

Welcome to the iVisions Employee Self Service Web Portal

Once logged into our site you will have the ability to view and manage many elements of employee information, including your employee profile, benefits enrollment, pay stubs, tax withholding information (W-4), and more. Information is available 24/7 via the secure iVisions Portal.

Hello Everyone! Welcome to our Employee Self Service Portal.

<https://www.wsesu.org/employee-portal.html>

Please read carefully and follow the attached “Getting Started Guide” in order to login to verify your account in the portal. If you have any problems registering contact Gary Parzych or Cindy Symonds immediately and we will assist you.

Once you have logged on to the portal you can save it to your favorites on any of your electronic devices. We highly recommend that you pick a strong password, combination of letters (upper and lowercase), numbers and special characters (#@\$%&!) and be at least 8 characters long. If you forget your password, we can’t see your password, but we will be able to reset it to a temporary one. We also recommend that you do not have your browser remember your password for confidential purposes.

You will be able to access the following information on the portal:

- Paycheck information – a copy of your check (your actual check will be sent to you each pay).
- Direct deposit information – Instead of sending you a paper copy of your direct deposit ticket each pay, we will be sending you an email alert reminding you to look on your portal for direct deposit details.
- Pay history – you will be able to look at past pay information at any time.
- Calendar year-to-date pay information.
- Direct deposit detail – bank and credit union names (account #'s are not published to the portal).
- W-2’s (this feature is not available at this time).
- The ability to make address change requests electronically. Once you “submit”, the change will be electronically filed to HR and PR for approval and update your employee maintenance record.
- The ability to make W-4 changes electronically for both federal and state income tax withholding. Follow the “guide me” in the portal under “Employee Tax Forms”. Once you “submit”, the changes will be electronically filed to HR and PR for approval and update. No need to print and send.
- You will be able to access links that will take you to other informational websites and forms.

We have a page “FAQ’s” (frequently asked questions) that we will be always be developing with your feedback. We will also continuously be developing the portal to take advantage of its many capabilities.

Questions and/or problems please contact:

Gary Parzych - Computer Technology - (802) 254-3730 Ext 20 – gparzych@wsesdvt.org

Cindy Symonds - Payroll Officer - (802) 254-3730 Ext 14 - csymonds@wsesdvt.org