

Colton School District Employee Interface Portal

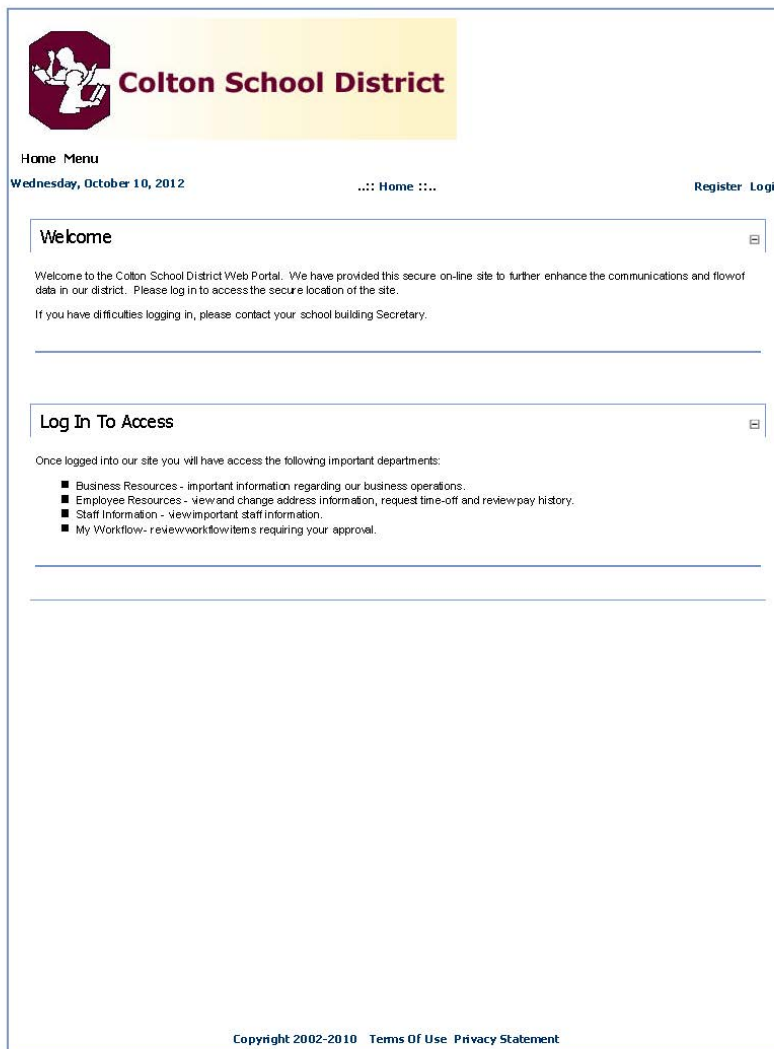
This web-based portal can be accessed from any web browser on any computer. Bookmark this link.

<https://visions.clackesd.k12.or.us/colton>

Information shared through this portal includes district news items, downloadable forms, links to benefit providers, paystubs and leave tracking, profile information, etc.

Colton School District Employee Web Portal > Home

<https://visions.clackesd.k12.or.us/colton/>



The screenshot shows the home page of the Colton School District Employee Interface Portal. At the top left is the district logo, a red shield with a white figure holding a book and a torch, next to the text "Colton School District". Below the logo is a "Home Menu" link. The date "Wednesday, October 10, 2012" is displayed on the left, and "Home" with a dropdown arrow is in the center. On the right are "Register" and "Login" links. The main content area has two sections: "Welcome" and "Log In To Access". The "Welcome" section contains a message about the secure on-line site and a contact point for login issues. The "Log In To Access" section lists four departments accessible after login: Business Resources, Employee Resources, Staff Information, and My Workflow. At the bottom of the page, there is a copyright notice for 2002-2010 and links for Terms of Use and Privacy Statement.

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Login is simple – click “Login” in the upper right. User Name is last name first initial, all lowercase. Password default is iVisions1.

User Log In <https://visions.clackesd.k12.or.us/colton/Home/tabid/36/ctl/Login/Default...>

Colton School District

Home Menu
Wednesday, October 10, 2012 ... Home ... Register Login

User Log In

User Name:

Password:

[Login](#)

Remember Login

[Forgot Password?](#)

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Upon login you may be prompted to change your password. Call the District office if there is a problem with your login process.

