

IV Leave Entry

Central Linn School District

- Transportation staff are the only group to submit paper timecards. All other classified employees will be issued a work calendar with the hours per day and rate of pay for each position. Any deviation from calendar hours will require an extra duty paper timesheet with brief description and requires handwritten supervisor approval.
- All employees except teaching staff will enter leave electronically using the Infinite Visions web portal.
- The electronic leave submissions will be approved electronically by the employee's supervisor.
- Leave should only be submitted for the current pay period. Pay periods run from the 11th to the 10th of each month.

INSTRUCTIONS FOR SUBMITTING LEAVE IN THE EMPLOYEE WEB PORTAL

1. Navigate to the Staff Resources page of the district website and click on Infinite Visions from the quick links on the right hand side of page
2. Click on Login on the far right side
3. Login (NOT REGISTER) using First.Last format and enter password
4. Click on Self Service from the red toolbar in the middle of the page
5. Click on Leave Entry
6. Click on Request Time Off
7. Select the date and click Next
8. Select the appropriate leave plan click Next and enter the number of hours taken. You will be required to enter a reason for the absence and have the option to leave a note for your supervisor
9. Click on Submit Request

* Licensed employees and Educational Assistants requiring a substitute will continue to submit leave in the AESOP system. Licensed employees who do not require a substitute will enter leave in the web portal.

Central Linn School District

PO Box 200
Halsey, OR 97348

Phone: 541-369-2813
Fax: 541-369-3439

