

Instructions: Access your personal information through the Infinite Visions Employee Portal!

Here are some of the things you can access:

- Your Personal Profile Information (address, phone number, emergency contacts, e-mail addresses).
- Your monthly payroll records.
- Your W-2 form.
- Your Leave plans activity and balances.

In addition, you will be able to:

- Submit a changed W-4 tax withholding form.
- Submit a leave request.
- Perform a “what-if” calculation to see what your net pay would be if you changed your withholding exemptions, changed your contribution to a 401k or 403b plan or made other discretionary changes.
- Reprint your pay records and/or your W-2 forms.

INSTRUCTIONS

In order to access your information:

- ✓ Log in to <https://ivisions.tylertech.com/clearcreek>
- ✓ Enter your first name.last name (example jane.doe)
- ✓ Enter your initial password as Password.123

You will be asked some security questions for verification and will need to change your password. (One suggestion might be to use your name and the last 4 of your social security number).

Once you are logged in, you will see the following:

CCSD
Clear Creek School District

CLEAR CREEK SCHOOL DISTRICT RE-1
EMPLOYEE PORTAL

District Office: 320 Highway 103, Idaho Springs 303 567 3850

Home Employee Resources

Friday, January 09, 2015 ...: Home ... Your Name Logout

Welcome

Welcome to the iVisions Enterprise Web Portal. We have provided this secure on-line site to further enhance the communications and flow of data in our district. Please log in to access the secure location of the site.

If you have difficulties logging in, please contact the Human Resources Department for assistance.

Employee Link

You are an authorized portal user.

Log In To Access

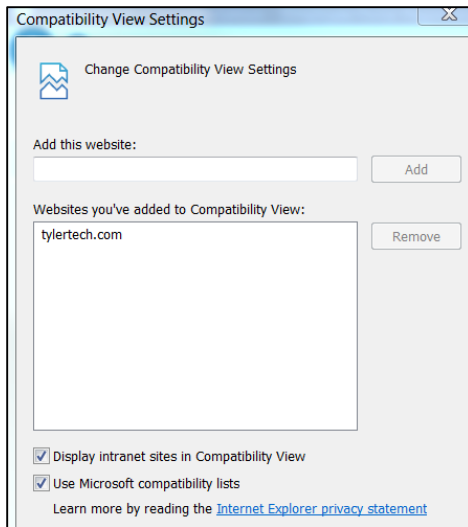
Once logged into our site you will have access the following important departments:

- Employee Resources - view and change address information, request time-off and review pay history.

Compatibility Mode

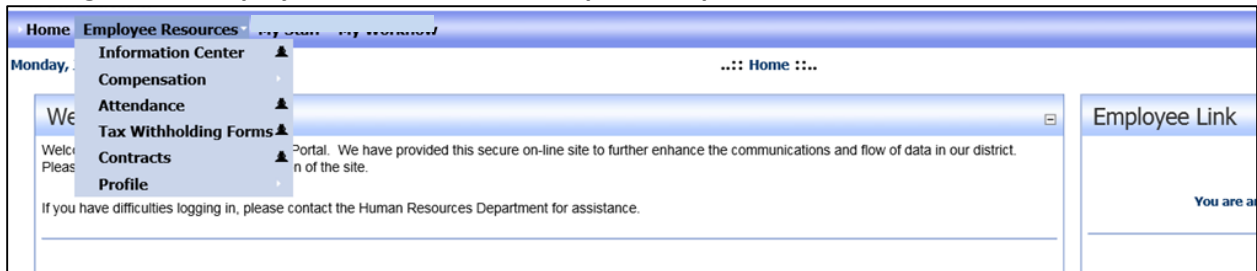
Before going further, if you are using Microsoft Internet Explorer as the browser, it is important that you have Compatibility Mode set. If it is not set, some items may not appear correctly, or not at all.

- ✓ Go to the gear in the upper right corner
- ✓ In the dropdown, select Compatibility View Settings.



Be sure tylertech.com shows; if not, type it in under Add this website and click add.

