

Employee User Guide –iVisions Web Portal

Tutorial available on home page of web portal.

ACCESSING THE WEB PORTAL:

- 1) IN THE WEB BROWSER ENTER: <https://ivisions.tylertech.com/yumaelementary/>
 - IMPORTANT: PLEASE BOOKMARK THIS WEB LINK FOR FUTURE USE
- 2) IF YOU HAVE NOT ALREADY REGISTERED, PLEASE FOLLOW *IVISIONS PORTAL REGISTRATION INSTRUCTIONS* BEFORE PROCEEDING. IF EMPLOYEE IS ALREADY REGISTERED CLICK LOGIN. EMPLOYEES MUST ENTER USER NAME AND PASSWORD

Home
Tuesday, July 10, 2012
...: Home ...
Register Login

User Log In

User Name:
tcruise

Password:
.....

Login

Remember Login

[Register](#)
[Forgot Password?](#)

- 3) EMPLOYEE WILL NOW HAVE ACCESS TO THE EMPLOYEE RESOURCES PAGE.

EMPLOYEE RESOURCES -> EMPLOYEE INFORMATION CENTER - THIS PAGE HOLDS IMPORTANT INFORMATION AND LINKS FOR EMPLOYEES.

Information Center - Windows Internet Explorer
http://ivisionstrain.wmgv.com/DOTrain3/InformationCenter/rtabid/58/Default.aspx

Home Employee Resources
Tuesday, July 10, 2012
...: Employee Resources » Information Center ...:..
Tom Cruise Logout

Announcements

Health Fair
We will be providing health screenings in the health center on June 3, 2005 from 10:00 a.m. until 3:00 p.m. Contact Mrs. Jones for more information.

Benefits Enrollment
Our annual open enrollment for health care benefits is May 1 through June 15. Please make sure to complete your enrollment package and submit to the benefits department by the 15th of June.

Welcome
Welcome to our employee resource center. In this area you will find important information regarding upcoming events, links to key resources and valuable information about your employment.

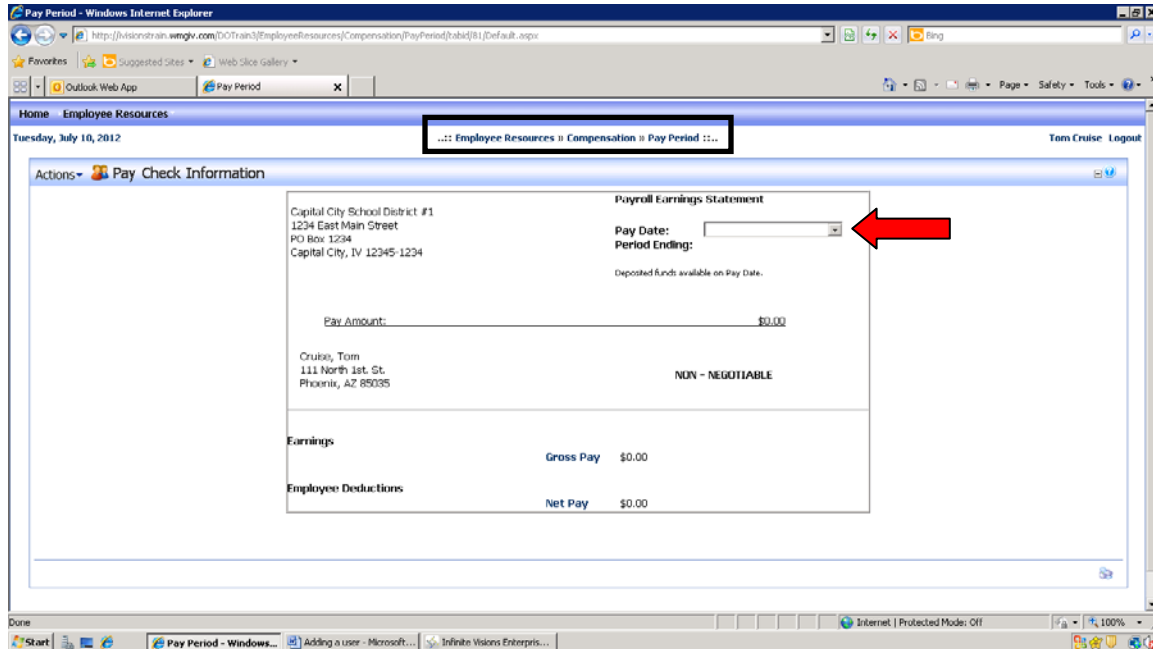
Document Center

Title	Owner	Category	Last Updated	Size (Kb)
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Health Care Providers

