



C.U.S.D 303

Human Resources Department

iVisions

Employees can access employee information and payroll records through the **iVisions™ Web Portal**:

- View Compensation by Pay Period or Calendar Year History
 - View Attendance Summary
 - Annual Benefits Enrollment
 - Access W-4 forms/Tax Withholding forms
- View and Change Address/Phone Numbers/Emergency Contacts
 - View Certificates/Licenses and Education Credits
 - View Staff Directory
 - View/Print annual Employee Contract

To access the D303 **iVisions™ Web Portal**,
Please follow these instructions:

- 1) Visit www.d303.org
- 2) Select **For Staff** , select **iVisions**
- 3) Select **Login** (upper right corner)
- 4) Enter User Name: **A#** and Password
- 5) Select **Employee Resources**, select any option below:
 - **Compensation** –view pay period/calendar year /W-2 history
 - **Attendance** –view Sick, Personal or Vacation days available
 - **Benefits Enrollment**
 - **Tax Withholding forms - W'4 forms (Illinois and Federal)**
 - **Profile**
 - **Contact Information** – view contact information or change your address – select *Modify when completed*
 - **Emergency contacts** - view emergency contacts or change your contacts by selecting the magnifying glass
 - **Personal Information** – view certificates/license information, education, coursework credits, languages, dependents and emergency contacts
 - **Staff Directory**
 - **Employee HR Documents**- view or print your annual employee contract

If you have difficulty accessing the iVisions web portal, please contact the ITS Help desk for assistance.