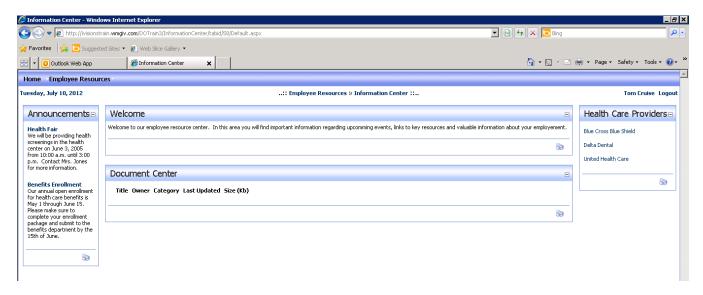


# Employee User Guide –iVisions Web Portal

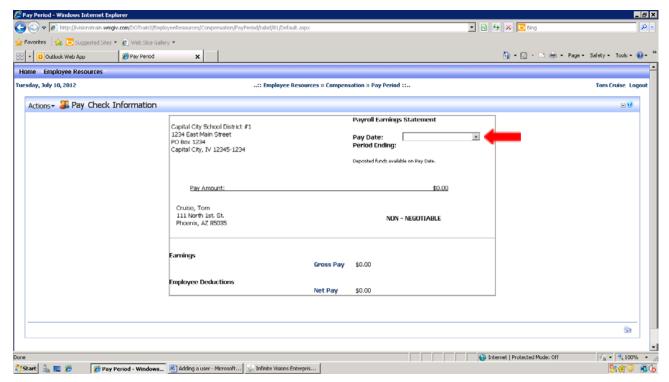
- 1. In the web browser enter: <a href="https://ivisions.tylertech.com/somerton/">https://ivisions.tylertech.com/somerton/</a> or click on the Employee Portal (iVisions) under Human Resources on our home page (<a href="https://www.ssd11.org">www.ssd11.org</a>)
- 2. If you have not already registered, please follow iVisions portal registration instructions before proceeding, otherwise click on Login and enter your User Name and Password:



3. Employee Resources -> Employee Information Center - This Page Holds Important Information And Links For Employees:



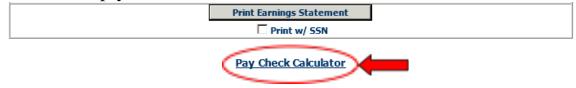
## 4. Employee Resources -> Compensation -> Pay Period



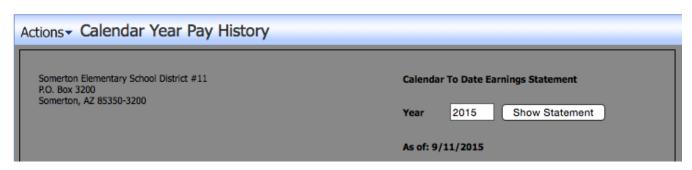
On the Pay Period page, employees have the ability to look at their pay from multiple pay periods according to what has been published out to the web portal. select the pay period you want to see in the upper right of the page next to pay date. (see red arrow)

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.

<u>Important</u>: 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

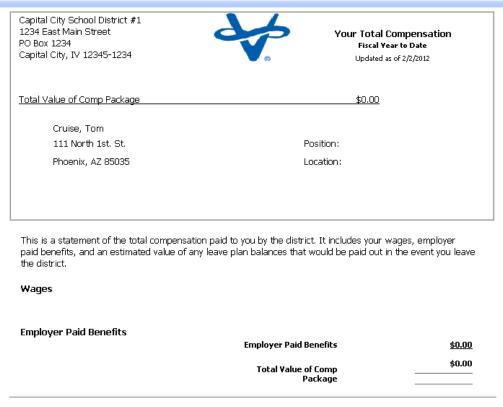


## 6. Employee Resources -> Compensation -> W2 Information

This report is available for 2014. the district publishes W2s to the web portal each January.



## 7. Employee Resources -> Compensation -> Compensation Statement



The compensation statement shows the employees total compensation, summing up wages and all employer paid benefits.

#### 8. Employee Resources -> Attendance



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

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 -> 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. After printing out and signing the form, it must be taken to the Payroll department for the changes to take effect. Changes to the employee's tax withholding forms will be posted by the payroll department within 72 hours.

10.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 341-6019 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 341-6019 for questions regarding your personal information.