



Applicants Inquiring About Guest Teaching

Q: What is the pay rate for guest teachers?

A: **Daily Rate:** \$167.88. **Long-Term Rate:** \$245.44 applicable for assignments lasting 5 or more consecutive days in the same teacher's classroom or open position/vacancy; the only exception to the rule would be a long-term position for a minimum of 80% (4 days) in a week for an extended period of time.

Q: What retirement benefits are available to guest teachers?

A: As a public school employee, guest teachers are required to pay into Colorado Public Employees' Retirement Association (PERA). See the [PERA website](#) or the [Social Security website](#) for information about how PERA benefits may impact your Social Security benefits.

Guest Teachers Already Employed

Q: When do I get paid?

A: [Payroll Dates for 24/25](#)

Q: How do I access the Employee Portal to retrieve my employee profile, payroll and tax information?

A: Go to the Roaring Fork Schools homepage. Under the "Employees" menu, select "Employee Portal - Infinite Visions." Enter your rfschools full email address and password. (If you are entering the portal for the first time, it will ask you to verify some information). To update your address or personal information, click on "My Information" - profile and edit your information. To print a copy of your pay stub, click on "My Pay" - Pay & Tax Information. To change the tax withholding on your paycheck (change your federal & state withholding on a W-4), click on the button in the W-4 screen. Select "Guide Me" to get help in updating your withholding and press "continue" through each screen. To print a copy of your W-2, go to Tax Documents and select the year dropdown, then select the document you would like to open. **(If you are asked for a password to view documents, enter the last 4 numbers of your SSN).** If you encounter any problems when logging in for the first time or subsequent times, try opening a Google Chrome "Incognito Window" and logging into the portal again.

Q: How do I apply for a sick day absence?

A: [Daily & Long Term Guest Teacher Sick Leave](#)