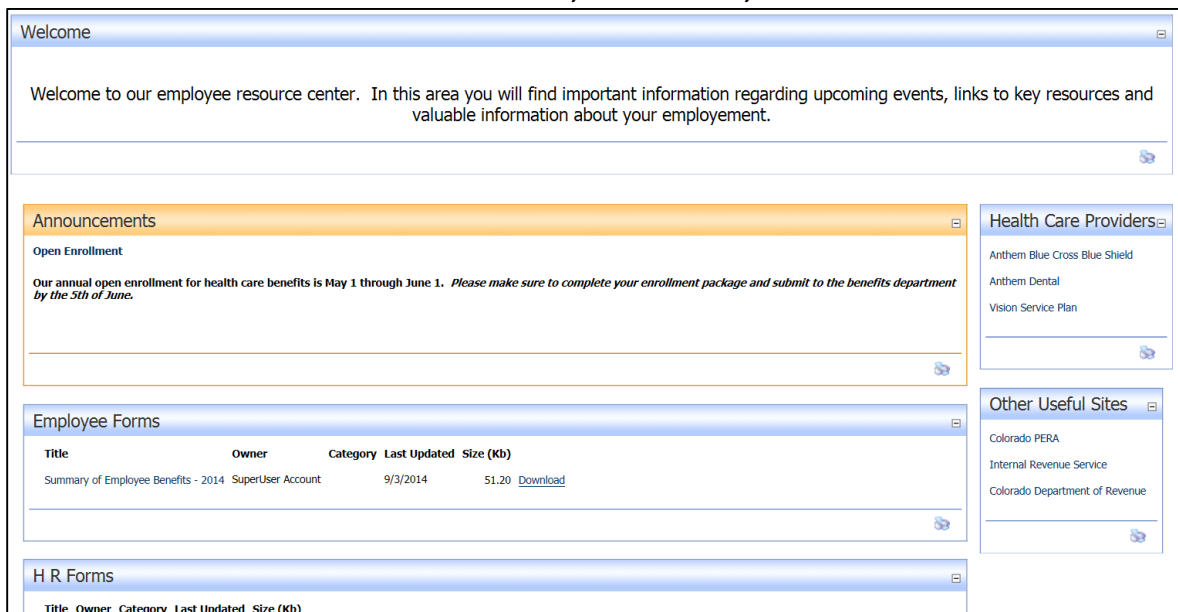
Clicking on the "Employee Resources" tab will open a drop-down, as shown:



(If what appears looks like this, i.e. not as a drop-down, Compatibility Mode is not set.)



Selecting the "Information Center" tab will bring up general information and notifications from the District and will have links to other useful sites, such as PERA, the IRS and Insurance Providers.



To move back to the previous screen, click on the Employee Resources tab.

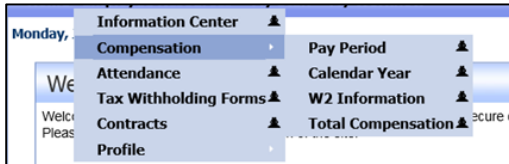


If you use the back arrow in the upper left, a message will appear that your session has expired. In this case, simply click the refresh button, then “Retry”.

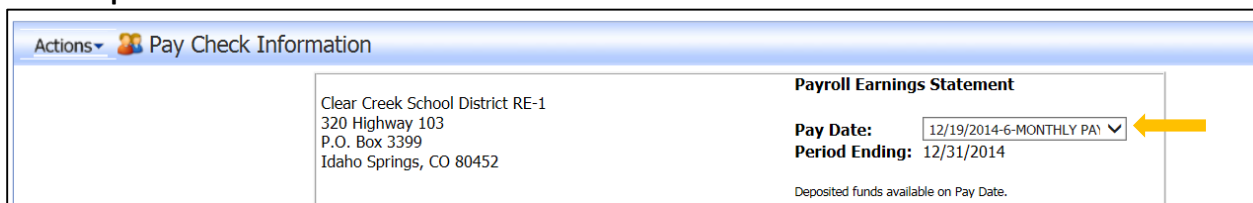


Viewing pay and W-2 information is a two-step process.

First, click on “Compensation”. That will bring up more choices, as follows:

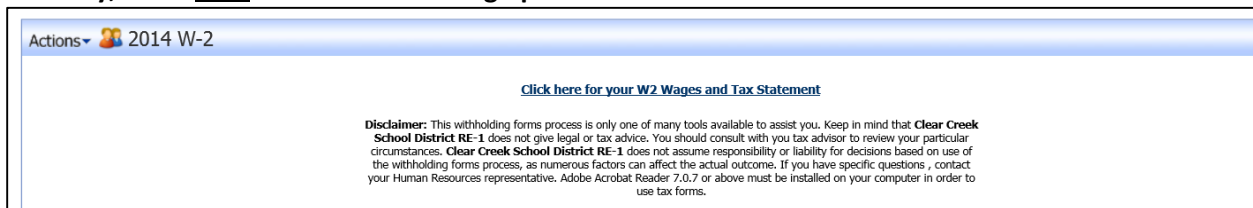


Selecting **Pay Period** will bring up your pay stubs. You can select the one you wish to see in the Pay Date drop-down box



