Infinite Visions Employee Self Service Information

**First Time Users Log in Directions:**

Log In address: copy this link http://sd308.link/ess or visit the Employee Intranet under the Finance tab>iVisions information

First time log-in information:

User Name: First initial last name. Example: ctyler.

Password: Passw0rd (use a zero for the 0) You will be prompted to change your password. After you change your password, you will need to be authenticated and verify your personal information.

Once you are logged in, you should see at least three headings at the top: Home, Self Service, and Tax Information. Congrats! You are all set and now able to login!

**Information on options:**

**Home** – takes you to the main screen.

**Self-Service**

*Information Center* – will be updated with useful documents and web links. Currently there is a link to Blue Cross Blue Shield and an iVisions user guide.

*Profile –* your address, phone, personal email, info is displayed here. You can make changes here. These will be routed to HR for their review and to post. You can also update/add emergency contacts.

*Expense Reimbursement –* currently, you are able to submit a request for mileage reimbursements. We are working on a request to reimburse for supplies.

*HR Information –* in progress, will be updated in the future

*Employee Documents –* in progress, will be updated in the future

*Time Off –* for information purposes only! Requests for absences should be submitted through AESOP. This will be updated following each payroll date.

**Pay/Tax Information**

*Employee Pay –* view current/past paychecks beginning with the January 15, 2020 payroll date.

*Calendar Year Pay History –* calendar year-to-date totals

*Employee Tax Forms -*  view/change withholding deductions. Changes do not take effect until posted by human resources.

*Printable W-2* – print W-2s beginning with calendar year 2020 earnings.

*Direct Deposit -* View/change direct deposit information. Changes do not take effect until posted by human resources.