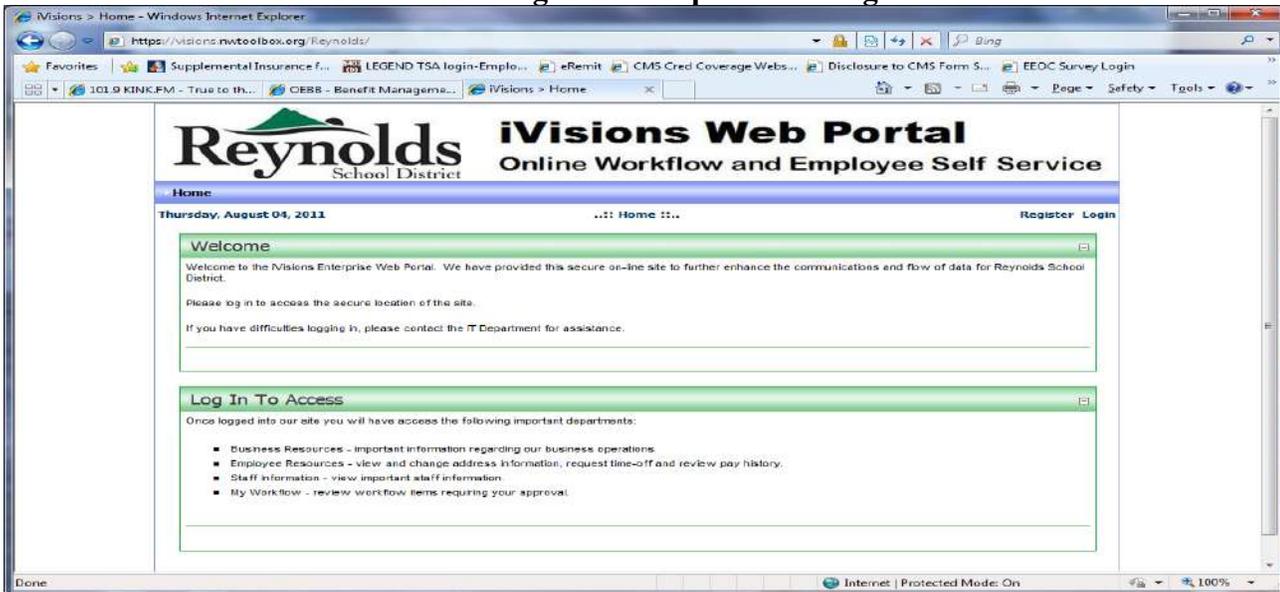


## Welcome to iVisions:

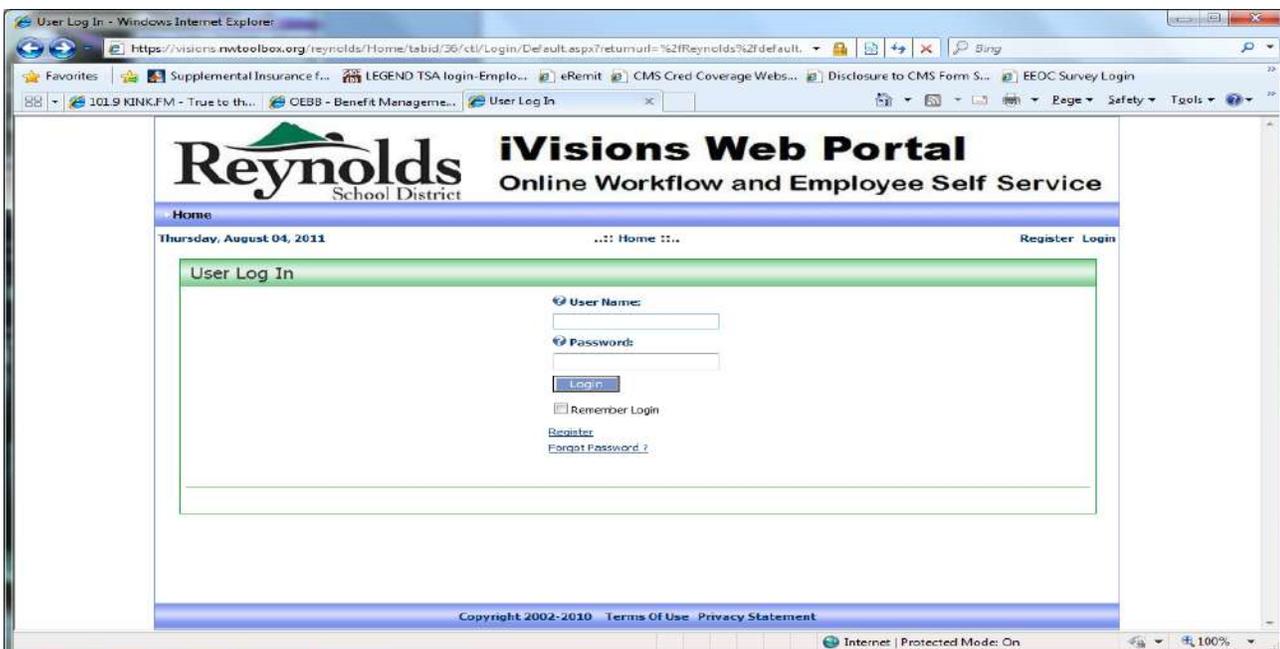
iVisions is the new Online Workflow and Employee Self Service portal that works in conjunction with Reynolds School District's new payroll reporting system, Visions. The website for iVisions is <https://ivweb.nwtoolbox.org/reynolds/> **Employees can begin using this new system to review their