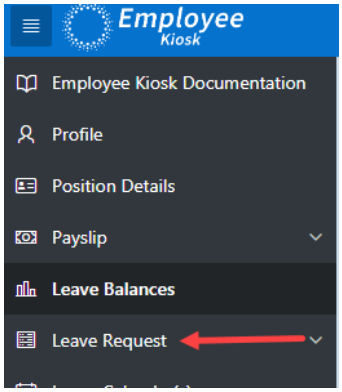
1. Go to the TCCSA homepage- www.tccsa.net
2. Click on the Employee Kiosk button.

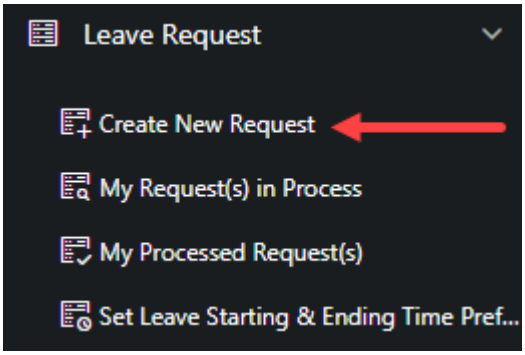
3. Login using your ENTIRE school email address as your username.



4. If you have forgotten your password or if you have never logged into the Kiosk click on the appropriate link on the login page.

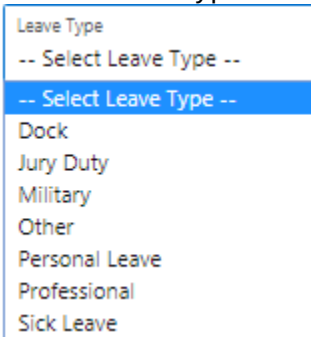
5. Click “Leave Request”



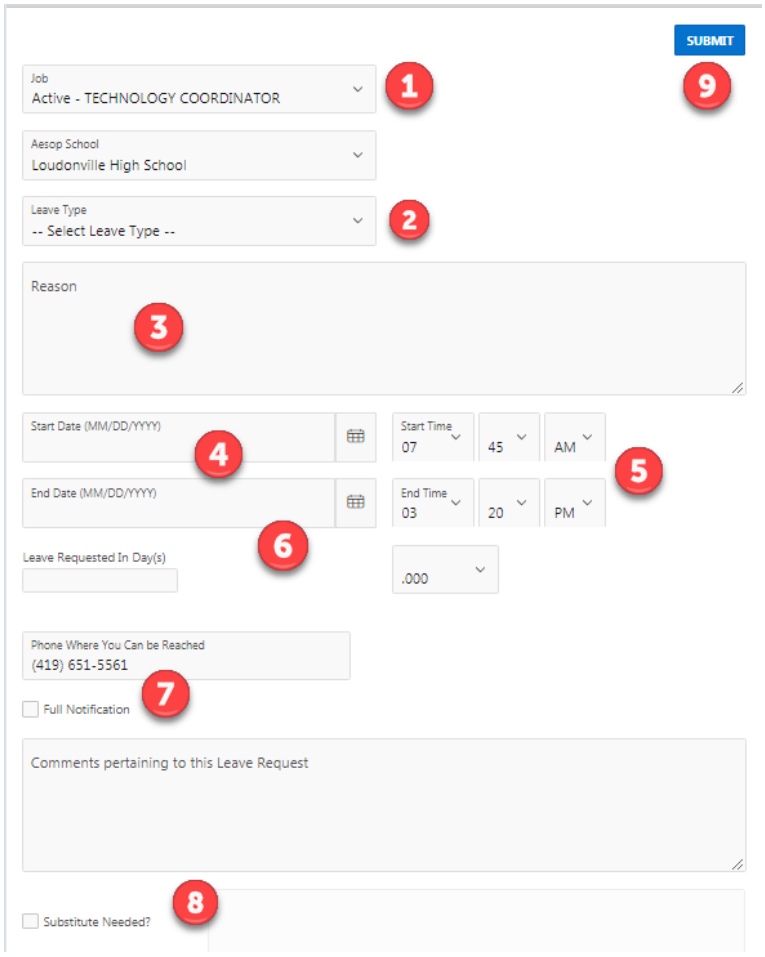


6. Click Create New Request.
7. The New Leave Request screen appears

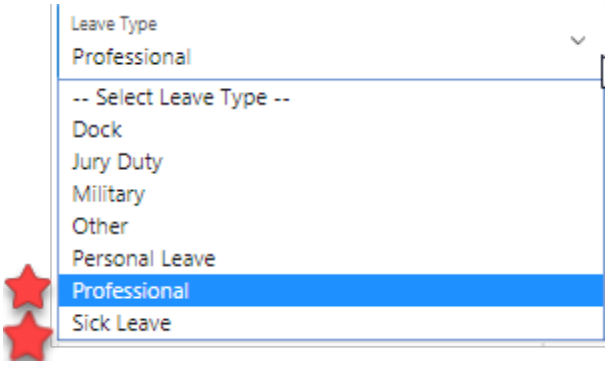
1. Make sure your job is selected.
2. Select Leave Type



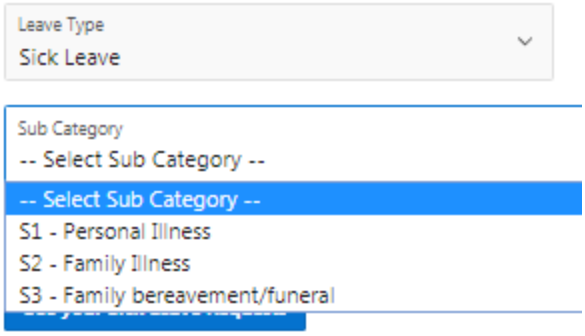
3. Type your reason unless it is a personal day then write personal.****
4. Dates you’ll be gone.
5. If you haven’t set defaults or if you are gone a partial day.
6. Number of days.
7. Do you want email notifying you of where you are in the process? Check box then
8. If you need a sub check the box.
9. Click Submit.



