Barberton City Schools

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KIOSK INSTRUCTIONS EFF. 01.13.16

PLEASE NOTE: This is available only to employees who have Direct Deposit AND receive email pay notices

Due to restrictions in Edge (payroll) software, you may have noticed that your hourly wage, step column or salary information is not on your paystub. To access/view this information (and more!):

https://kiosk.mcoecn.org

If you have not registered yet, click on *'First time using the Kiosk? Click here to register'* and follow the instructions to register.

You will receive a temporary password in your email – copy and paste that temporary password on the Login page and you will be instructed to change your password. Now you will be able to login.

To view your paystub: From the directory tree on the left – choose 'Payslip' – then click on the 'View/Print Payslip' hyperlink – select the pay you wish to view/print.

To view your Step, Daily or Hourly rate, Pay per period: From the directory tree on the left – choose 'Position Details' – then click on 'Display Details' hyperlink.

To view/print W-2 information: From the directory tree on the left – choose 'View/Print W-2'.

If you have any questions at all, please feel free to email or call the Treasurer's office.