



Employee User Guide –iVisions Web Portal

1. In the web browser enter: <https://ivisions.tylertech.com/somerton/> or click on the Employee Portal (iVisions) under Human Resources on our home page (www.ssd11.org)
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:

A screenshot of the iVisions User Log In page. The page has a blue header with "Home" and "Tuesday, July 10, 2012". The main content area is titled "User Log In" and contains fields for "User Name:" (with "tcruise" entered) and "Password:" (with "*****" entered). Below these fields is a "Login" button, a "Remember Login" checkbox, and links for "Register" and "Forgot Password?". A red arrow points to the "Register" link in the top right corner of the page.

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

A screenshot of the Employee Information Center page in a Windows Internet Explorer browser. The browser address bar shows the URL "http://ivisionstrain.wmgiv.com/DOTrain3/InformationCenter/tabid/58/Default.aspx". The page has a blue header with "Home" and "Employee Resources". The main content area is titled "Welcome" and contains a "Document Center" table. The table has columns for "Title", "Owner", "Category", "Last Updated", and "Size (kb)". There are also sections for "Announcements" (Health Fair, Benefits Enrollment) and "Health Care Providers" (Blue Cross Blue Shield, Delta Dental, United Health Care). The user "Tom Cruise" is logged in, and there is a "Logout" link.

4. Employee Resources -> Compensation -> Pay Period

Pay Period - Windows Internet Explorer

http://visiontrain.wmgi.com/DOTrain3/EmployeeResources/Compensation/PayPeriod/tabit81/Default.aspx

Home Employee Resources

Tuesday, July 10, 2012 ...: Employee Resources » Compensation » Pay Period ...: Tom Cruise Logout

Actions ▾ Pay Check Information

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

Payroll Earnings Statement

Pay Date:

Period Ending:

Deposited funds available on Pay Date.

Pay Amount: \$0.00

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

NON - NEGOTIABLE

Earnings	Gross Pay	\$0.00
Employee Deductions	Net Pay	\$0.00

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.

[Print Earnings Statement](#)

☐ Print w/ SSN

[Pay Check Calculator](#)

5. Employee Resources -> Compensation -> Calendar Year

Actions ▾ Calendar Year Pay History

Somerton Elementary School District #11
P.O. Box 3200
Somerton, AZ 85350-3200

Calendar To Date Earnings Statement

Year

As of: 9/11/2015

6. Employee Resources -> Compensation -> W2 Information

This report is available for 2014. 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

Add Request Modify a Request Cancel a Request

Absence Requests

Pending Absence Requests
Denied Absence Requests

Pending Absence Requests

Leave Plan	Reason	Units	From Date	To Date	Note
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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

Home Employee Resources

Tuesday, July 10, 2012 ... Employee Resources » Tax Withholding Forms ... Tom Cruise Logout

Tax Withholding Forms

AZ - Resident State and Work State
[Arizona A-4 - resident](#)

Federal Withholding Forms
[Federal W-4 - resident](#)
[Federal W-4 \(SP\) - resident](#)
[Federal W-4 \(NRA\) - nonresident](#)

Disclaimer: This withholding forms process is only one of many tools available to assist you. Keep in mind that Capital City School District #1 does not give legal or tax advice. You should consult with your tax advisor to review your particular circumstances. Capital City School District #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.

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

The screenshot shows a web application interface for 'Employee Resources'. The top navigation bar includes 'Home', 'Employee Resources', and a breadcrumb trail 'Employee Resources » Profile » Contact Information ::..'. The user 'Tom Cruise' is logged in. The main content area is titled 'Contact Information' and contains a form with the following fields: First Name (Tom), Last Name (Cruise), Employee Mailing Address (111 North 1st, St.), City (Phoenix), State (AZ), Zip Code (85035), Employee Street Address, City, State, Zip Code, Home Phone, Work Phone, Cell Phone, and Email Address. There is a 'Modify' button at the bottom of the form.

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.