



# Infinite Visions Web Portal for Sweet Home Employees

JUNE 2017

## How to Access iVisions Web Portal

### What do I need to do to access my personal information online?

- ✚ Go to <http://www.sweethome.k12.or.us/staff>, click "iVisions Web Portal" under "Logins" toward the upper right of the screen.
- ✚ If you already have access to Infinite Visions through the Web portal, then you can simply login. **DO NOT REGISTER FOR ANOTHER ACCOUNT.** If not, your username will be your **first name.last name** and your password will be **welcome**. Please change your password to something that you will remember after you have accessed the portal. If you have login issues, please contact [jennifer.maynard@sweethome.k12.or.us](mailto:jennifer.maynard@sweethome.k12.or.us) or call 541-367-7113.

### What will the Portal do for me?

- ✚ It will enable you to view and print out your direct deposit receipts or pay stubs for current and past pay periods.
- ✚ You will be able to use the Pay Check Calculator feature for planning.
- ✚ You will be able to view your calendar year pay history.
- ✚ You will be able to view and print a minimum of three years of W-2's after they have been generated.
- ✚ You will be able to view your W-4 information and if you want to make changes, you can complete the W-4 form, print, sign and return the form through the courier or hand deliver to the Payroll Department.
- ✚ You will be able to view your leave balances and history.
- ✚ You will be able to modify your contact and emergency contact information.
- ✚ You will be able to view your personal information, i.e. your certificates, endorsements and your current position placement.

## How to Access Paycheck Information

- ✚ Access the Infinite Visions web portal
- ✚ Click on "Pay/Tax Information"
- ✚ Click on "Employee Pay"
- ✚ Access your paycheck information (by pay period, by calendar year and your W-2 information)
- ✚ You have the ability to print your pay period earnings statement with or without your SSN#. If you are printing it for a financial institution, you should check with them to see if they need your SSN# on the statement. To print: choose "Print Earnings Statement".

### Want to see the effect of changing your pay or withholdings?

- ✚ Click Paycheck Calculator at the bottom of your pay information screen.

## How to Access Attendance/Leave Information

- ✚ Access the Infinite Visions web portal
- ✚ Click on "Employee Resources"
- ✚ Click on "Attendance"
- ✚ Click on the magnifying glass next to a type of leave to look at history

## How to Access/Change your Profile Information

- ✚ Click on "Employee Resources"
- ✚ Click "Profile"
- ✚ Click "Modify" in order to change your name, address and phone number in this area. You will be asked for verification by putting in the last four digits of your SSN#. Click "Submit". Then make your changes.
- ✚ The Business Office will be notified of the change. PLEASE ALLOW SEVERAL DAYS FOR YOUR INFORMATION TO BE UPDATED in the portal. Your address may not look exactly as you entered due to character count restrictions. The Payroll department will make the necessary changes to make your address fit the space provided.

## Frequently Asked Questions

### Online Pay Statements for Employees with or without Direct Deposit

#### Q. Why do I want to view my pay information online?

- ✚ View, print and e-mail pay statements from your home 24 hours a day, 7 days a week.
- ✚ View your pay statements early, generally 1-2 days prior to every payday.
- ✚ Pay history is available for loan applications, financial transactions, or agencies requesting wage verification. (All Financial institutions have different requirements, so please check with them first).
- ✚ Obtain additional copies for reprint
- ✚ More convenient and secure electronic delivery of confidential pay information that is cost effective and more environmentally friendly than using paper pay statements.

#### Q. When will I be able to see the current pay period statement?

Your online pay statement will be available on your scheduled pay date. In many cases, the online pay statement may be available a couple of days before the actual pay date, although the funds will not be in your account until the actual pay date.

#### Q. What information does the online pay statement include?

The same information that was on your paper pay statement.

#### Q. Will I receive an email notification that my pay statement has been posted online?

There will not be an e-mail notification.

#### Q. Can I get my online pay statement at a computer other than my work computer?

Yes. In addition to your work computer, you can access your online pay statement from any computer that has Adobe Reader with your secure username and password.

**Sweet Home  
School District**

**Business Office:**

**Payroll:**  
**541-367-7112**

**Insurance/  
iVisions Web  
Portal**  
**541-367-7113**

**Accounting:**  
**541-367-7121**

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**Q. Do I need any special software to view my pay stub?**

Yes, you will need Adobe Reader to view your pay stub. You can find it for free at <http://www.adobe.com/products/acrobat/readstep2.html>. Follow the simple installation steps.

**Q. Can I view my online pay statement on either a MAC or a PC?**

Yes. You can view your online pay statement on both MAC and PC.

**Q. Does it matter which internet browser I use to access my online pay statement?**

The supported browsers for online pay statements are for Windows – Internet Explorer, Firefox, Chrome, Vista and Netscape and for Mac – Safari and Netscape.

**Q. Is the site secure?**

Yes. The site that hosts your online pay information uses industry-standard SSL (secure socket layer) encryption and advanced password management to ensure the protection and integrity of all pay stub data transmissions. Only you know your password to access your pay information. The online pay stub actually offers increased confidentiality over a paper stub. The paper stub usually passes through several people before being delivered to you.

**Q. How can I be sure someone else cannot see my online pay statement?**

The best way to safeguard personal information is by keeping your password private. You can change your password periodically by going to the Change Password Menu item. Additionally, when you have completed viewing your online pay statement, exit/close your browser and Adobe Reader.

**Q. What do I do if I can't get to my pay information online?**

If you have problems accessing your online pay statement, be sure to review the online instructions carefully, and then try again. If you are still having trouble, contact the Business Office at 541-367-7113 or [jennifer.maynard@sweethome.k12.or.us](mailto:jennifer.maynard@sweethome.k12.or.us).

**Q. If my pay statement is not correct, whom do I contact?**

If you have a question about the information in your electronic pay statement, the Payroll Department at 541-367-7112 or [teri.lowery@sweethome.k12.or.us](mailto:teri.lowery@sweethome.k12.or.us).