

Visions Portal Instructions for Employees

You have been given the website address for your district.

Go to that website and you will see a sign in screen. Scroll to the right and select "Login".

Your user name is: first initial last name (lower case, no spaces)

Password: Case Sensitive, you have that (Contact Vanessa to reset if necessary)

To request leave time:

Once you have logged in, Select the top left tab "Employee Resources"

Select "Attendance". You will see your leave plans and details.

Select "Request time off"

FYI - If you select "My Requests" it will show you a list of all requests- approved and pending

Highlight the date you want to be out. Select next.

Choose what type of day you are taking off. Select next.

Select the increment you will be out. Note:1 is a full day; see chart below for partial days

Enter the times you will be out. Select next.

Enter the reason you will be out (example: dr apt)

The note field is for your own use; not necessary

Select "submit request"

When you are done, scroll over to the right where you Selected "LogIn" and select "Logout"

You will receive an email once your approval responds.

To see your paycheck details:

Once you have logged in, Select top left tab "Employee Resources"

Then select "Compensation"

There is a drop down menu of all the dates you have received a paycheck.

Select "Pay Date" from the drop down menu

At the bottom you can "Print Earning Statement" or

Partial Day Absence Calculator Chart

Hours requested:	Hours per Day on Contract:				
	6	6.5	7	7.5	8
0.5	0.08	0.08	0.07	0.07	0.06
1	0.17	0.15	0.14	0.13	0.13
1.5	0.25	0.23	0.21	0.20	0.19
2	0.33	0.31	0.29	0.27	0.25
2.5	0.42	0.38	0.36	0.33	0.31
3	0.50	0.46	0.43	0.40	0.38
3.5	0.58	0.54	0.50	0.47	0.44
4	0.67	0.62	0.57	0.53	0.50
4.5	0.75	0.69	0.64	0.60	0.56
5	0.83	0.77	0.71	0.67	0.63
5.5	0.92	0.85	0.79	0.73	0.69
6	1.00	0.92	0.86	0.80	0.75
6.5	1.08	1.00	0.93	0.87	0.81
7	1.17	1.08	1.00	0.93	0.88
7.5	1.25	1.15	1.07	1.00	0.94
8	1.33	1.23	1.14	1.07	1.00