

APPENDIX T

VISIONS PORTAL AND EMPLOYEE SELF SERVICE

Payroll information is available online for all employees. For those not on Direct Deposit, paper checks will be mailed to your home address one day prior to payday. Our goal is to have a paperless system and get everyone on Direct Deposit.

Payroll information beginning with the 2012-13 fiscal year is found on Visions Portal. The Visions Portal link is found under Employee Resources on the Canby School District website or go to <https://visions.clackesd.k12.or.us/canby/> and save as a favorite. Login to Visions Portal using your 7-digit employee number as your User Name and your District email password as your Password. Once logged in you can see compensation (pay) information, print payment and W2 copies, and view details regarding your benefits, etc.

If you need payroll history prior to 2012-13, that is found on Lawson Employee Self Service. You can find ESS - Lawson under Employee Resources on the Canby School District website or go to <https://essweb.clackesd.k12.or.us:19077/essweb/index.htm> and save as a favorite. Login to ESS - Lawson using your 7-digit employee number as your User Name and the last four digits of your Social Security Number as your Password. Once logged in you can see pay information and past payment history through June 30, 2012.

Please contact Gina McCullah at 503 266-0053 or mccullag@canby.k12.or.us if you have any questions.

CANBY SCHOOL DISTRICT PAYROLL DATES FOR 2017-2018 SCHOOL YEAR

Please note: *The Cut-Off Dates listed below mean that extra, discretionary and substitute time worked through that date will be included in the payroll noted in the Pay Dates column if all completed time sheets are received by Payroll by the 10th of that payroll month (i.e. September 10 for September 25 payroll). All changes to your name, address, telephone, withholdings, direct deposit and deductions are also due to Payroll by the 10th of each month in order to be included in that month's payroll.*

CUT-OFF DATES	PAY DATES
June 30, 2017	July 25, 2017
July 31, 2017	August 25, 2017
August 31, 2017	September 25, 2017
September 30, 2017	October 25, 2017
October 31, 2017	November 21, 2017
November 30, 2017	December 21, 2017
December 31, 2017	January 25, 2018
January 31, 2018	February 23, 2018
February 28, 2018	March 23, 2018
March 31, 2018	April 25, 2018
April 30, 2018	May 25, 2018
May 31, 2018	June 15, 2018*
TBD	June 25, 2018

**Pay date for some certified and classified employees only, based on employee work year. Check with payroll department at 503-266-0053 for information.*

Pay dates are determined by breaks in the 2017-18 District Calendar approved March 16, 2017 and as per payroll laws.