



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'

Home
Staff
Our Programs
Our Board »
Our Schools
Employee Services »
Our Community »
Careers with RCCDSB »
Catholic Resources
Student Registration/Early Learning
Student Tool Box
Health and Safety
Contact Us

Renfrew County Catholic District School Board
TEXT SIZE: A A A A

Staff
Information for Staff
Here is the Cheque run schedule for this year. [CHEQUE RUN SCHEDULE STAFF 2013 14](#)

Staff: If you have not had a chance to complete this survey, please take a few minutes

Bill 13 Staff Information/Survey- Needs to be Completed by all Staff
Here is a link to an online information session/survey that will need to be completed by all RCCDSB Staff. It will take about 10-15 minutes to complete.
<http://www.respectedwork.com/bill13/renfrewcountycatholic/>

Have Questions?



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Logging in

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

The screenshot shows the login interface for the ESS (Employee Self Service) system. At the top, there is a banner with the "Schools to believe in!" logo and a photo of children. Below the banner, the text "Renfrew County Catholic District School Board" is displayed. The main content area has a light blue background and contains the following elements:

- A heading: "Please login to identify yourself"
- A instruction: "Use your Employee ID and Personal Identification Number (PIN) with no spaces or dashes"
- A version notice: "v1.84 Powered by iSYS Corporation"
- Two input fields: "Employee ID" and "PIN", each with a corresponding text box.
- A "Login" button located below the PIN field.
- Below the login fields, there is a welcome message: "Welcome to ESS - Employee Self Service 11501 28222 20177"
- Instructions for first-time users: "First time users need to login using their birth date. The birth date needs to be in the format YYYYMMDD. For example Jul 1, 1967 would be entered as 19670701"
- A link for users with trouble: "If you have trouble logging in please contact iSYS"
- A link for forgotten PINs: "[Forgot your PIN?](#)"

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.**

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Personal Information Screen

Personal Information	
First Name	David
Surname	Smith
Middle Name	
Birth Date	Feb 10, 1951
Telephone	905-320-3750
Address Line1	43 Keefer Court
Address Line2	Suite 201
City	Hamilton
Province	ON
Postal Code	L8E4V4
Country	Canada
Board E- Mail	davidsmith@isysworks.com
E- Mail	
<input type="button" value="Change"/> <input type="button" value="Cancel"/>	

- 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.

Position Screen

Positions	
Job	Elementary Teacher
FTE	1
Hours Week	27.50
Grid	A4
Step	12
Salary	
Allowance	0.00
Total	-
	Details

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

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Absence Summary / Details

Current Year Absence Balances					
Account	Starting	Allocated	Used	Balance	Year Starting
Abs	0	11	-2	9	Sep 1, 2013
STLD	0	120	0	120	Sep 1, 2013
TopUp	10.13	0	0	10.13	Sep 1, 2013
Vac	25.62	15	-5	35.62	Sep 1, 2013

[Current Year Details](#)

Previous Year Absence Balances				
Account	Starting	Allocated	Used	Balance
Abs	0	11	-0.87	10.13
STLD	0	120	0	120
TopUp	0	2	0	2
Vac	11.5	21.12	-7	25.62

[Previous Year Details](#)

- 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.

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Criminal Offence Declaration

Step 1 – Verify Identification

Verify Identification

First Name	Middle Name	Last Name	Birth Date	Employee ID
David	Jr.	Smith	Feb 10, 1951	11501

Verify Position

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

The Provincial Government has enacted the Safe Schools Act 2000 (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) (h) and 32 (e) 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, 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 given 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](#)

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