

**MSAD No. 75**

**Directions to the Employee Self Service Portal**

- Go to the District’s website (link75.org), open the tab “For Staff” and click on the ESS line.
- Log in to Ivisions with your username and password

**Login to iVisions**

User Name:

Password:

Remember Login

[Forgot My Login?](#)

**Infinite Visions version: 18.04.18**

- Your username is your last name and first initial and your temporary password is “Password.123”, and then change this to a personal password as prompted.
- Once you login the system will ask you to verify your information.

Please enter your information to be authenticated.

Last four Digits of SSN:

Home Zip Code:

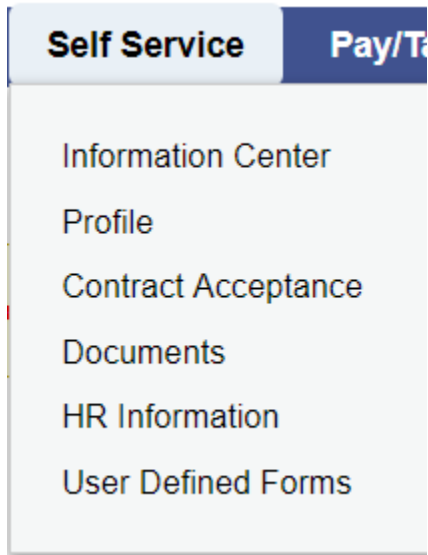
Date of Birth:

Enter your date of birth, the last four digits of your social security number, and your home zip code.

Should you forget your password in the future please send a request for a new password to the Technology Help Desk.

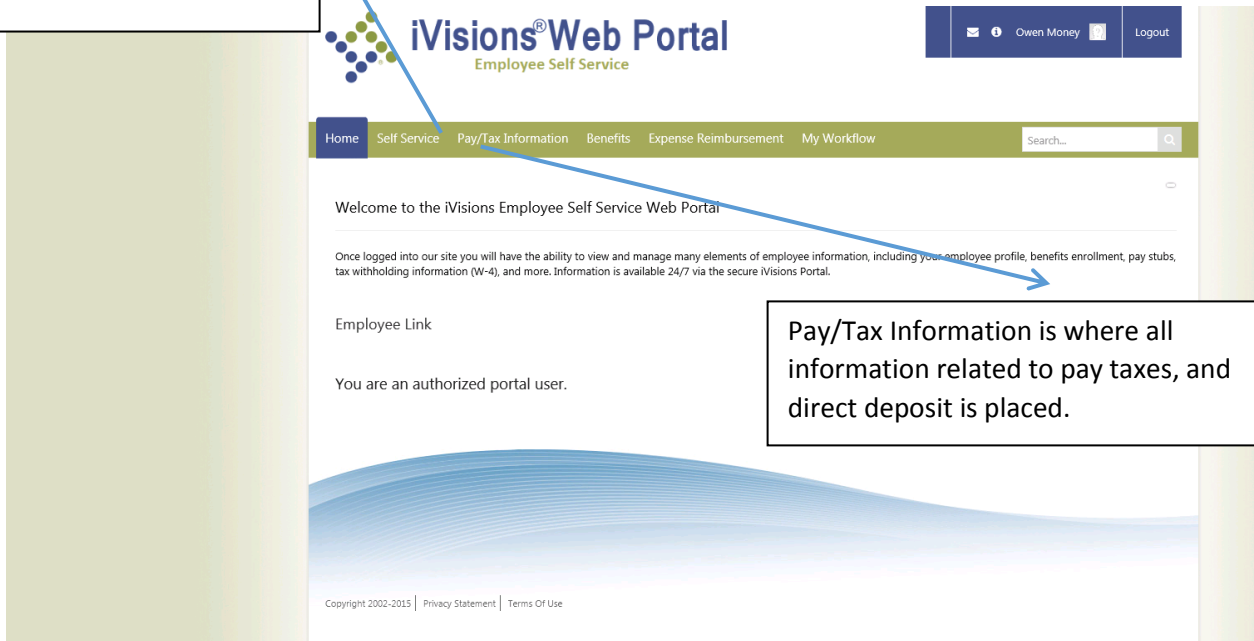
### Navigating the Employee Self Service

The **Self Service** menu of ESS provides access to personal information (e.g., profile, documents, HR info) currently on file at the District. You can review and update personal information and perform tasks (e.g., review/accept contract) via the web portal.



Under profile you will find your name, address, email address, and phone number. All of the information except your name can be changed. To make any change click on the Modify button. You will be required to verify that you are the correct user by entering the last 4 digits of your SSN. Once you have entered the information click submit. Once the changes have been made it will show in the lower half of the screen as changes that are requested. The changes will not show in the upper portion until HR has accepted them.

To view Employee information Click on Self Service in the Green Menu Bar at the top of the screen. There are several options for you as an employee



Pay/Tax Information is where all information related to pay taxes, and direct deposit is placed.

Pay/Tax Information | Employee Pay – this is a view of your pay stub, whether you receive direct deposit or an actual pay check.