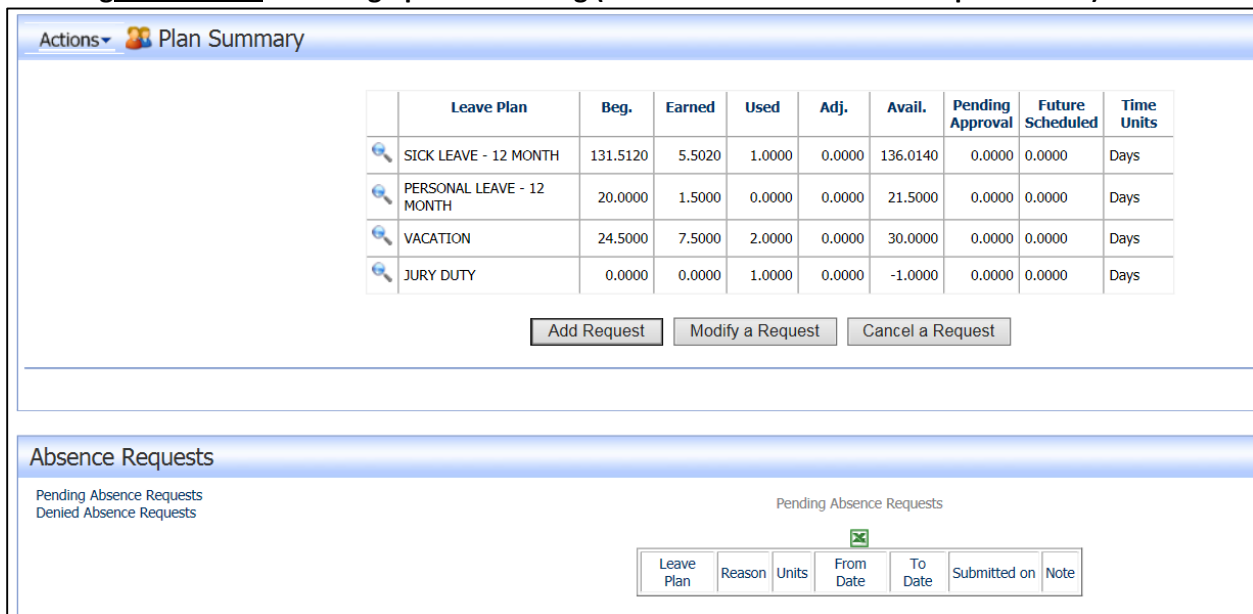
Note: It will look different from the printed ones you have been getting; the leave information and the year-to-date information are accessible in other windows.

Similarly, select **W2 Information** to bring up that form.



Clicking on the selection will bring up a printable PDF copy of the form.

Selecting **Attendance** will bring up the following (View Leave Balances and Request Leave):



This will show the current status of all your leaves, much the same as was shown on your printed pay stub. This screen will show any pending requests you may have submitted.

To create a leave request, click on Add Request. The following will appear. The name fields will be prepopulated.

Actions Absence

First Name: JANE

Last Name: DOE

Leave Plan:

Units:

Reason:

Specific Use:

From Date: 1/12/2015

To Date: 1/12/2015

From Time: 8:00 AM

To Time: 5:00 PM

Note to Supervisor:

Enter the type of leave requested from the drop-down, the number of days requested, the reason and the dates requested. You can add a note to your supervisor about the request.

Once this information is entered, click the Submit button; this will send the request to your supervisor.

Selecting Tax Withholding Forms will bring up the following, which will link to the W-4 forms:

Actions ▾ Tax Withholding Forms

Click for Tax Form "Guide Me" service!

CO - Resident State and Work State
[Colorado Federal W-4 - resident](#)

Current Elections: Tax Status = 'Married', Exemptions = 1, Additional Withholding = \$0.00

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

Current Elections: Tax Status = 'Married', Exemptions = 1, Additional Withholding = \$335.00

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

Notice that your current withholding elections are shown

Select the form and follow the instructions to complete it. Click the Submit button. It will be pre-filled with your current information, but you are able to change it all.

