**KEYSTONE**
Information Systems

| FINANCIALS MODULES | | | | | |
|---|---|---|---|---|---|
| **Module Required** | **KeyNet Role** | **Menu** | **Submenu** | **Navigation** | **Description** |
| **KeyNet Financials (KNF)** | GLACCOUNTINQ | Financial Management | Account Inquiry | -- | *Account Inquiry/Detail* |
| | BUDGET | | Budget Entry | -- | *Budget Entry* |
| | CASHRECEIPTS | | Cash Receipts | My Receipts/Post Receipts | *View/Manage Employee Cash Receipts* |
| | CRSEARCH | | | Search Receipts | *View All Cash Receipts* |
| | INVENTORYREQ | | Enter Request | Inventory Requisitions | *Enter an Inventory Requisition* |
| | REQUISITION | | | Purchase Requisitions | *Enter a Purchase Requisition* |
| | TEACHERREQ | | | Teacher Requisitions | *Enter a Teacher Requisition* |
| | VOUCHERREQ | | | Voucher Requisitions | *Enter a Voucher Requisition* |
| | FINRPT | | Financial Reports | -- | *View Financial Reports* |
| | PORECEIVE | | Receiving | -- | *Receive Purchase Orders* |
| | REQUISITIONAPPROVAL | | Requisitions | Approve Requisitions | *Approve Requisitions* |
| | REQUISITIONLISTALL | | | My Requisitions | *View/Manage Your Requisitions* |
| | TEACHERREQ | | | Search Requisitions | *View/Manage All Requisitions* |
| | VENDOR | | Vendor Inquiry | Vendor Inquiry | *View Vendor Information and History for the following:* <br> *\* Profiles* <br> *\* Requisitions* <br> *\* Purchase Orders* <br> *\* Invoices* <br> *\* Payments* <br> *\* Bids* |
| **KeyNet Work Orders (KNWO)** | WOENTRY | Financial Management | Work Orders | Enter Work Order | *Enter Work Order Request* |
| | WOAPPROVAL | | | Manage Work Orders | *Manage Work Orders* |
| | WOREQUESTOR | | | My Work Orders | *View/Manage Employee Work Orders* |
| | WOSEARCH | | | Search Work Orders | *Search Work Orders* |
| | WOSTATUS | | | Work Order Status | *View Status List* |

| KEMS MODULES | | | | | |
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| **Module Required** | **KeyNet Role** | **Menu** | **Submenu** | **Navigation** | **Description** |
| **KeyNet Applicant (KNA)** | JOBPOSTINGS | Other Options | Job Postings | Job Postings | *View Job Postings (External Only Excluded)* |
| | APPMGR | Employee Management | Personnel | Manage Applicants | *View Applicant Information* |
| | APPMGRFULL | | | Manage Applicants | *View/Manage Applicant Information* |
| **KeyNet Benefits (KNBES)** | BES | My Information | Benefits | Enrollment | *Access to Enrollment Portal* |
| | BESQEVENTS | | | Qualifying Events | *View/Manage Qualifying Events (in development)* |
| | BESMGR | Employee Management | Manage Benefits | Manage Benefits | *Manager Entry of Employee Benefits* |
| **KeyNet Employee (KNE)** | BENEFITS | My Information | Benefits | Current Benefits | *View Current Benefit* |
| | LEAVEHISTORY | | Leave History | Leave History | *View Leave History* |
| | ATTACH | | My Documents | My Documents | *View/Manage User Documents* |
| | CHECKHISTORY | | Payroll | Check History | *View Check History* |
| | PAYROLL | | | Current Payroll | *View Current Payroll Elements* |
| | DEDUCTIONS | | | Deductions | *View Active/Inactive Payroll Deductions* |
| | DIRECTDEP | | | Direct Deposit | *View/Manage Direct Deposit Information* |
| | JOBASSIGN | | | Job Assignments | *View Job Assignment History* |
| | PAYSUMMARY | | | Pay Summary | *View Pay Summary* |
| | PAYCALC | | | Payroll Calculator | *"What If?" Payroll Calculator* |
| | EMPTAXINFO | | | Tax Information | *View W2, 1095-C, Manage Tax Information* |
| | CERTIFICATIONS | | Personal Data | Certifications | *View Certifications and Licenses* |
| | DEMOGRAPHICS | | | Demographics | *View/Manage Personal Data* |
| | DEPENDENTS | | | Dependents | *View/Manage Dependents & Beneficiaries* |
| | EDUCATION | | | Education | *View Education/Training* |
| | MEDICAL | | | Medical | *View Medical Information* |
| | EVALUATIONS | | | Personnel Evaluations | *View/Manage Evaluations (in development)* |
| | YEARS | | | Service Years | *View Service Years Information* |
| | SUBS | | Substitutes | Substitutes | *View Substitute Availability & History* |
| | KEYTIMELIST | Employee Management | Remote Pay | Enter Pay | *View/Manage All Remote Pay* |
| | KEYTIME | | | My Remote Pays | *View/Manage Employee Remote Pay* |
| | JOBANNREQ | | Personnel | Position Requests | *View/Manage Job Postings* |
| | MANAGER | | | View Staff Data | *View/Manage Employee Data (Limited)* |
| | MANAGERFULL | | | View Staff Data | *View/Manage Employee Data (Full)* |
| | BRANDSTYLING | Other Options | Administration | KeyNet Branding | *KeyNet Branding and Design* |
| | ORGDIRECTORY | | Personnel Directory | Personnel Directory | *View Employee Directory* |

| KEMS MODULES (cont'd) | | | | | |
|---|---|---|---|---|---|
| **Module Required** | **KeyNet Role** | **Menu** | **Submenu** | **Navigation** | **Description** |
| **KeyNet Leave Requests (KNL)** | REQUESTLEAVE | My Information | Leave History | Leave History | *Request Leave* |
| | LEAVEREQAPPROVAL | Employee Management | Attendance | Approve Leave | *Approve Leave Requests* |
| | LEAVEREQENTRY | | | Enter Employee Leave | *Manager Entry of Employee Leave Requests* |
| | LEAVECAL | | | Leave Calendar | *View Calendar of Leave Requests (with Status filter)* |
| | LEAVELIST | | | Lookup Employee Leave | *View List of Leave Requests* |
| | WORKCAL | | | Work Calendar | *View Calendar of Employees Working* |

| | KeyNet Role | Menu | Submenu | Navigation | Description |
|---|---|---|---|---|---|
| **KeyNet Tuition Reimb (KNTR)** | EDUCATION | My Information | Personal Data | Education | *Manage Tuition Reimbursements* |
| | TRAPPROVAL | Employee Management | Course Approval | Course Approval | *Approve Tuition Reimbursement Requests* |

| GENERAL MODULES (FIS & KEMS) | | | | | |
|---|---|---|---|---|---|
| **Module Required** | **KeyNet Role** | **Menu** | **Submenu** | **Navigation** | **Description** |
| **KeyNet Dashboards (KND)** | DASHBOARD | My Dashboard | | Charts | *View/Manage Dashboard Charts* |

| | KeyNet Role | Menu | Submenu | Navigation | Description |
|---|---|---|---|---|---|
| **KeyNet Meta Queries (KNMQ) ** included with any KeyNet module **** | METAQUERY | My Dashboard | | Meta Queries | *View Meta Queries* |

*NOTE: HR, MYPROFILE, NONE, and WOEMPLOYEE are not used.*