Employee Pay

**Payroll Earnings Statement**

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

Pay Date: 10/11/2015-7-Biweekly  
Period Ending: 10/05/2015  
Deposited funds available on Pay Date.

Pay Amount: **\$1,712.73**

Money, Owen T  
477 N Stanton Street  
Carefree, IV 12341

**NON - NEGOTIABLE**

Earnings						Employer Paid Benefits	
Description	Rate	Reg. Units	O/T Units	Reg. Pay	O/T Pay	Description	Amount
Director Finance	\$0.00	0.00	0.00	\$2,540.04	\$0.00	FICA - Medicare	\$36.83
<b>Gross Pay</b>						FICA - Social Security	\$157.48
						IV Classified Retirement	\$175.26
						IV LTD Classified Retirement	\$12.70
						Unemployment	\$0.25
						Workers Comp LOW	\$11.18
						Workers Comp TRSA	\$7.62
<b>Employee Deductions</b>							
Description						Amount	
Direct Deposit Netpay						\$1,712.73	
Federal Tax Withholding						\$404.35	
FICA - Medicare						\$36.83	
FICA - Social Security						\$157.48	
IV Classified Retirement						\$175.26	
IV LTD Classified Retirement						\$12.70	
IV State Income Tax						\$40.44	
Unemployment						\$0.25	
<b>Net Pay</b>						<b>\$1,712.73</b>	

Print Earnings Statement  
 Print w/ SSN

[Pay Check Calculator](#)


Earnings – The positions that you are being paid for

Employee Deductions – these are the deductions that the employee is paying for

Employer Paid Benefits – all deductions/benefits the employer is paying on behalf of the employee

You can print this earnings statement if you would like.

Pay/Tax Information | Calendar Year Pay History – this shows the calendar year total pay information

 Calendar Year Pay History

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

Money, Owen T  
477 N Stanton Street  
Carefree, IV 12341

**Calendar To Date Earnings Statement**

Year

**As of: 10/11/2015**

**Earnings**

Description	Rate	Reg. Hrs	O/T Hrs	Reg. Pay	O/T Pay
Director Finance	\$0.00	0.00	0.00	\$2,540.04	\$0.00
Director Finance	\$31.75	240.00	0.00	\$7,620.12	\$0.00
<b>Gross Pay</b>				<b>\$10,160.16</b>	

**Employer Paid Benefits**

Description	Amount
FICA - Medicare	\$147.32
FICA - Social Security	\$629.92
IV Classified Retirement	\$701.04
IV LTD Classified Retirement	\$50.80
Unemployment	\$1.00
Workers Comp LOW	\$44.72
Workers Comp TRIA	\$30.48

**Employee Deductions**

Description	Amount
Direct Deposit Netpay	\$6,720.45
Federal Tax Withholding	\$1,736.02
FICA - Medicare	\$147.32
FICA - Social Security	\$629.92
IV Classified Retirement	\$701.04
IV LTD Classified Retirement	\$50.80
IV State Income Tax	\$173.61
Unemployment	\$1.00
<b>Net Pay</b>	
<b>\$0.00</b>	

## Pay/Tax Information | Employee W-2

The screenshot shows the iVisions Web Portal Employee Self Service interface. At the top left is the logo with the text "iVisions® Web Portal Employee Self Service". To the right are buttons for "Owen Money" and "Logout". Below this is a navigation bar with links for "Home", "Self Service", "Pay/Tax Information", "Benefits", "Expense Reimbursement", and "My Workflow", along with a search box. The main content area is titled "Employee W2" and features a link: "Click here for your W2 Wages and Tax Statement". A disclaimer follows: "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 you 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." At the bottom left of the page, it says "Copyright 2002-2015 | Privacy Statement | Terms Of Use". At the very bottom, a file download bar shows "want to open or save W2Export.pdf (13.9 KB) from 10.11.20.72?" with "Open", "Save", and "Cancel" buttons.

Pay/Tax Information | Employee Tax Forms – an employee is able to view the Federal W-4 and any state specific Tax Withholding forms required. Here you can change your withholding electronically.

Employee Tax Forms

Fill out Tax Forms

Current Elections: Tax Status = '.115 of Federal', Additional Withholding = \$0.00

Current Elections: Tax Status = 'Single', Exemptions = 0, Additional Withholding = \$0.00, Status = Not Exempt

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.

Changing Tax information will be run through a wizard depending on the option picked here.

Employee Withholding Resource Center

Welcome Owen Money!

The assistant can guide you to the correct forms. You can also choose which forms you would like to fill out if you're certain.

Submitted forms will be reviewed by your Human Resources Department and uploaded to Employee Documents in iVisions.

Tip: On the form submission page you may print your forms by using the browsers print function (Ctrl + P in Windows, Cmd Shift P in OSX) and selecting the Portrait layout.

Guide me Let me choose Sign out

Please select which sections you would like to complete:

Federal
Help me determine which withholding forms apply to me
I want to skip this section

Once you complete the survey the form will allow you to review the information.