An Employee's Resource Guide to I-Visions (formerly WebSense®)

An Online Web-portal to BudgetSense®

Welcome to the guide for the employee resources section of I-Visions. I-Visions is a web-based front-end to our BudgetSense® financial & personnel information system. Granby Public Schools is pleased to offer this service to our employees, which will enable you to review and even modify critical data as it relates to your employment here in our organization. This guide will take you through the steps you need to complete to register for access to I-Visions and then the steps you will use to review your employee-related information within the portal. We hope that you will find this tool both useful and informative.

Registering to Access the I-Visions Portal:

If you have never accessed the portal in the past, you will need to first self-register to gain access to the resources the portal offers. To do so, open any browser that you use to browse the Internet (i.e. Internet Explorer or Firefox) and enter the following address in the address bar:

https://portal.granby.k12.ct.us/GranbySchPortal/

This will bring you to the main page of our I-Vision portal.

In the top, right corner of the screen, you will see a link to "Register" next to a link for "Login". To self-register you will need to click on the "Register" link. This will bring you to a form where you will fill in some basic information about yourself including the user id and password you wish to use to access the web portal. Fill in all fields and click on the submit button.

At this point you have successfully self-registered for access to the I-Visions portal. From this point forward, you will use your user id and password that you set-up in the "Register" screen to log-in to the portal. PLEASE NOTE: the business office must take a few additional steps once you have self-registered in order to complete the authorization process for accessing the portal and linking you to your employee profile. If you should log-in to the portal at this point, you will not have access to the employee resources sections described below until the business office can complete these steps.

Logging into I-Visions:

If you have registered for access to I-Visions and the business office has completed the final authorization steps for your profile, you will now have full access to the resources you need within the portal. You will first need to log-in to the portal to begin accessing those resources. To do so, open any browser that you use to browse the Internet (i.e. Internet Explorer or Firefox) and enter the following address in the address bar:

https://portal.granby.k12.ct.us/GranbySchPortal/

This will bring you to the main page of our I-Visions portal.

In the top, right corner of the screen, you will see a link to "Log-in" to the right of the link to "Register". To log-in you will need to click on the "Log-in" link. In the next screen, you will need to enter the user id and password that you set-up for yourself when you registered for access to I-Visions. Click on the submit button after putting in your id and password. If you have entered your credentials correctly, you will come to the "Welcome Page" of the portal. In the top right corner of the screen, you should see your name listed next to a "Log-out" link.

Managing your Credentials in I-Visions:

If you are logged into I-Visions, you can manage your credentials for your profile. To do so, in the top right corner of the screen, click on your name located next to the "Log-out" link. You will be able to make changes to your name and email address for your I-Visions profile in this first screen.

In addition, you can change your password, if you wish, from this screen as well. To do so, click on the link that says "Manage Password". In this screen you will need to fill in your current password that you have been using to log-in to I-Visions and then enter the new password you wish to use twice in the next two fields. Click on the "Change Password" link to complete the process.

If you have successfully input the information in the fields, you will receive an "OK" message at the top of the screen notifying you that your password has been successfully changed.

Navigating within I-Visions:

Across the top of the I-Visions pages, you will see a blue menu bar. Depending on the access level you have been granted by the business office, you will see a variety of menus available to you. For example, the "Home" menu will always take you back to the original "Welcome Page" you arrive at when you first log-in to the portal.

The other menus generally have different options listed underneath them. To see those options, simply click on that menu item in the blue bar and a drop-down menu will appear displaying those options.

This guide covers the "Employee Resources" menu only, which gives you access to information for your own individual employee profile. If you have access to other menu items in the blue bar, you will receive instruction on the use of those via another manual, or training from the business office.

The Employee Resources Menu:

Under the Employee Resources menu, you will find the following options you will have access to:

- Information Center
- Compensation
- Pay Period
- Calendar Year
- W2 Information
- Attendance
- Tax Withholding Forms
- Profile
- Contact Information
- Emergency Contacts
- Personal Information

The following sections will take you through each menu item that you see listed here.