***Cetain Leave Types, when selected, open other fields.

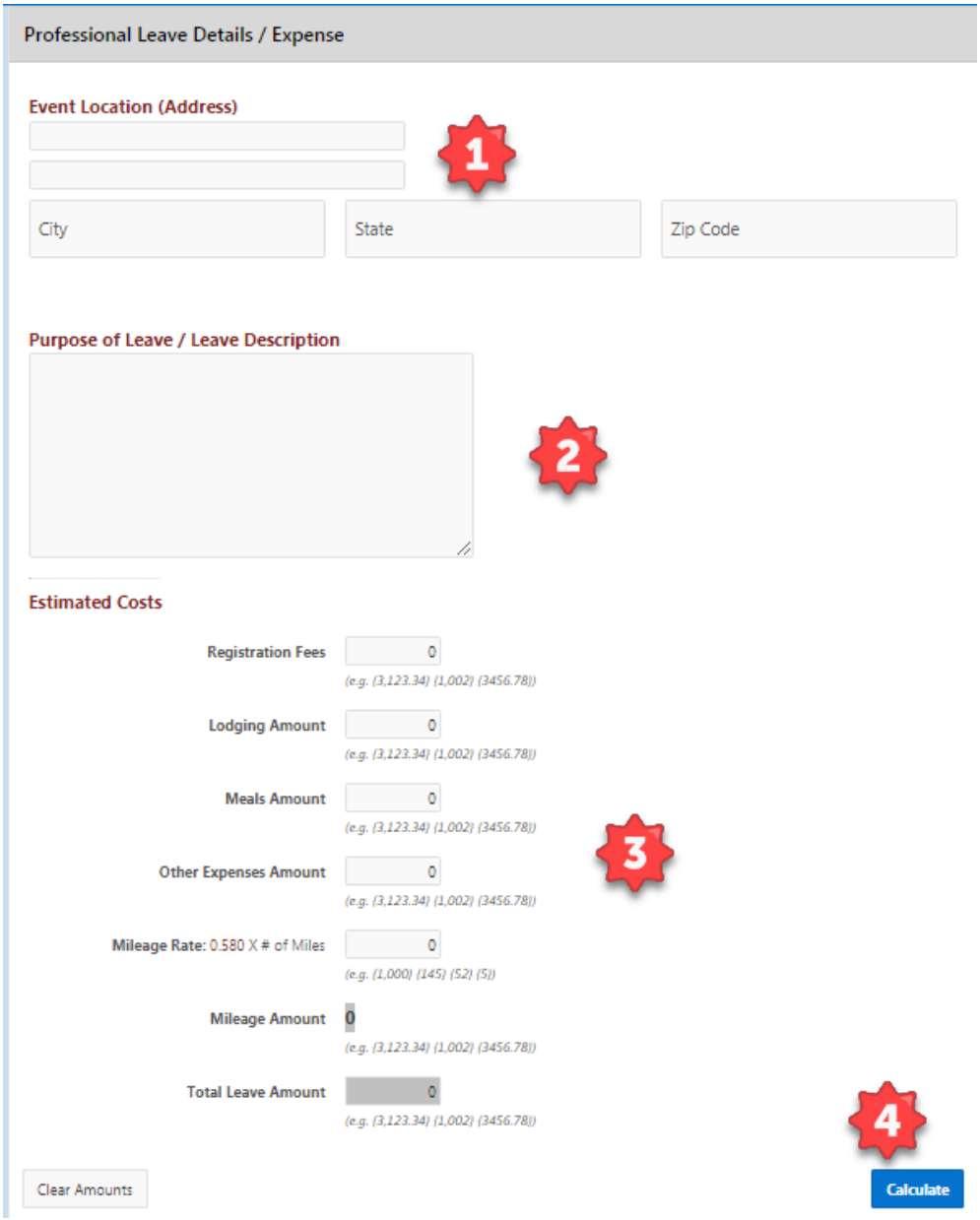


If you select Sick Leave you must select a Sub Category and provide a reason. (I'm ill, dr. appt., sick child, taking mom to medical doctor etc.)



If you submit a request that will span multiple days you will be presented with a screen to verify the dates and the leave request for each day.

If you select Professional Leave, you will need to complete the Professional Leave Details / Expense section.



1. Enter the location of the event.

2. Enter the purpose of the leave and/or a description of the event.

3. Enter your estimated expenses. Enter the miles of the proposed trip. The system will calculate the mileage amount to be reimbursed based on the district entered mileage rate.

4. Click the calculate button to add all the estimated costs together.

You must still complete requisitions for all expenses you are estimating on this form.
When you return from your Professional Leave, complete the "Request for Reimbursement" as usual.

Once you have completed all required fields, press the submit button.