personal information and enter their leave, effective September 1, 2015.**

Once you have registered with iVisions (please refer to “iVisions Web Portal, Getting Started – Employee Registration” 2 page handout included herewith) you can login to iVisions and review your personal information or enter your leave.

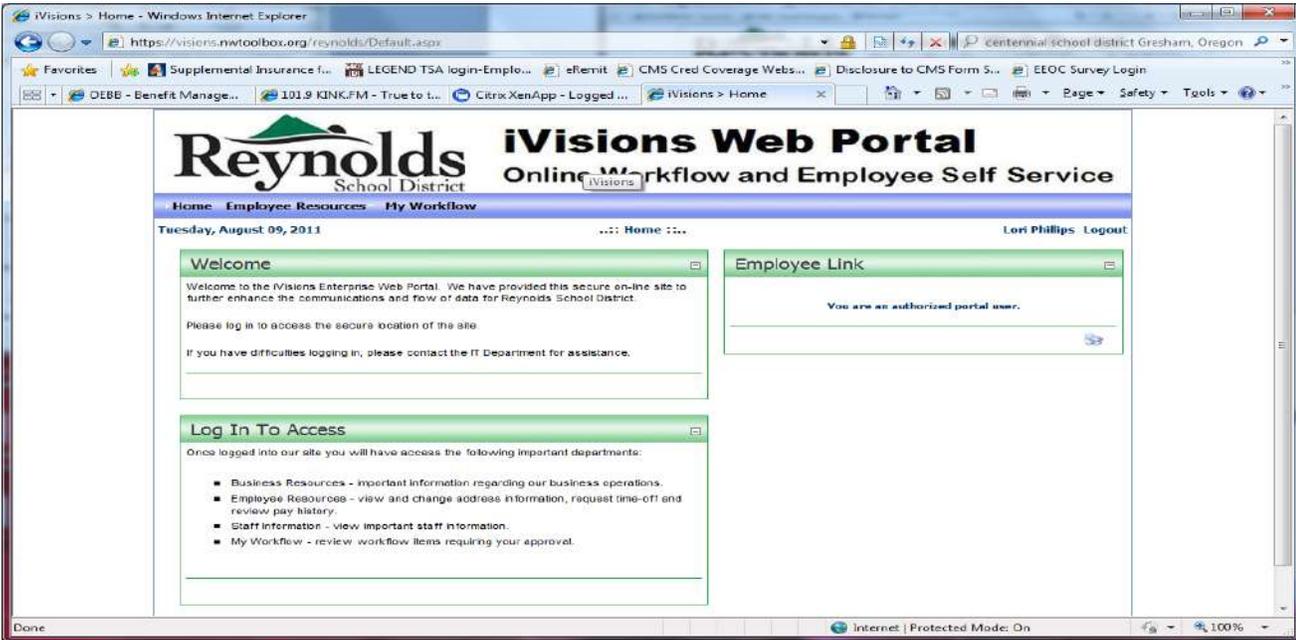
### Entering Leave Requests Through iVisions