User Log In <https://visions.clackesd.k12.or.us/colton/Home/tabid/36/ctl/Login/Default...>

Colton School District

Home Menu
Wednesday, October 10, 2012 ... Home ... Register Login

User Log In

⚠ Your password expired on Monday, January 01, 001. Please update your password before continuing.

Password Last Changed: Wednesday, May 30, 2012
Password Expires: Tuesday, August 20, 2012

Change Password
In order to change your password, you will need to provide your current password, as well as your new password and a confirmation of your new password.

Current Password:

New Password:

Confirm Password:

[Change Password](#)

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The first time you login there is an additional step called "Employee Link". Enter your information and click "register" so the system can verify your identity and give you access to your personal information.

Colton School District Employee Web Portal > Home <http://vtsimon.clacloud.k12.or.us/colton/Home/ta/36Default.aspx>

Colton School District

Home Menu

Wednesday, October 10, 2012 ...: Home ... Your Name Logout

Welcome

Welcome to the Colton School District Web Portal. We have provided this secure on-line site to further enhance the communications and flow of data in our district. Please log in to access the secure location of the site.
If you have difficulties logging in, please contact your school building Secretary.

Log In To Access

Once logged into our site you will have access the following important departments:

- Business Resources - important information regarding our business operations.
- Employee Resources - view and change address information, request time-off and re-employment history.
- Staff Information - view important staff information.
- My Workflow - review workflow items requiring your approval.

Employee Link

Please enter your information to be authenticated.

Last four digits of SSN:

Home Zip Code:

Date of Birth: (MM/DD/YYYY)

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When you login, this home page will appear. Your name will appear in the upper right to indicate you are logged in.

Colton School District Employee Web Portal > Home <http://vtsimon.clacloud.k12.or.us/colton/Default.aspx>

Colton School District

Home Employee Resources Menu

Wednesday, October 10, 2012 ...: Home ... Your Name Logout

Welcome

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Employee Link

You are an authorized user.

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Under “Employee Resources” a drop down menu will appear. The first choice is “Information Center” which is the page that will contain important District information and links.

Information Center <https://visions.clackesd.k12.or.us/colton/EmployeeResources/Informa...>

Colton School District

Home Employee Resources Menu

Wednesday, October 10, 2012 ...: Employee Resources » Information Center ...: Your Name Logout

Announcements

Benefit Fair - District In-Service
District In-Service and Benefit Fair on August 28, 2012 at Colton Middle School. Information will be sent to you via postal mail.

Teachers - TSPC Renewal
TSPC no longer sends renewal packets via mail. All renewals are done via their website.
Call the District office if you have any questions, read more...

Welcome
Welcome to our employee resource center. In this area you will find important information regarding upcoming events, links to key resources and valuable information about your employment.

Health Care Providers

MyCEBB - Employee Login
CEGB - Oregon Educators Benefit Board

Document Center

Title	Owner	Category	Last Updated	Size (Kb)
[Empty table body]				

Image

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The second choice under “Employee Resources” is “Compensation”, from which you can choose “Pay Period” to view your paystubs. The current paystub will appear, and older ones can be chosen with the dropdown menu on the right labeled “Pay Date”. At the bottom the link “Pay Check Calculator” goes to a screen that calculates the effect of different tax and deduction options on your net pay.

Pay Period <https://visions.clackesd.k12.or.us/colton/EmployeeResources/Compensation...>

Colton School District

Home Employee Resources Menu

Wednesday, October 10, 2012 ...: Employee Resources » Compensation » Pay Period ...: Your Name Logout

Pay Check Information

School District No. 33
District Office
1840 N. Duane St. #4
Colton, OR 97017

Pay Dates: 8/27/2012-9/10/2012
Print Paystub: 10/10/2012
Deposited funds available on pay dates.