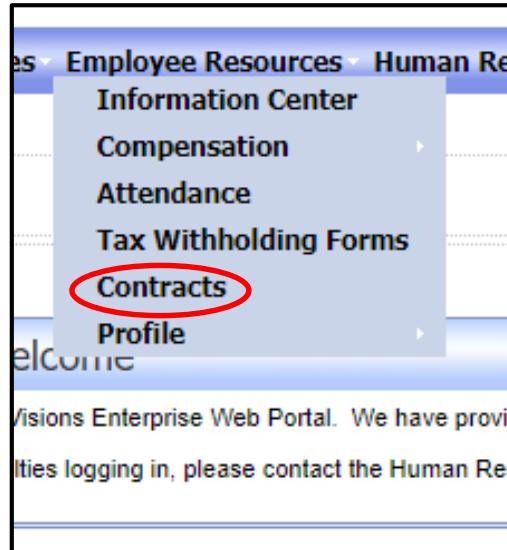
Note: For now, you will still need to print this form, sign it and submit it to HR.

You will be able to review and update personal information under Profile, including:

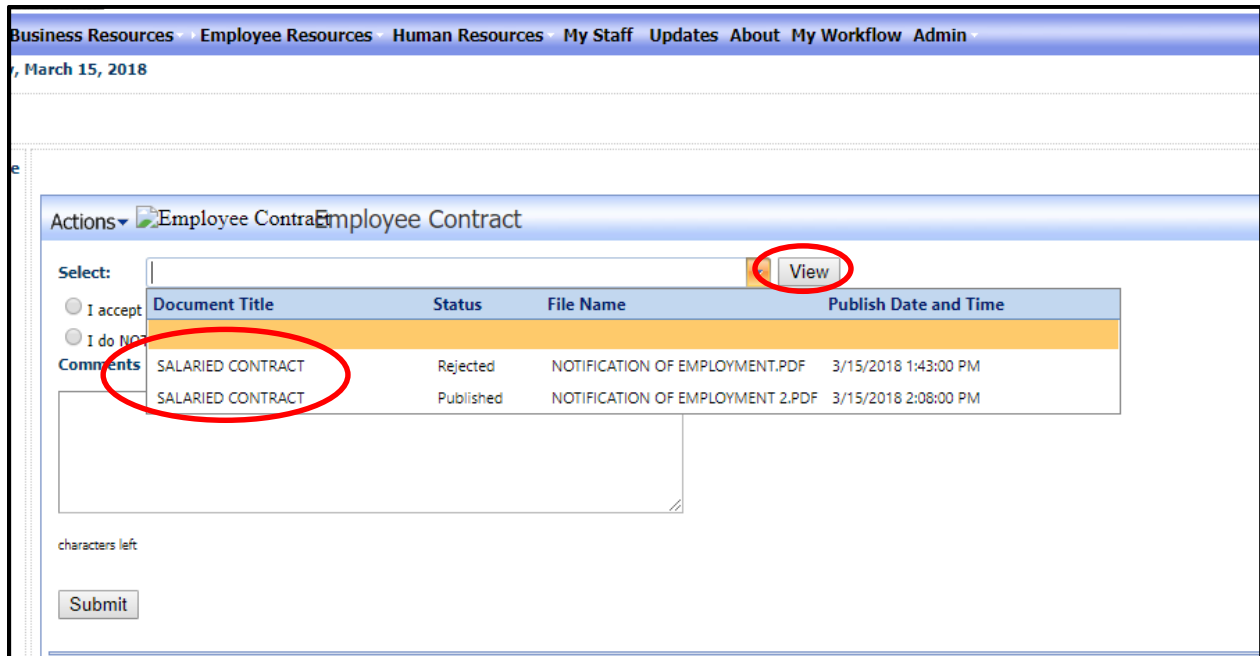
- **Contact information**
- **Emergency contacts**
- **Personal information.**

Contracts in iVisions

- Log into the web portal <https://ivisions.tylertech.com/clearcreek>
- Select: Employee Resources
- Employee Contract Approval

