

IVisions Employee Self Service Portal

The Employee Self Service Portal is meant to replace paper leave requests. It is connected to the district's HR and payroll system. It is separate from Aesop, which is run by SOESD for substitute payroll. Employees should use the portal for sick leave, personal leave, vacation leave (if applicable) and family sick leave.

Leave Request Process

1. Go to Ivision Employee Selfm Service Web Portal: <https://ivisions.ashland.k12.or.us/>
2. Log in.
 - a. For first time users: Register m m set it up using your regular district logm in credentials (later we will be syncing with our system so these credentials will have to be used)
 - b. If you are a returning user (office managers, administrators) log-in as usual (please know that if your log-in to Ivisions is different than district credentials, it will change later)
3. Choose: Self service (second tab)
4. Choose: Time off (third one down)

This screen gives you a leave summary of both available and pending leave
If you click magnifying glass: gives you a summary of specific leave plan
5. At bottom summary of requests, choose: time off bottom.
6. Calendar -- choose dates. Pick a start and end date. These must be consecutive days (if there is day of work in between the start and end date then those are two different leave requests).
7. Select Type
8. Next
9. Indicate hours taking
10. You have to include reason to proceed. This can be the same leave type.
11. Supervisor gets an email alert that there is a leave request
12. User gets an email notice of leave being approved/denied

Notes:

- Can modify it later if things changed – reduce or increase hours
- Can click around in other places, but not yet cleaned up so please do not email us to fix something yet until we roll out other parts
- Eventually you will be able to do the following in the portal: change withholdings, get W2s, change address and phone number, see salary placement, use an app for smartphones, etc.
- Office manager will be matching to Aesop records. Eventual elimination of leave logs.

Need help? See something in the leave section wrong?

Contact:

- If the problem is with leave: Patty Michiels, HR
- If the problem is with the technology: Tito Soriano, Tech dept.
- If the problem is a specific PO: Renae Rogers, Business Office

Types of Leave in the portal

1. Sick leave

Log all sick days even if you use Aesop to get a sub

Increments:

Certified: 4 hour increments if a sub is needed, 15 minute increments if no sub is needed

Classified: 15 mins increments

Reminders:

- After 5 consecutive days of sick leave (or a hospitalization) staff needs a doctor's note to say you may return to work
- If you anticipate over three days of leave (need not be consecutive) for a medical condition contact Sue Herring for an analysis of OFLA/OMLA application

2. Family Sick Leave

Needs to be pre approved -- if possible

3 days per year then use own sick leave (up to 7 days)

Increments: 15 mins

Reminders:

- If family leave is required over 5 days, a doctor's note re: family member is needed
- Classified staff: do not receive family sick days until probationary period is completed
- Does not carry over to next year
- If you anticipate over three days of leave (need not be consecutive) for a medical condition OF A FAMILY MEMBER contact Sue Herring for an analysis of OFLA/OMLA

3. Personal Leave

Needs to be pre approved

"To care for matters of a personal or business nature which can not be done other than during working hours"

3 days/year

Increments: 15 mins

Reminders:

- Classified staff: do not receive personal days until probationary period is completed
- Does not carry over to next year
- Incentive to not use (see collective bargaining agreement)

4. Vacation Leave (applies to year round employees)

Needs to be pre approved

Increments: 15 mins

Reminders:

- There may be limits on carry over
- There may be limits on pay out

Procedure for leave not in the portal

For these leaves do not use the portal:

- Bereavement (3 days w/ 2 if extended travel = 5 days) – talk to your principal/supervisor
- Jury Duty -- talk to your principal
- Military Duty -- talk to your principal/supervisor
- Other long term leave requests (maternity, etc) – see below
- Professional – work with principal/supervisor

How to request long term leave:

Submitted in writing

Include start date, end day and reason

Sent to HR at DO (email will suffice)

You will receive an email verifying leave details