To log into iVisions, click “**Login**” in the upper right hand corner of the screen.



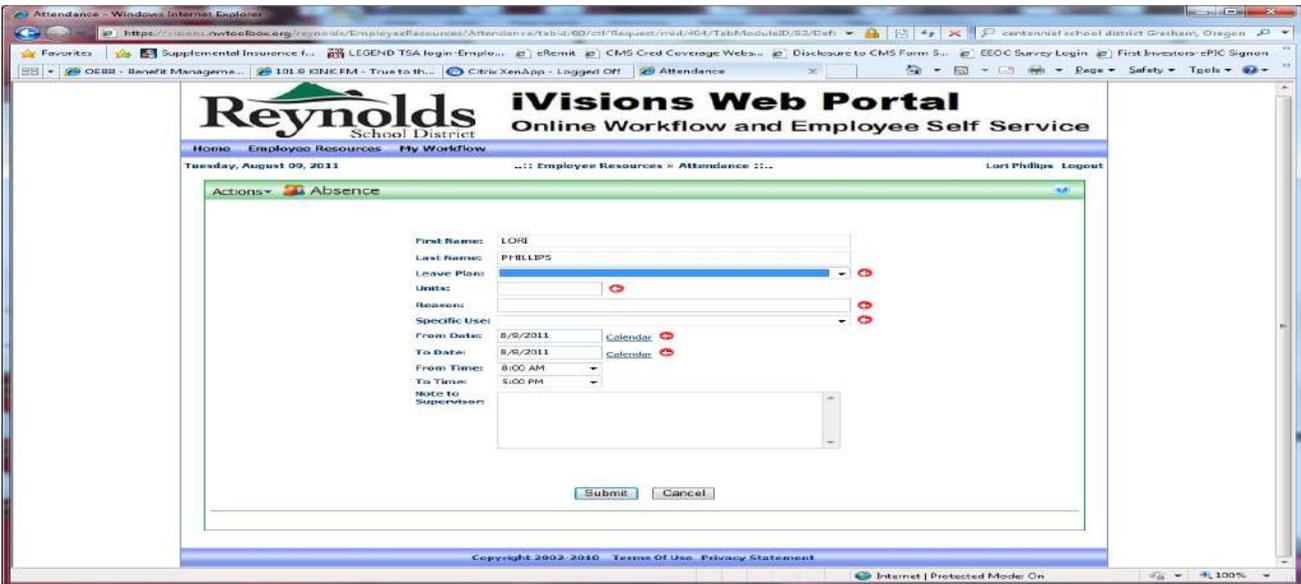
Enter User Name (**First initial of employee's first name, followed by employee's last name, without any spaces** Example: Robert Jones should be entered as rjones) and Password then return.



