



# Infinite Visions for GAPS Employees

MAR 2013

## How to Access Infinite Visions

### What do I need to do to access my personal information online?

- ✚ You will receive an email confirmation from Ashley Netzel that you are registered. Use the link provided on the email to login for the first time. You will also need the verification code provided in this email.
- ✚ You will be asked to enter your personal information for authentication, and then you will click the "Link" button.
- ✚ You will then be able to view your personal information in the "Employee Resources" tab.
- ✚ After your initial login, you may sign into IVisions by going to our website [www.albany.k12.or.us](http://www.albany.k12.or.us) then choosing "Ivisions Login" under the QUICK LINKS drop down box. Your user name is firstname.lastname then follow the online steps.

**\*\*Be sure to change your password to a password you can easily Remember, it must be at least seven characters.**

### What will this do for me?

- ✚ It will enable you to view and print out your direct deposit receipts or pay stubs for current and past pay periods.
- ✚ You will be able to use the Pay Check Calculator feature for planning.
- ✚ You will be able to view your W-4 information and submit changes as needed.
- ✚ You will be able to view your leave balances and history,
- ✚ You will be able to initiate leave requests that will automatically be sent to your supervisor.
- ✚ You will be able to change/modify your contact and emergency contact information.
- ✚ You will be able to view your personal information.

## How do I make a request for leave?

- ✚ Access Infinite Visions
- ✚ Enter your user name and password
- ✚ Click on "Employee Resources"
- ✚ Click on "Attendance"
- ✚ Click on "Add Request"
- ✚ Choose leave plan, number hours, enter reason, and the dates and times of absence.
- ✚ Click on "Submit"

For unanticipated sick leave or emergency leave requests, you may enter the absence once you return to work, if you are unable to access a computer from home. Personal and vacation leave absences need to be preapproved by your supervisor. Request for substitutes will still be arranged through AESOP at 1-800-

### Important Things to Remember:

1. Always keep your login information confidential
2. Always be sure personal information is kept current
3. Use of online system can easily be done at home for convenience.

942-3767 or on the web at <http://www.frontlineplacement.com/education/>.

## **How to Access Paycheck Information**

- ✚ Access Infinite Visions
- ✚ Click on "Employee Resources"
- ✚ Click on "Compensation"
- ✚ Access your paycheck information

### **Want to see the effect of changing your pay or withholdings?**

- ✚ Click Paycheck Calculator at the bottom of your pay information screen.

### **Want to change your tax withholding?**

- ✚ Click on "Employee Resources"
- ✚ Click Tax Withholding Forms
- ✚ Click Federal W-4
- ✚ Complete the form, print, sign, and deliver to the Payroll Office

## **How do I change my password?**

- ✚ After you log in, left click on your name in the upper right just under the Search box.
- ✚ Click on "Manage Password".
- ✚ Enter your new password twice (which needs to be at least 7 characters long)
- ✚ Click on "Change Password" button to save changes.

## **Frequently Asked Questions Online Pay Statements for Employees with or without Direct Deposit**

### **Q. Why do I want to view my pay information online?**

- ✚ View, print and e- mail pay statements from your home 24 hours a day, 7 days a week.
- ✚ View your pay statements early, 1-2 days prior to every payday.
- ✚ Pay history is available for loan applications, financial transactions, or agencies requesting wage verification.
- ✚ Obtain additional copies for reprint
- ✚ More convenient and secure electronic delivery of confidential pay information that is secure, cost effective and more environmentally friendly than using paper pay statements.

### **Q. Why was my paper pay statement discontinued?**

Research indicates that some paper pay statements are left unattended on an employee desk, and many pay statements are discarded without being opened. Employees sometime complain the paper statements get lost and express concern about who may have access to their pay information.

With online pay statement, the method of distribution is more secure than the current paper process. The current process is manually intensive, with many people handling the statements before they reach the employee, which are often located in non-secured areas. We will eliminate all of these security risks by delivering your pay statement online.

### **Q. When will I be able to see the current pay period statement?**

Your online pay statement will be available on your scheduled pay date. In many cases, the online pay statement may be available a couple of days before the actual pay date, although the funds will not be in your account until the actual pay date.

### **Q. What information does the online pay statement include?**

The same information that was on your paper pay statement.

### **Q. Will I receive an email notification that my pay statement has been posted online?**

There will not be an e-mail notification.

### **Q. Can I get my online pay statement at a computer other than my work computer?**

Yes. In addition to your work computer, you can access your online pay statement from any computer that has Adobe Reader.

### **Q. Can I view my online pay statement on either a MAC or a PC?**

Yes. You can view your online pay statement on both MAC and PC.

### **Q. Does it matter which internet browser I use to access my online pay statement?**

The supported browsers for online pay statements are for Windows – Internet Explorer, Firefox, Vista and Netscape and for Mac – Safari and Netscape.

**Greater Albany  
Public Schools  
Human  
Resources  
541-967-4503**

**Business  
541-967-4505**

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**Q. Is the site secure?**

Yes. The site that hosts your online pay information uses industry-standard SSL (secure socket layer) encryption and advanced password management to ensure the protection and integrity of all pay stub data transmissions. Only you know your password to access your pay information. The online pay stub actually offers increased confidentiality over a paper stub. The paper stub usually passes through several people before being delivered to you.

**Q. How can I be sure someone else cannot see my online pay statement?**

The best way to safeguard personal information is by keeping your password private. You can change your password periodically by going to the Change Password Menu item. Additionally, when you have completed viewing your online pay statement, exit/close your browser and Adobe Reader.

**Q. How do I access my pay statement online?**

You can access your online pay stub through the Infinite Visions Web Portal, using the following URL <https://bis.lblesd.k12.or.us/GAPS/>, from any computer with an internet connection.

Log In to access your information.

Under Employee Resources> Compensation > Pay Period you can view your paycheck(s).

At the bottom of the check is a "Paycheck Calculator" that allows you to perform "What If" changes and view the net effect.

**Q. Do I need any special software to view my pay stub?**

Yes, you will need Adobe Reader to view your pay stub.

**Q. Is Adobe Reader free?**

Yes.

**Q. How do I get Adobe Reader?**

Go to URL <http://www.adobe.com/products/acrobat/readstep2.html> and follow the installation steps.

**Q. What do I do if I can't get to my pay information online?**

If you have problems accessing your online pay statement, be sure to review the online instructions carefully, and then try again. If you are still having trouble, contact your building secretary, the Business Office (967-4505) or the Human Resources Department (967-4503).

**Q. If my pay statement is not correct, whom do I contact?**

If you have a question about the information in your electronic pay statement, contact your supervisor, building secretary, the Business Office or the Human Resources Department and they will assist you.