



Welcome to the new Employee Portal!

Employee Access is our new Employee Self Service application that provides a more user-friendly interface and increased security to protect you, our employees.

To access, please log in to **iVisions Employee Access** found on the Sweet Home School District website under Resources>Staff>Logins and Communication . Your username and password will be your email address and network password for the district. The login screens will look like the images below. Best practice is use a secure browser (such as an Incognito browser), or clear cache and cookies after you log out of Employee Access.

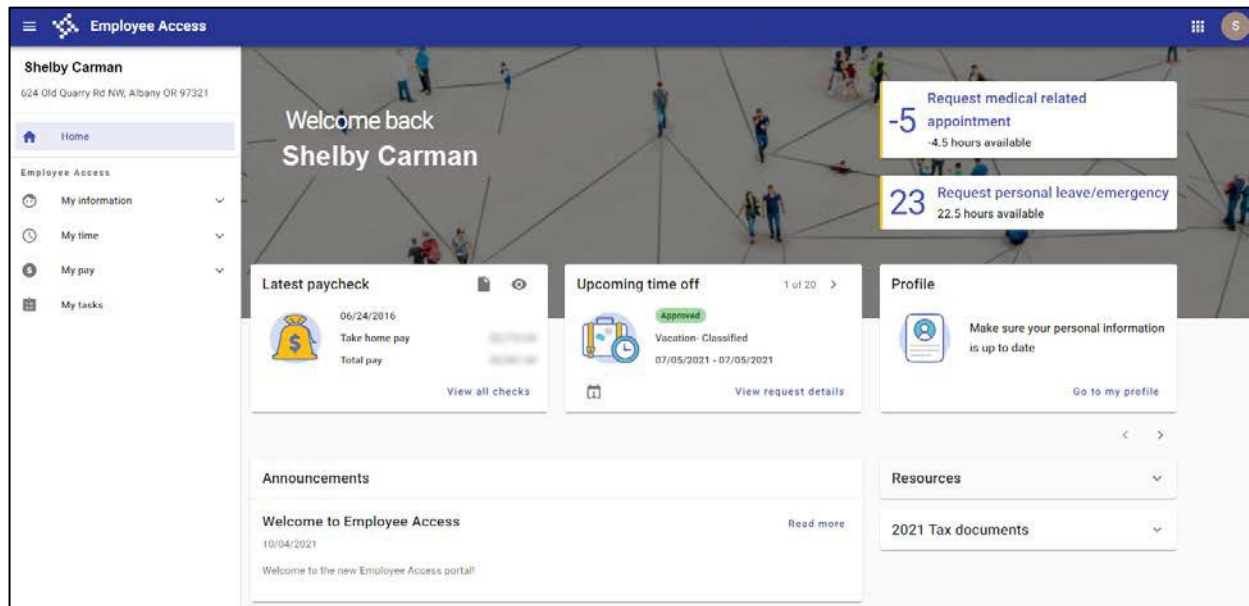
The Okta sign-in form displays the "okta" logo at the top. Below it is a circular profile picture placeholder with a question mark. The text "Sign In" is centered. A "Username" field contains the text "first.last@sweethome.k12.or.us". Below the field is a "Remember me" checkbox and a blue "Next" button. A link for "Need help signing in?" is at the bottom.The Google sign-in screen shows "sign in with google" at the top. It greets the user with "Hi Amanda" and displays the email address "amanda.hill@sweethome.k12.or.us". A password field is labeled "Enter your password" and contains masked characters. A "Show password" checkbox is below the field. A note states: "To continue, Google will share your name, email address, language preference, and profile picture with TID-W integration." At the bottom right are links for "Forgot password?" and a blue "Next" button.

Note that the first time logging into this new site will require you to enter the last four digits of your social security number, date of birth, and mailing address zip code to confirm your identity.