- Blue Cross Blue Shield
- Delta Dental
- United Health Care

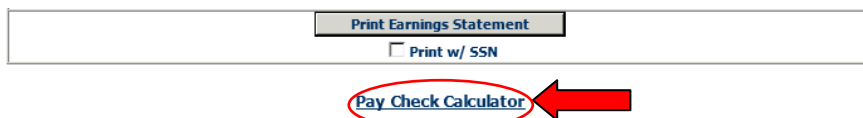
4) EMPLOYEE RESOURCES -> COMPENSATION -> PAY PERIOD



ON THE PAY PERIOD PAGE, EMPLOYEES HAVE THE ABILITY TO LOOK AT THEIR PAY FROM MULTIPLE PAY PERIODS ACCORDING TO WHAT HAS BEEN PUBLISHED OUT TO THE WEB PORTAL. SELECT THE PAY PERIOD YOU WANT TO SEE IN THE UPPER RIGHT OF THE PAGE NEXT TO PAY DATE. (SEE RED ARROW)

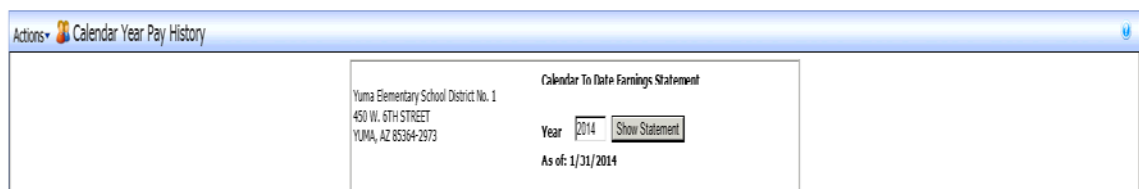
AT THE BOTTOM OF THE PAGE IS A LINK TO THE **PAY CHECK CALCULATOR**. WHEN AN EMPLOYEE CLICKS ON THIS LINK, THEY WILL HAVE THE ABILITY TO CALCULATE THEIR CHECK BASED ON ANY CHANGES OR SCENARIOS THAT THEY WOULD LIKE TO MAKE.

IMPORTANT: THE PAY CHECK CALCULATOR DOES NOT CHANGE ANYTHING IN THE LIVE SYSTEM. IT SIMPLY ACTS AS A “WHAT IF” SCENARIO.



5) EMPLOYEE RESOURCES -> COMPENSATION -> CALENDAR YEAR

THIS REPORT WILL NOT SHOW ACCURATE FIGURES FOR CALENDAR YEAR 2012. STARTING JANUARY 2013, THIS REPORT WILL SHOW ACCURATE CALENDAR YEAR TO DATE INFORMATION.



6) EMPLOYEE RESOURCES -> COMPENSATION -> W2 INFORMATION

THIS REPORT IS AVAILABLE FOR 2013. THE DISTRICT PUBLISHES W2S TO THE WEB PORTAL EACH JANUARY.

Actions • W2 Information

[Click here for your W2 Wages and Tax Statement](#)

Disclaimer: This withholding forms process is only one of many tools available to assist you. Keep in mind that Yuma Elementary School District No. 1 does not give legal or tax advice. You should consult with your tax advisor to review your particular circumstances. Yuma Elementary School District No. 1 does not assume responsibility or liability for decisions based on use of the withholding forms process, as numerous factors can affect the actual outcome. If you have specific questions, contact your Human Resources representative. Adobe Acrobat Reader 7.0.7 or above must be installed on your computer in order to use tax forms.

7) EMPLOYEE RESOURCES -> COMPENSATION -> COMPENSATION STATEMENT

Capital City School District #1
1234 East Main Street
PO Box 1234
Capital City, IV 12345-1234



Your Total Compensation
Fiscal Year to Date
Updated as of 2/2/2012

Total Value of Comp Package \$0.00

Cruise, Tom
111 North 1st. St.
Phoenix, AZ 85035

Position:
Location:

This is a statement of the total compensation paid to you by the district. It includes your wages, employer paid benefits, and an estimated value of any leave plan balances that would be paid out in the event you leave the district.