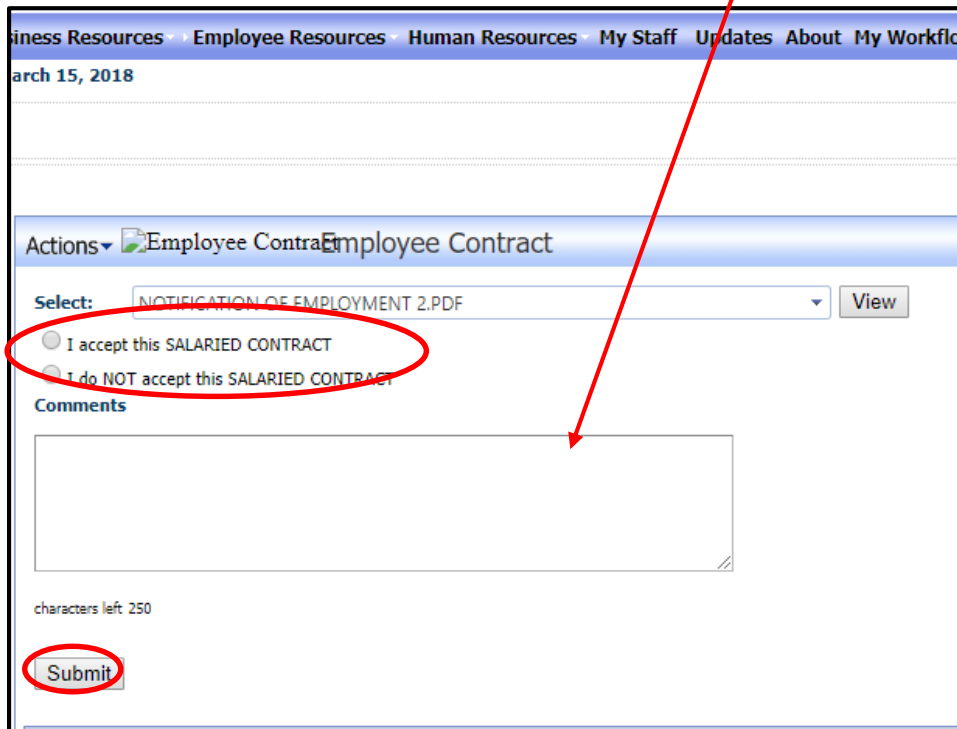


- Select Contract
- View the Contract



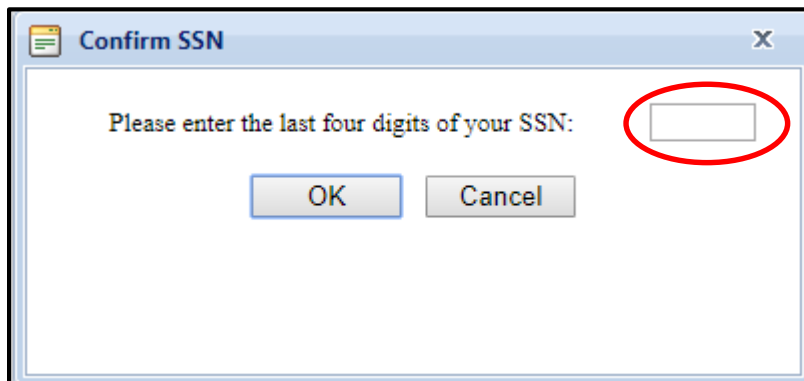
- At this point, you will be prompted to save (or open) the document. Save your contract for your records. *This is best practice. As your contract can be viewed in iVisions during your employment with CCSD.
- NOTE: This window might open at the very bottom of your screen.

- Select Accept or Reject as appropriate.
- You may add comments regarding your selection.
- Submit



The screenshot shows a web interface for an 'Employee Contract'. At the top, there is a navigation bar with links: 'Business Resources', 'Employee Resources', 'Human Resources', 'My Staff', 'Updates', 'About', and 'My Workflow'. Below this is a date 'March 15, 2018'. The main content area has a title 'Employee Contract' and a 'Select:' dropdown menu containing 'NOTIFICATION OF EMPLOYMENT 2.PDF' with a 'View' button. Two radio buttons are present: 'I accept this SALARIED CONTRACT' and 'I do NOT accept this SALARIED CONTRACT'. Below these is a 'Comments' text area with a character count 'characters left: 250' and a 'Submit' button. A red circle highlights the 'I accept this SALARIED CONTRACT' radio button, and another red circle highlights the 'Submit' button. A red arrow points from the top right towards the comments area.

- You will be prompted for the last 4 digits of your social security number.
- OK



The screenshot shows a dialog box titled 'Confirm SSN'. It contains the text 'Please enter the last four digits of your SSN:' followed by a text input field. Below the input field are two buttons: 'OK' and 'Cancel'. The input field is circled in red.

NOTE: If you have rejected your contract or work agreement for incorrect information listed on the contract. Please make note in the comment field. I will review and re-issue. I may be calling you if there are further questions.

For any further assistance, please call either Willie Leslie, 303-567-3854, or Robin Marshall at 303-567-3851.