



Vision Payroll Portal is your centralized base of information for Employee Self Service and Time Keeping. Integrated with Vision Payroll, your employees can use the Clock In/Out or the Timesheet Entry for their daily hours. Also available in the application are Accrual Review, Paystub Review, W2 Review, and Custom Expense Reporting and Leave Requests.

For Administration purposes you will have additional features:

- ❑ Employee Certification and Training Tracking
- ❑ Manage User Accounts
- ❑ Employee Document Management
- ❑ Reporting, Logs and System Dashboard
- ❑ System Configuration

Also available are Department Approved Timesheets before timesheets are synced with Vision Payroll and Employee Request Approval Status Manager.

We look forward to answering any questions about what we covered or what you wish to learn more about.