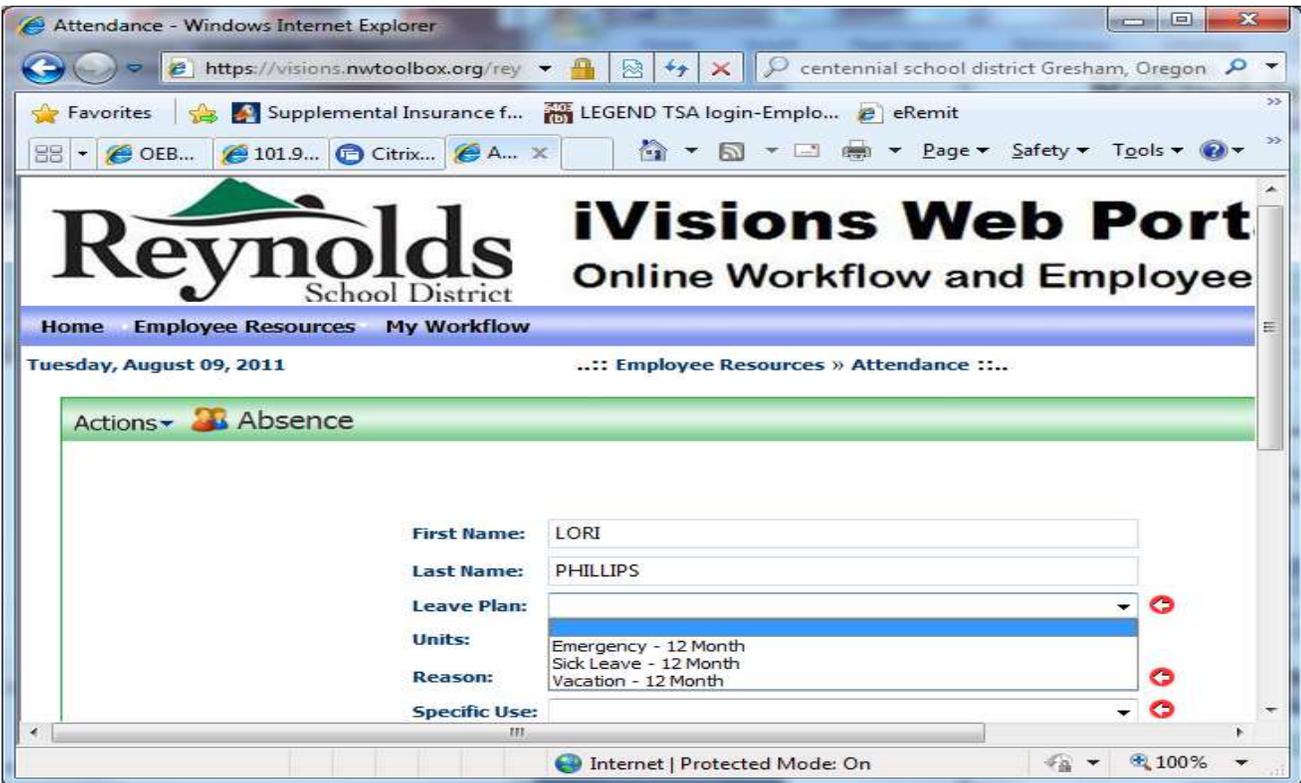
At this point, you have been logged into the iVisions Web Portal. You can review your leave plan information and add, modify, or cancel leave requests by clicking on, or hovering on **“Employee Resources”** located in the blue bar (see below). Click on **“Attendance”** and the program will open to a screen like the one shown below. Detailed transaction information is available by clicking on the magnifying glass next to each plan.



A detailed transaction of the leave plan will appear. At this point, you can **“Add a Request”**, **“Modify a Request”** previously entered, or **“Cancel a Request”**. To enter an absence, click on **“Add Request”**. To see pending absence requests or denied absence requests, look under **“Absence Requests”** on the above screen, and click on **“My Pending Absence Requests”** or **“My Denied Absence Requests”**. If you have any leave requests pending approval or any future leave scheduled, they will also appear in the grid. At the bottom of the screen you can see Pending Requests (meaning that request has not been posted) or view Denied Requests.



To enter a new leave request, click on the drop down arrow (black arrow) under “Leave Plan”. It will give you a choice of the types of leave you can enter, i.e., Emergency Leave, Sick Leave or Vacation Leave.



