Employee Access Center – Requesting a Day Off

-Prior to requesting a leave day, you must notify your supervisor if possible

-Go to BadgerBraves.org – **Use Internet Explorer**

-Click on HR Kiosk

-Click on "Click Here" under the Employee Kiosk Logo

-Make sure "Database" is Joseph Badger Local Schools (can be selected from drop down menu)

-User ID is your employee number (will be provided)

-Password is the last 4 digits of your social security number

-On left side of the screen in blue under Employee Tasks: Click on "Leave Requests/Information"

-Your work calendar will appear

-Above the calendar click on "Leave Requests"

-Click "Add a New Leave Request"

-Your leave banks will appear

-Under "Leave Request Information", click the drop down menu for "Leave Type" to select what type of leave you will be requesting.

-Enter the first day you will be requesting

-Enter the last day you will be requesting (must be within the same week as first day)

-Enter the amount of days taken in request (maximum is 5 days)

-Click Submit

-You will receive an email notification when your request has been approved

-You may also download an app called "eFinancePLUS Employee" by PowerSchool Group LLC