Wages

Employer Paid Benefits

	Employer Paid Benefits	\$0.00
	Total Value of Comp Package	\$0.00

THE COMPENSATION STATEMENT SHOWS THE EMPLOYEES TOTAL COMPENSATION, SUMMING UP WAGES AND ALL EMPLOYER PAID BENEFITS.

8) EMPLOYEE RESOURCES -> ATTENDANCE

Home Employee Resources

Tuesday, July 10, 2012 ...: Employee Resources > Attendance ... Tom Cruise Logout


Actions • Plan Summary

Leave Plan	Beg.	Earned	Used	Adj.	Avail.	Pending Approval	Future Scheduled	Time Units
Certified - Personal Leave-Hrs	0.00	4.00	1.00	0.00	3.00	0.00	0.00	Hours

All leave requests must follow current District procedures. iVisions has this capability but it is not currently available to employees

Absence Requests

Pending Absence Requests
Denied Absence Requests

THE ATTENDANCE PAGE SHOWS A SUMMARY OF AN EMPLOYEE'S LEAVE PLANS AND LEAVE PLAN TRANSACTIONS. IN ORDER TO SEE THE DETAIL ASSOCIATED WITH THESE LEAVE PLANS, CLICK ON THE MAGNIFYING GLASS  TO THE LEFT OF THE LEAVE PLAN. (SEE RED ARROW)

9) EMPLOYEE RESOURCES -> SUBSTITUTE TRACKING



THE SUBSTITUTE TRACKING PAGE SHOWS CERTIFIED STAFF WHO HAS SUBSTITUTED FOR THEM AND WHO THEY HAVE SUBSTITUTED FOR. THIS PAGE IS FOR INFORMATION USE ONLY.


10) EMPLOYEE RESOURCES -> YOUR ELECTED BENEFITS

EMPLOYEES CAN VIEW THEIR ELECTED BENEFITS IN A PDF REPORT. THIS SECTION IS CURRENTLY BEING CONFIGURED AND WILL BE AVAILABLE IN JULY 2014.

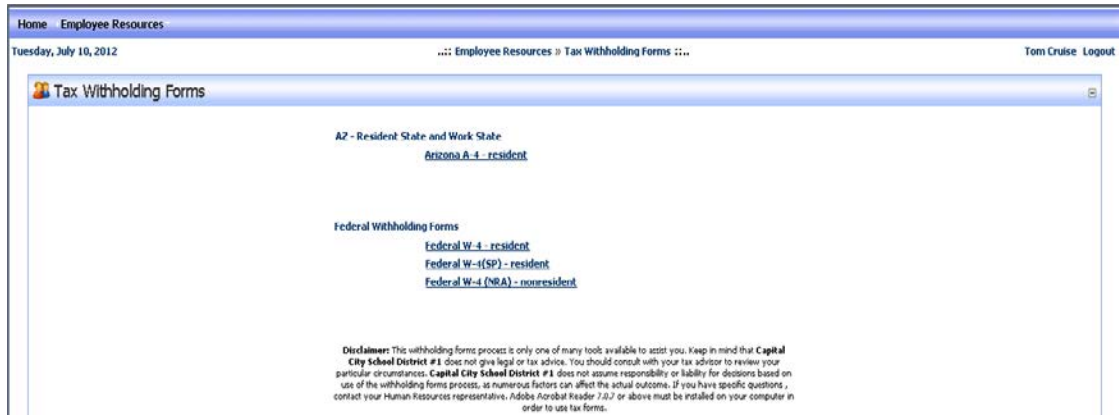
11) EMPLOYEE RESOURCES -> BENEFIT ENROLLMENT

ELIGIBLE EMPLOYEES WILL BE NOTIFIED ONCE OPEN ENROLLMENT PERIOD BEGINS.

