



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**.

Employee Leave Summary

	Leave Plan	Beg.	Earned	Used	Adj.	Avail.	Pending Approval	Future Scheduled	Projected Available	Time Units
	Bereavement Outside Family Day (Yr Limit 2)	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Days
	Legal Day	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Days
	Absent W/O Pay Classified Day	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Days
	School Business Day	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Days
	Personal Day	0.0000	3.0000	0.0000	0.0000	3.0000	0.0000	0.0000	3.0000	Days
	Float Day	0.0000	3.0000	2.0000	0.0000	1.0000	0.0000	0.0000	1.0000	Days
	Vacation Day	8.7500	4.0000	4.0000	0.0000	8.7500	0.0000	0.0000	8.7500	Days
	Bereavement Immediate Family Day	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Days
	Sick Day	12.5000	4.0000	2.5000	0.0000	14.0000	0.0000	0.0000	14.0000	Days

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

Request Time Off My Requests

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



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 2.5 (2 ½ days), Monday through Wednesday. You need a request for 2 days Monday-Tuesday and a separate request for .5 Wednesday).

Request Time Off

Select Dates Select Type Partial Day Requests Additional Information

September 2016

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

Next Cancel

If your leave is consecutive days in one week, click days and submit one leave request.

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

Request Time Off

Select Dates | **Select Type** | Partial Day Requests | Additional Information

Description	Available	Pending Approval	Future Scheduled	Projected Available
<input type="radio"/> Absent W/O Pay Classified Day	0	0	0	0
<input type="radio"/> Bereavement Immediate Family Day	0	0	0	0
<input type="radio"/> Bereavement Outside Family Day (Yr Limit 2)	0	0	0	0
<input type="radio"/> Legal Day	0	0	0	0
<input type="radio"/> School Business Day	0	0	0	0
<input type="radio"/> Float Day	1	0	0	1
<input type="radio"/> Personal Day	3	0	0	3
<input type="radio"/> Sick Day	14	0	0	14
<input type="radio"/> Vacation Day	8.75	0	0	8.75

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c. Enter the number of days. Click **Next**.

- The box will default to 1; you will need to change to the correct number of day(s) you will be absent. A half day should be entered as 0.5 (Ex: 3 days off is entered as 3 or 1 ½ days is entered as 1.5).

Request Time Off

Select Dates | **Select Type** | **Partial Day Requests** | Additional Information

11/20/18 Days

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

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

Select Dates | Select Type | **Partial Day Requests** | Additional Information

Leave Type: Sick 8 Hours 12 Mo

Days Requested: 4/26, 4/27

Total Time Requested: 16 Hours

Reason: !

Specific Use:

Note:

Back Submit Request Cancel

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

e. If you are requesting Leave Without Pay or Personal Leave on a restricted day that requires approval you must also complete the online Special Leave Request Form.

https://jenksps.co1.qualtrics.com/jfe/form/SV_22VdFilw1ZGqUPb