

EMPLOYEE PAYROLL PORTAL GUIDE

To access the employee payroll portal, the link is:

<https://seasideess.cascadetech.org/seasideess>

You can also access this portal by going to the Seaside School District, Employee/HR web page, under Payroll and Benefits Resources.

This portal gives employees access to current and previous direct deposit receipts / paystubs.

If you've never been on this website, you'll need to register. Go to the top right of the screen and click register.

× +

Register Login

SEASIDE SCHOOL DISTRICT

PACIFIC RIDGE ELEMENTARY SCHOOL

Home

Welcome to the iVisions Employee Self Service Web Portal

Once logged into our site you will have access to the following important departments:

- Pay/Tax Information - Review information on compensation
- My Workflow - Review workflow items requiring your approval.

If you have difficulties logging in, please contact the District Office for assistance, 503.738.5591

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Once you click register, you'll need to fill in all your information. You can create your own username and password.

IMPORTANT: Information, such as email and zip code, needs to match what we have on file for you in our computer system. Therefore, please enter your school email address.

Once you have finished entering your information, select register.

/MGRegister?returnurl=https%3a%2f%2fseasideeess.cascadetech.org%2fseasideeess%2f

Register Login



Home

*Note: Once your account information has been submitted, you will be immediately granted access to the portal environment. Please fill out all required fields.

First Name: 

Last Name: 

User Name: 

Password: 

Confirm Password: 

Email: 

Confirm Email: 

Please enter your information to be authenticated.

Last four Digits of SSN: 

Home Zip Code: 

Date of Birth:  

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This screen will ask you to confirm your name and address by reviewing the information, then selecting "Link".



Home

Is this your information?

Name:

Address:

City:

State:

Zip Code:

Click the Link button below only if the identity shown above is yours. You will not be able to change your registration later if this is not your information, only your Human Resources department will be able to re-register you. Knowingly registering with another person's identity could subject you to civil and/or criminal penalties.

Now you will be logged in to the payroll portal. Your home page will look like this:

The screenshot shows a web portal interface. At the top right, a user is logged in as 'JOHN DOE' with a 'Logout' link. Below the navigation bar, there are logos for Seaside School District, Pacific Ridge Elementary School, a shark, and a large red 'S'. The main heading reads 'Welcome to the iVisions Employee Self Service Web Portal'. Below this, it states: 'Once logged into our site you will have access to the following important departments:' followed by a list: 'Pay/Tax Information - Review information on compensation' and 'My Workflow - Review workflow items requiring your approval.' A contact number '503.738.5591' is provided for login assistance. At the bottom, there are links for 'Copyright 2022' and 'Terms Of Use | Privacy Statement'.

Home Pay/Tax Information

Welcome to the iVisions Employee Self Service Web Portal

Once logged into our site you will have access to the following important departments:

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In the top right, you will see your name, indicating that you have logged in.

If you hover your mouse over the “Pay/Tax Information” tab, you will see the options available to you. At this time, Employee W2 is not accessible through this site. We are working to resolve this issue. If you need a copy of your W2, please contact Human Resources.

The screenshot shows a web portal interface for an employee. At the top right, the user's name "Stephanie Wheatley" is displayed next to a "Logout" button. Below the navigation bar, there are logos for "SEASIDE SCHOOL DISTRICT", "PACIFIC RIDGE ELEMENTARY SCHOOL", a shark logo, and a large red "S". The main navigation bar includes "Home" and "Pay/Tax Information". The "Pay/Tax Information" menu is open, showing options: "Employee Pay", "Calendar Year Pay History", "Employee Tax Forms", and "Employee W2". The main content area is titled "Employees Employee Self Service Web Portal" and includes a welcome message, a list of available services, and contact information for the District Office.

Home Pay/Tax Information

Employee Pay
Calendar Year Pay History
Employee Tax Forms
Employee W2

Welcome to the Employees Employee Self Service Web Portal

Once logged in, you will have access to the following important departments:

- Pay/Tax Information - Information on compensation
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If you select Employee Pay, you will see your most recent paystub. It will look like this. At the top, you will see what looks like a check, including the most recent pay date, the day the pay period ends, your name and address, as well as the amount that is deposited into your account.

Below that, there are sections on Earnings, Employee deductions, and Employer deductions.





Home
Pay/Tax Information
My Workflow

Payroll Earnings Statement

Seaside Public Schools
2600 SPRUCE DRIVE, SUITE 100
SEASIDE, OR 97138

Pay Date: 1/25/2022-7-MON THLY

Period Ending: 01/10/2022

Deposited funds available on Pay Date.

Pay Amount:

JOHN DOE
123 BEACH DR
SEASIDE, OR 97138

\$1234.56

NON - NEGOTIABLE

Earnings

Description	Rate	Reg. Units	O/T Units	Reg. Pay	O/T Pay
SEASIDE HIGH SCHOOL	\$0.00	0.00	0.00	1900.00	\$0.00
INSURANCE OPT OUT STIPEND	\$0.00	0.00	0.00	\$790.00	\$0.00
Gross Pay				\$2690.00	

Employee Deductions

Description	Amount
AMF 125 PRETAX ACCIDENT	\$59.90
AMF 125 PRETAX UNREIMBURSE MEDICAL	\$75.00
DIRECT DEPOSIT SUREPAY	
PERS OPSRP	\$267.40
TAX FEDERAL	\$322.27

If you want to see a paystub that isn't your most recent, you can go to the top of the current paystub, next to the pay date. Select the arrow and all previous direct deposit receipts / paystubs will appear. You can select the payday you are interested in viewing, and it will display on the screen.

From here, you can print copies of your direct deposit receipts / paystubs if you need to.





Home
Pay/Tax Information
My Workflow

Payroll Earnings Statement

Seaside Public Schools
2600 SPRUCE DRIVE, SUITE 100
SEASIDE, OR 97138

Pay Date: 1/25/2022-7-MONTHLY ▼

Period Ending: 1/25/2022-7-MONTHLY

Deposited funds as of: 10/25/2021-4-MONTHLY

Pay Amount: _____

JOHN DOE
123 BEACH DR
SEASIDE, OR 97138

Period Ending: 12/17/2021-6-MONTHLY

Deposited funds as of: 11/23/2021-5-MONTHLY

10/25/2021-4-MONTHLY

9/24/2021-3-MONTHLY

8/25/2021-2-MONTHLY

7/23/2021-1-MONTHLY

6/25/2021-15-MONTHLY

5/25/2021-11-MONTHLY

4/23/2021-10-MONTHLY

3/19/2021-9-MONTHLY

2/25/2021-8-MONTHLY

1/25/2021-7-MONTHLY

12/18/2020-6-MONTHLY

11/24/2020-5-MONTHLY

10/23/2020-4-MONTHLY

9/25/2020-3-MONTHLY

8/25/2020-2-MONTHLY

5/22/2020-11-MONTHLY

Earnings

Description	Rate	Reg. Units	O/T Units	Reg. Pay	O/T Pay