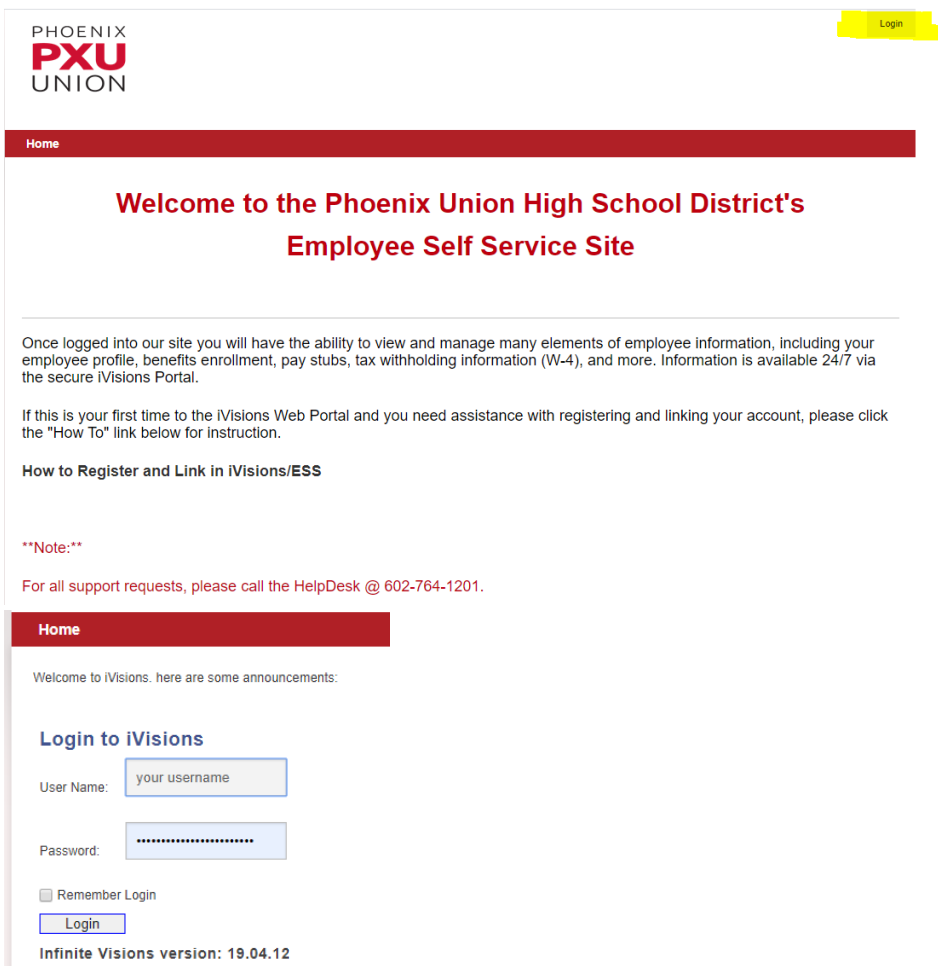


# How do I login to iVisions/ESS?

1. Go to [www.phoenixunion.org](http://www.phoenixunion.org)
2. Select tab that says Staff on drop down select iVisions/ESS.



3. Login to iVisions/ESS using same login credentials (username/password) as you would use on your regular workstation.



4. Once logged in, select the tab that says Self Service. On the drop down, select FY 20 21 Contracts/Work Agreements that relates to your classification.


**Self Service** **My Workflow**

- Information Center
- Profile
- Time Off -FY 19 - 20
- Contracts FY 19 - 20
- Admin Contracts FY 20 - 21
- Certified Contracts FY 20 - 21
- Classified Contracts FY 20 - 21**
- Documents
- HR Information

Once selected, click the red arrow to retrieve your contract.

Please follow the step-by-step instructions to view, accept, reject, print and select pay options.

-----

Select:  

The employee information as detailed is accurate.  
 The employee information as detailed is not accurate.

Comments

characters left

After reviewing, you will be asked to "Accept" or "NOT Accept" your Contract.  
By selecting "Accept" you are indicating you have accepted your Contract, and have no additional questions or concerns. Selecting "NOT Accept" indicates you have not accepted your Contract and have questions or concerns. Selecting "NOT Accept" does not prompt an automatic review of your 2020-2021 Contract.

If you have questions regarding your Contract, please email Tina Rivas at [arivas1@phoenixunion.org](mailto:arivas1@phoenixunion.org)

Finally, click the Submit button.