Introduction to ESS: Employee Self Service

What is Employee Self Service?
ESS is a web-based application that provides employees with access to their personal records and their payroll details.

What information can you find on ESS today?
- Personal Information
- Absence Balances / Absence Details
- Position Details / Salary
- OCT Information / Qualifications
- Offence Declaration

What features will be coming soon?
- Pay Summary/ Pay Stub
- Seniority Information

Where do I find ESS?
Go to the Board website www.rccdsb.edu.on.ca. Click the iSYS ESS Link under ‘Staff’

Have Questions?
- 613-735-1031 ext. 221
- jburchart@rccdsb.edu.on.ca
Logging in

An email will be sent to each employee with their unique Employee ID number.

You will use your Employee ID number and your date of birth to login for the first time.

Your birth date must be in this format: YYYYMMDD

How do I change my password?

- The first time you login, you will be prompted to change your password.
- You will be asked to re-type your PIN (your date of birth YYYYMMDD).
- Your new password must be made up of numbers only.

* If you forget your password, click the ‘Forgot your PIN?’ button on the login screen.

Have Questions?

📞 613-735-1031 ext. 221
✉️ jburchart@rccdsb.edu.on.ca
Employees will be responsible for changing their contact information.

A notice is sent to HR when a change is made.

All departments will have access to the updated information right away.

This is similar to the information found on a Payroll Approval Form.

‘Details’: Will give a breakdown of assignments and allowances.

Example:
- 0.5 FSL
- 0.5 Spec. Ed.
- Organizational Unit Head Allowance

FTE = Full-time equivalent

Grid = Which pay grid you are on

Step = Which step you are at on your pay grid
Absence Summary / Details

<table>
<thead>
<tr>
<th>Current Year Absence Balances</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Starting</td>
<td>Allocated</td>
<td>Used</td>
<td>Balance</td>
</tr>
<tr>
<td>Abs</td>
<td>0</td>
<td>11</td>
<td>-2</td>
<td>9</td>
</tr>
<tr>
<td>STLD</td>
<td>0</td>
<td>120</td>
<td>0</td>
<td>120</td>
</tr>
<tr>
<td>TopUp</td>
<td>10.13</td>
<td>0</td>
<td>0</td>
<td>10.13</td>
</tr>
<tr>
<td>Vac</td>
<td>25.62</td>
<td>15</td>
<td>-5</td>
<td>35.62</td>
</tr>
<tr>
<td>Year Starting</td>
<td>Sep 1, 2013</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Previous Year Absence Balances</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Starting</td>
<td>Allocated</td>
<td>Used</td>
<td>Balance</td>
</tr>
<tr>
<td>Abs</td>
<td>0</td>
<td>11</td>
<td>-0.87</td>
<td>10.13</td>
</tr>
<tr>
<td>STLD</td>
<td>0</td>
<td>120</td>
<td>0</td>
<td>120</td>
</tr>
<tr>
<td>TopUp</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Vac</td>
<td>11.5</td>
<td>21.12</td>
<td>-7</td>
<td>25.62</td>
</tr>
</tbody>
</table>

- You will no longer wait for a paper copy of your balances each year.
- Contact HR by email if you have any concerns.

Abs = This is your absence account, with a total of 11 days at 100% pay (prorated based on FTE)

STLD = This is your Short Term Leave Disability Plan account, with a total of 120 days (prorated based on FTE). Depending on your Union group, this could be paid at either 66.67% or 90%.

Top-up = This account is used to top-up STLD days from 90% to 100%. Example: 1.0 top-up day is used at 0.1 increments, therefore 10 STLD days will be at 100%.

The balance from your Abs account from the previous school year (2012-2013) is transferred to this top-up account.

Vac = Your vacation balances (if applicable).

These accounts are rolled over and re-allocated every September. There is no carry-over of Abs or STLD days.

Have Questions?

📞 613-735-1031 ext. 221
✉️ jburchart@rccdsb.edu.on.ca
Criminal Offence Declaration

Step 1 – Verify Identification

<table>
<thead>
<tr>
<th>Verify Identification</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Jr.</td>
<td>Smith</td>
<td>Feb 10, 1951</td>
<td>11501</td>
</tr>
</tbody>
</table>

Position: Head Caretaker
Location: J.W. Singleton Education Centre
COD Reference: 2012-2013

The Provincial Government has enacted the Safe Schools Act 2002 (Bill 81) and Ontario Regulation 521/01 (amended to Ontario Regulation 322/03), Collection of Personal Information. For the purposes of ensuring the safety of pupils, every Board must collect a "personal criminal history", in the form of an Offence Declaration, from every employee by September 1st of each year, providing that a satisfactory Criminal Background Check and/or Offence Declaration has been previously collected from the individual.

Submission of false information on an Offence Declaration may result in dismissal.

Information is collected by authority of Ontario Regulation 521/01 (amended to Ontario Regulation 322/03), Collection of Personal Information of the Education Act. Information is collected and disclosed according to Section 29 (1) (b) and 32 (c) of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

For 2012-2013, you declared convictions on Mar 24 2013 3:12PM <---Printable Version--->

Step 2 – Declare that you have not had any convictions OR List convictions

For 2013-2014, you have not yet declared

I DECLARE that since the last Criminal Background Check collected by this Board or the Ontario College of Teachers, as the case may be, or since the last Offence Declaration was by me to this Board, that

I have no convictions under the Criminal Code of Canada up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

OR

I have the following criminal offences under the Criminal Code of Canada for which a pardon under the Criminal Records Act (Canada) has not been issued or granted.

List Convictions

Have Questions?

📞 613-735-1031 ext. 221
✉️ jburchart@rccdsb.edu.on.ca