Gross Pay: \$1,576.36

Your Name: [Redacted]
Your Address: NON-NEGOTIABLE

Earnings		Employee Paid Benefits	
Description	Amount	Description	Amount
1 - District Disposal Unit Pay	\$1,139.94	1 - FICA Social Security	\$86.89
1 - Federal Tax Withholding	\$82.24	1 - FICA Medicare	\$23.09
1 - FICA Medicare	\$23.09	1 - State Unemployment Tax (SUT)	\$14.62
1 - FICA Social Security	\$86.89	1 - Workers Compensation Hourly Assess	\$1.44
1 - Oregon State Tax	\$72.96	2a - Workers Comp Prem - 0568 5th Preflex	\$5.55
1 - Workers Compensation Hourly Assess	\$1.44	2b - Workers Comp Prem - CECC	\$5.03
5 - AF - Product Insurance PT	\$65.50	2c - Workers Comp Prem - TRSA	\$5.03
5 - AF - 1125 Dependent Reimbursement	\$75.00	2 - HERS District HkUp (DPPT)	\$34.25
5 - AF - 1125 Medical Reimbursement	\$50.00	2 - HERS Employee Tax - VPPPT Contribution	\$201.89
6 - TSA - American Family	\$9.00	4 - CEGB Dist 001 Reg 2008a	\$174.97
		4 - CEGB Life Ins. Plan 9	\$4.36
		4 - CEGB LTD Plan 12	\$4.49
		4 - CEGB Med 001 Plan 04	\$522.82
		4 - CEGB Vis 001 Plan 4	\$16.29
		6 - TSA - American Family	\$5.03
Net Pay	\$1,079.19		

Pay Check Calculator

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Under “Compensation” you may also view “Calendar Year” which gives a summary for the year. NOTE: for 2012 the information starts as of July 1 when we started using this system.

The third choice under “Employee Resources” is “Attendance”. This screen shows leave balances. This is the place to submit leave requests. The icon which looks like a calendar page is a link to a calendar which shows district work days. Leaves requested/taken will also appear on this calendar.

Attendance <https://vicius.clickdesk.k12.or.us/colton/EmployeeResources/Attendance/>

Leave Plan	Beg.	Earned	Used	Adj.	Avail.	Pending Approval	Future Scheduled	Time Units
CLAS 10 WITH BEREAVEMENT	0.00	15.00	0.00	0.00	15.00	0.00	0.00	Hours
CLAS 10 WITH FAMILY ILLNESS	0.00	15.00	0.00	0.00	15.00	0.00	0.00	Hours
CLAS 10 WITH PERSONAL	0.00	10.00	0.00	0.00	10.00	0.00	0.00	Hours
CLAS 10 WITH SICK	474.50	50.00	0.00	0.00	524.50	0.00	0.00	Hours

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To enter a leave, click on “Add Request” and fill in the required fields. “Leave Plan” is a drop-down to choose which type of leave. “Units” is the number of hours. Please note that for teachers taking a whole day off, you would use 8 hours for Bereavement, Family Illness and Personal Leave and actual scheduled hours for Sick Leave. Use actual hours for anything less than a full day. “Reason” is the purpose for the leave. For Sick Leave, please just write “ill”; we do not require details. For Family Illness and Bereavement, please indicate the family member. “Specific Use” is not used for Colton so it remains blank. Obviously we need the date, but the time is only needed when arriving late or leaving early. “Note to Supervisor” field will be viewable by the leave approvers.

After filling in the information click “Submit”. The requested hours will now appear on the Attendance screen in the “Pending Approval” column. From this screen you may click “Modify” or “Cancel” if a change or cancellation needs to be made on an entered leave.

Please see your secretary or supervisor with any questions about entering leave requests.

The screenshot shows a web browser window displaying the Colton School District Attendance form. The page header includes the district logo and name, along with navigation links for Home, Business Resources, Employee Resources, Staff Information, Human Resources, My Workflow, Updates, Menu, and Admin. The current date is Wednesday, January 22, 2014, and the user is logged in as Andrea Schrock. The form is titled "Absence" and contains the following fields:

- First Name: Andrea
- Last Name: Schrock
- Leave Plan: [Dropdown menu]
- Units: [Dropdown menu]
- Reason: [Dropdown menu]
- Specific Use: [Dropdown menu]
- From Date: 1/22/2014 (Calendar icon)
- To Date: 1/22/2014 (Calendar icon)
- From Time: 8:00 AM
- To Time: 5:00 PM
- Notes to Supervisor: [Text area]

At the bottom of the form are "Submit" and "Cancel" buttons. The footer of the page contains the text "Copyright 2002-2012 Terms Of Use Privacy Statement".

The fourth choice under "Employee Resources" is "Tax Withholding Forms" which provides links to current W-4 forms.

The fifth choice under "Employee Resources" is "Profile". There are several pages under the "Profile" menu which allow you to view the information on file. At this time "Emergency Contacts" is the only section which allows changes to be made. The District will be rolling out a procedure to allow information updates to be submitted via this screen.