



iVisions Employee Web Portal Leave Requests

To access the Employee Portal go to: <https://ivisions.jenksps.org/ivisionsess>

Leave may be used **AFTER** your probation end date: ___/___/_____

Click **Login** in the upper right hand corner of the screen and login. Click **Self Service** in the toolbar and the drop down menu will appear, click on **Time Off**. The **Employee Leave Summary** page displays a table with all of your current leave balances. To submit a leave request follow the steps outlined below:

a. Click **Request Time Off**.

Home Self Service Pay/Tax Information Benefits My Staff My Workflow

Employee Leave Summary

Leave Plan	Beg.	Earned	Used	Adj.	Avail.	Pending Approval	Future Scheduled	Time Units
Float 8 Hours	0.0000	24.0000	24.0000	0.0000	0.0000	0.0000	0.0000	Hours
Personal Hours	0.0000	24.0000	8.0000	0.0000	16.0000	0.0000	0.0000	Hours
Sick 8 Hours 12 Mo	16.0000	72.0000	12.0000	0.0000	76.0000	0.0000	0.0000	Hours
Vac 8 Hours 12 Mo	19.5000	72.0000	52.0000	0.0000	39.5000	0.0000	0.0000	Hours
Absent W/O Pay Classified Days	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Days
Bereavement Immediate Family Days	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Days
Bereavement Outside Family Days (Yr Limit 2)	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Days
Legal Days	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Days
School Business Days	0.0000	0.0000	3.5000	0.0000	-3.5000	0.0000	0.0000	Days

Request Time Off My Requests

Click this icon to see your leave requests in a calendar format.

Click the magnifying glass to view a detailed list of leave transactions.

a. Select the date or dates you will be absent. Click **Next**.

- Complete a **separate request for each work week**. A week runs from Sunday to Saturday. (Ex: do not turn in a request for Friday through Monday; you need a request for each week).
- Complete a **separate request for each partial day** requested. (Ex: do not turn in a request for 20 hours (2 ½ days), Monday through Wednesday. You need a request for 16 hours Monday-Tuesday and a separate request for 4 hours Wednesday).

Request Time Off

Select Dates Select Type Partial Day Requests Additional Information

April 2016

	S	M	T	W	T	F	S
14	27	28	29	30	31	1	2
15	3	4	5	6	7	8	9
16	10	11	12	13	14	15	16
17	17	18	19	20	21	22	23
18	24	25	26	27	28	29	30
19	1	2	3	4	5	6	7

Next Cancel

Notice this column is **NOT** Sunday. It is the week number for the year. If you need to submit leave for a Monday be sure to pick the correct date. We see lots of requests for Sunday that should be Monday.

b. Choose the appropriate leave plan. Click **Next**.

Description	Available	Pending Approval	Future Scheduled
<input type="radio"/> Float 8 Hours	0	0	0
<input type="radio"/> Personal Hours	16	0	0
<input checked="" type="radio"/> Sick 8 Hours 12 Mo	76	0	0
<input type="radio"/> Vac 8 Hours 12 Mo	39.5	0	0
<input type="radio"/> Absent W/O Pay Classified Days	0	0	0
<input type="radio"/> Bereavement Immediate Family Days	0	0	0
<input type="radio"/> Bereavement Outside Family Days (Yr Limit 2)	0	0	0
<input type="radio"/> Legal Days	0	0	0
<input type="radio"/> School Business Days	-3.5	0	0

Buttons: Back, Next, Cancel

c. Enter the number of hours or days as indicated to the right of the box. Click **Next**.

- If the leave plan description specifies **Hours**, you will enter the number of hours you will be off. You will use the number of hours in either your full work day or half work day (Ex: if you work 7 hours/day and you want a half day off you will enter 3.5, if you want a full day off you will enter 7, if you want 3 days in a row off you will enter 21).
- If the leave plan description specifies **Days**, you will enter .5 for half a day or 1 for a full day. (Ex: 3 days off is entered as 3).

Be sure to enter the number of YOUR contracted hours

4/25/16 Hours From: 8:00 AM To: 4:00 PM

4/26/16 Hours From: 8:00 AM To: 4:00 PM

Please note that hour selection is for informational purposes only and will not affect the actual leave units requested

Buttons: Back, Next, Cancel

d. In the required **Reason** field enter a brief description (Ex: 2 days' vacation, ½ day sick, 4 hours personal, etc.). The **Note** field is optional. Click **Submit Request**.

Leave Type: Sick 8 Hours 12 Mo

Days Requested: 4/26, 4/27

Total Time Requested: 16 Hours

Reason: sick child !

Specific Use:

Note: Dr Appt

Buttons: Back, Submit Request, Cancel

Don't forget to click **Submit Request**. This will save and send your request to your supervisor for approval.