Employee Access Overview

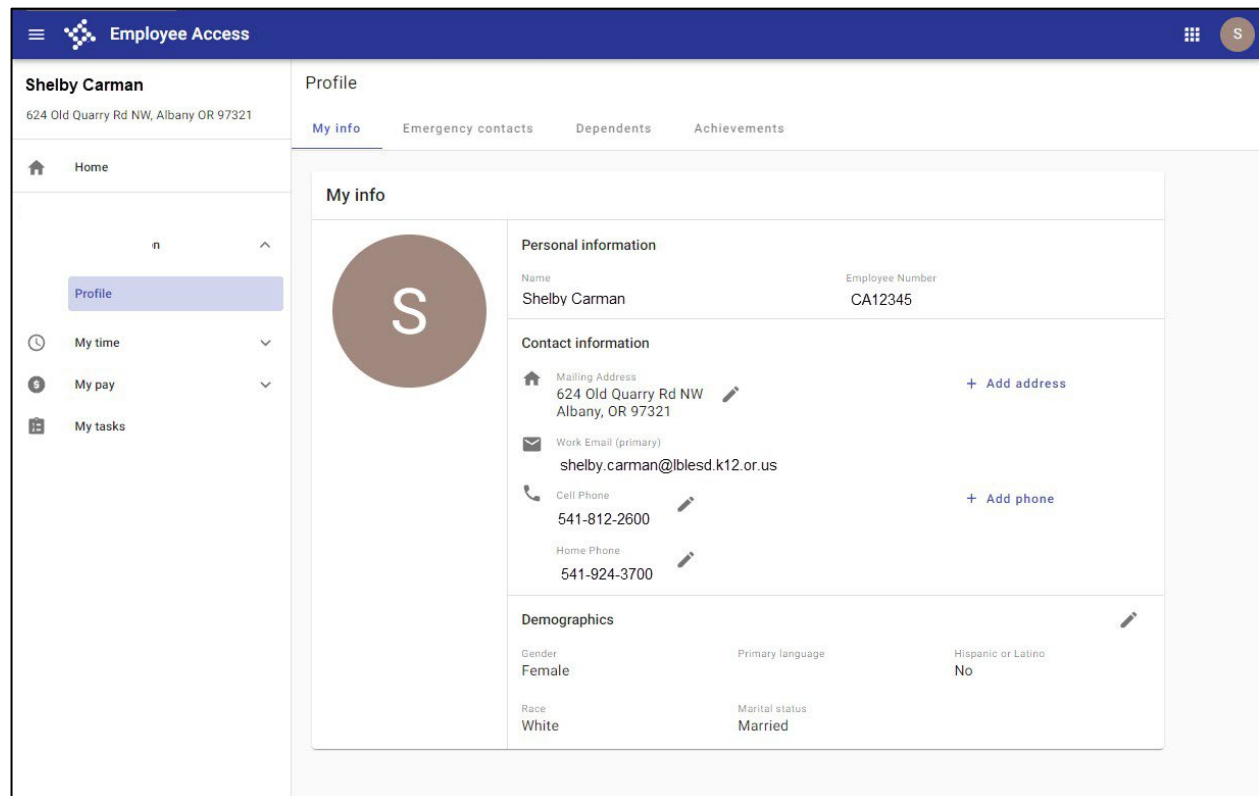
My Dashboard

My Dashboard provides at-a-glance information including District Announcements and links to important Resources.



Employee Profile

Employee Profile allows you to view the contact information on file with the District. If applicable, you may also edit your information from here. Additional tabs allow you to add and maintain Emergency Contact Information, Dependents, and view Education and Certification information.



Pay & Tax

Pay & Tax provides a visual representation of your paycheck with drill in functionality for more information. You may also access the Paycheck Simulator and PDF copies of pay stubs from here.

Pay & Tax is also where you may view your direct deposit information on file and edit if applicable, view and update W4 information, access W2 documentation, and view your job information.

Additional tables also provide access to calendar Year-To-Date pay information as well.

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The screenshot displays the 'Employee Access' portal for Shelby Carman. The main section is titled 'Pay & Tax information' and includes tabs for 'Overview', 'Year-to-date pay', and 'Compensation statement'. The 'Overview' tab is active, showing a 'Recent paychecks' section for the date 6/24/16. A pie chart breaks down the paycheck into three categories: Take home pay (blue), Deduction (purple), and Tax (red). To the right of the chart is a table with the following data:

June 24, 2016	
Total pay	\$3,961.44
Deduction	-\$694.04
Tax	-\$554.16
Take home pay	\$2,713.24

Below the pie chart are links for 'Paycheck history', 'Simulate paycheck', and 'View paycheck'. At the bottom, there are two summary boxes: 'Direct deposit' (OSU Federal CU, Checking, Remaining) and 'Current jobs' (Executive Secretary, \$21.75 / hour, Business Services, Started July 1, 2021).