From the list, click on the leave that you want to enter into iVisions. All required fields are noted with a red arrow.

Next, type in “Units” (number of hours), “Reason” and the “From Date” and “To Date” and “From Time” and “To Time”. If you want to include any notes to your supervisor, you can add them to the “Note to Supervisor” box. See below.

The screenshot shows the 'Absence' form in the iVisions Web Portal. The form fields are as follows:

- First Name: LORI
- Last Name: PHILLIPS
- Leave Plan: [Dropdown]
- Units: [Input field]
- Reason: [Dropdown]
- Specific Use: [Dropdown]
- From Date: 8/9/2011
- To Date: 8/9/2011
- From Time: 8:00 AM
- To Time: 5:00 PM
- Note to Supervisor: [Text area]

Buttons: Submit, Cancel

Click the “Submit” button once all required fields are filled in. A confirmation screen will then appear and you can print your request. The request will then move to your supervisor electronically for approval. Then click on “Done”.

The screenshot shows the 'Plan Summary' and 'Absence Requests' sections. The Plan Summary table is as follows:

Leave Plan	Beg.	Earned	Used	Adj.	Avail.	Pending Approval	Future Scheduled	Time Units
Sick Leave - 12 Month	0.00	96.00	0.00	0.00	96.00	0.00	0.00	Hours
Emergency - 12 Month	0.00	32.00	0.00	0.00	32.00	0.00	0.00	Hours
Vacation - 12 Month	0.00	96.00	16.00	0.00	80.00	40.00	0.00	Hours

The Absence Requests section shows a table of pending requests:

Leave Plan	Reason	Units	From Date	To Date	Note
Vacation - 12 Month	Vacation	40.00	08/29/2011	09/02/2011	

You can now see your Pending Request at the bottom of the Attendance screen (see above).

**THIS PROCESS ELIMINATES THE NEED FOR “THE 3-PART LONG FORM”** (classified form #PSNL23 and licensed form #PSNL22). **Please begin entering all of your leave requests using this new process, effective September 1, 2011.**

After you have submitted a request for leave, you can still modify or cancel the request if your plans change. Submitting the modify or cancellation request will create a new leave request record that will route through the normal approval channel. To modify a pending request, click the “**Modify a Request**” button. To cancel a pending request, click the “**Cancel a Request**” button.

When you are finished entering your leave, remember to “**Logout**” of the iVisions system.

**REMEMBER: For those employees who are authorized to obtain a substitute when absent, you must report your absence in SmartFind Express, in addition to entering your leave in iVisions. Entering your time in SmartFind Express allows the SmartFind Express system to select a substitute for you.**

- You can elect to pre-arrange a substitute, rather than having the SmartFind Express system select a sub for you. Remember to contact your substitute before-hand, as SmartFind Express will not call/remind a “pre-arranged” substitute of their sub job assignment.
- You can also choose a substitute from your school site’s preference list, which is located within the SmartFind Express system.

For more information on this process, please see the attached SmartFind Express Employee Telephone Instruction bi-fold.

To register with SmartFind Express for the first time:

- A profile will be created for you in the Absence Reporting System of SmartFind Express. You will be sent an email with your login information, which will contain your Access ID#.

You will need to set your own PIN (minimum 4 digits) when you first call into the system. You will not be able to report any absences, unless your name has been voiced, so please take care of this as soon as possible.

Once you have voiced your name you can access the system anytime by telephone at the following telephone number, or online at <https://ems.eschoolsolutions.com>

- Call SmartFind Express at (503) 616-2025
- Record your name when instructed and press the star (\*) key when you have finished recording.
- You will hear the primary locations and classification that has been set up in your profile. If this information is not correct, continue with the registration process and then contact your system operator to correct the information.
- Create your PIN. Enter the PIN you want to use followed by the star (\*) key. The PIN must be numeric, must meet the minimum length requirements for your system and cannot be more than 9 digits.