

nVision® Employee Self Service Portal



Easy Access..Any Device, Anywhere, Anytime



A central gateway, the Employee Self Service (ESS) is a web portal that keeps supervisors, managers and employees connected. This provides your employees and managers easy access to essential personal and employment information in a single location.

nVision ESS portal also gives your administrators and management staff control by allowing them to review, approve and deny requests submitted by employees.

Employees can manage, view and/or submit requests for the following:

- ✓ Demographic and emergency contact information
- ✓ Education, certifications, licenses and classes
- ✓ Dependents, spousal information and beneficiaries
- ✓ Payroll checks, YTD payroll and withholdings
- ✓ Voluntary payroll deductions and direct deposit
- ✓ Attendance events, balances and leave requests
- ✓ Timesheets



With the Employee Self Service Portal:

- ➔ **Increase productivity** by providing immediate access to essential information like leave requests, benefit enrollments pay deductions and tax withholding adjustments.
- ➔ **Reduce waste** with a paperless environment by granting staff members an electronic means to submit requests for updates and changes, additional copies of W-2s, payroll checks/direct deposit and other forms, saving the district time and money.
- ➔ **Improve internal** communications and increase staff satisfaction by sharing important employment information