12) EMPLOYEE RESOURCES -> BENEFICIARIES

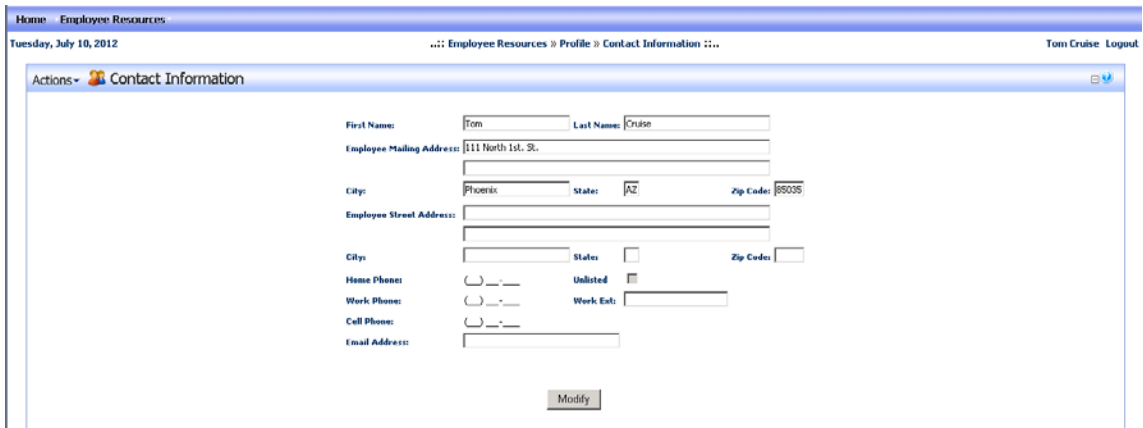
THIS PAGE DISPLAYS THE CURRENT BENEFICIARIES THE EMPLOYEE HAS ELECTED. EMPLOYEES CAN ADD OR MODIFY BENEFICIARY INFORMATION. MAKE SURE YOU ADD BENEFICIARY'S NAME, DATE OF BIRTH, SOCIAL SECURITY NUMBER, RELATIONSHIP, AND PHONE NUMBER. CLICK MAGNIFYING GLASS  TO VIEW BENEFICIARY'S INFORMATION.

13) EMPLOYEE RESOURCES -> TAX WITHHOLDING FORMS



ON THE TAX WITHHOLDING FORMS PAGE, THE EMPLOYEE HAS THE ABILITY TO SELECT THEIR STATE OR FEDERAL TAX WITHHOLDING FORM, MAKE CHANGES AND PRINT OUT THE UPDATED FORM. CHANGES TO THE EMPLOYEE’S TAX WITHHOLDING FORMS WILL BE POSTED BY THE PAYROLL DEPARTMENT WITHIN 72 HOURS.

14) EMPLOYEE RESOURCES -> PROFILE -> CONTACT INFORMATION



ON THE CONTACT INFORMATION PAGE, THE EMPLOYEE WILL HAVE THE ABILITY TO MODIFY THEIR CONTACT INFORMATION, INCLUDING ADDRESS AND PHONE NUMBERS. EMAIL ADDRESSES AND NAMES CANNOT BE MODIFIED THROUGH THE PORTAL. THE EMPLOYEE WILL BE REQUIRED TO ENTER THEIR SOCIAL SECURITY INFORMATION IN ORDER TO VALIDATE THEIR IDENTITY, BEFORE THE SYSTEM WILL ALLOW THEM TO MODIFY INFORMATION. CHANGES TO THE EMPLOYEE’S CONTACT INFORMATION WILL BE POSTED BY THE HUMAN RESOURCES DEPARTMENT WITHIN 72 HOURS. PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT 502-4330 FOR QUESTIONS REGARDING YOUR CONTACT INFORMATION OR TO MAKE A NAME CHANGES.

15) EMPLOYEE RESOURCES -> PROFILE -> EMERGENCY CONTACTS

EMPLOYEES WILL BE ABLE TO ADD, EDIT OR DELETE EMERGENCY CONTACTS ON THIS PAGE. THIS INFORMATION WILL BE ABLE TO BE VIEWED BY THE EMPLOYEE'S SUPERVISOR. IMPORTANT: PLEASE MAKE SURE YOU ADD AN EMERGENCY CONTACT TO THE SYSTEM.

16) EMPLOYEE RESOURCES -> PROFILE -> PERSONAL INFORMATION

EMPLOYEES WILL BE ABLE TO VIEW THE INFORMATION THAT THE DISTRICT IN THE SYSTEM FOR CERTIFICATES, ENDORSEMENTS, EDUCATION, COURSEWORK, LANGUAGES, DEPENDENTS, AND EMERGENCY CONTACTS. THIS INFORMATION WILL BE ABLE TO BE VIEWED BY THE EMPLOYEE'S SUPERVISOR. PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT 502-4330 FOR QUESTIONS REGARDING YOUR PERSONAL INFORMATION.