Employee Resources/Information Center:

The Information Center is the welcome area to the employee resources side of I-Visions. On this page you should check for important announcements posted by the business office, important links and even documents that the business office wants to easily distribute to the employee-base. Here you will see that information and under the "Documents" section you will be able to download the documents that the business office has posted.

Employee Resources/Compensation/Pay Period:

If you click on the "Compensation" item on the Employee Resources menu, you will see that you have three options for compensation related information. The "Pay Period" option allows you to select any individual payroll that has been processed within this past fiscal year to pull up a snapshot of what your paycheck was for that pay date.

To review a specific pay date, go to the "Pay Date" field in the top, right corner of the screen and key in the pay date you wish to review your paycheck for. Click on the "Submit" button and your payroll data for that pay date will appear on the screen below. Clicking on the small printer icon to the bottom right corner of the screen will allow you to print out the payroll data snapshot.

Employee Resources/Compensation/Calendar Year:

If you click on the "Compensation" item on the Employee Resources menu, you will see that you have three options for compensation related information. The "Calendar Year" option allows you to view your total calendar year-to-date accumulations for any of the calendar years that our organization has been using the BudgetSense application.

To review your calendar year accumulations, input the year you want to review in the "Year" field toward the top, right corner of the screen and then click on the "Show Statement" button. Your calendar year accumulations will appear on the screen below. Clicking on the small printer icon to the bottom right corner of the screen will allow you to print out the calendar year accumulations you see on the screen.

To view who has subbed for you, simply click on the link "Who Substituted for Me" and the grid in the center of the screen will be populated with the records of all employees that have served as a substitute for you including your position, location, hours and pay date.

Employee Resources/Tax Withholding Forms:

The "Tax Withholding Forms" section of the Employee Resources menu enables you to submit new tax withholding forms for both Federal Tax (the W-4 form) and State Tax (if applicable) online. These submitted forms go into a holding queue until they are approved and finalized by the payroll staff in the business office.

To submit a new tax withholding form, simply click on the link of the withholding form you wish to submit (i.e. the W-4 form or state tax withholding form). An electronic version of the form will open up in Adobe Acrobat Reader with your demographic information pre-populated. Please read and review the form carefully and input your tax withholding selections in the editable fields as you deem appropriate. At the bottom of the last page of the form, you will have a submit button to click. This also serves as your electronic signature on this form thereby making it a legal document submitted electronically to the business office. You may wish to print out a copy of the form for your records as well. Simply click on the printer icon in the menu bar of Adobe Acrobat Reader to do so.

Simply repeat this process for the other tax withholding forms available, if applicable.

Employee Resources/Profile/Contact Information:

If you click on the "Profile" menu option on Employee Resources you will see that you have three options to choose from. The "Contact Information" option allows you to review your current demographic information the business office has on file for you. In addition, you can make changes to that information that is then submitted to the human resources and/or payroll staff in the business office.

The "Contact Information" screen shows you your current demographic information. Please review that information and if any changes are necessary, simply click on the field that needs to be updated, delete the contents of the field and type in the new information. To submit your updated information, simply click on the "Modify" button in the middle of the screen.

Below the "Modify" button, you will see any updates you have submitted but that have not yet been processed by the human resources and/or payroll staff listed in a grid format. If you wish to print out the information at any time, simply click on the small printer icon located at the bottom right corner of the screen.

Employee Resources/Profile/Emergency Contacts:

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Employee Resources/Profile/Emergency Contacts:

If you click on the "Profile" menu option on Employee Resources you will see that you have three options to choose from. The "Emergency Contacts" option allows you to review the existing emergency contacts that the business office has on file for you, modify any of those existing contacts, or add new emergency contacts.

The "Emergency Contacts" screen shows you your existing emergency contacts by default. Review this information. If any of the existing contacts need to be updated, simply click on the "magnifying glass" icon to the left of that record to go into a detailed view of that contact. Make the changes you wish to make to that contact and click "Submit".

To add a new emergency contact, make sure you are on the main emergency contacts screen and then simply click on the "Add New Contact" button. Fill in the fields on the form and then click "Submit" to save that new contact record. If you wish to print out the information at any time, simply click on the small printer icon located at the bottom right corner of the screen.