

Infinite Visions-Paycheck Information

You will receive an email confirmation from NaeDean Mahr once you are registered to use the system. Use the link provided on the email bis.iblesd.k12.or.us/gaps to login for the first time. Your username will generally be your firstname.lastname in lowercase. You will be prompted to choose a password when you follow the link.

After your initial login, you may sign into Infinite Visions by going to our website www.albany.k12.or.us then choosing "Infinite Visions" under Staff tab.

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 change/modify your contact and emergency contact information.
- You will be able to view your personal information.
- View or print commonly used forms from the Information Center

How to Access Paycheck Information

- Access Infinite Visions
- Click on "Pay/Tax Information"
- Click on "Employee Pay"

Want to change your tax withholding?

- Click on "Pay/Tax Information"
- Click Employee Tax Forms
- Tap "Click to fill Out Tax Forms" button

How do I change my password?

- After you log in, left click on your name in the upper right corner.
- Click on "Edit Profile".
- Click on the "Manage Account" tab.
- Click on the "Manage Password" tab.
- Enter your current password and your new password twice (which needs to be at least 7 characters long)
- Click on "Change Password" button to save changes.

How do I make a request for Leave?

- Access Infinite Visions
- Enter your user name and password
- Click on "Self Service"
- Click on "Attendance"
- Click on "Request Time Off"
- Click on date of absence and click Next
- Choose leave plan click Next, then enter hours absent and times, then click Next
- Enter reason, you may also enter optional notes for your Supervisor
- Click on "Submit Request"

Frequently Asked Questions

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.
- 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. When will I be able to see the current pay period statement?

Your online pay statement will be available on your scheduled pay date.

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.

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.

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 the Human Resources Department at 541-967-4503.

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 the Business Office at 541-967-4505 and they will assist you.