

Self Service, 2007



EMPLOYEE

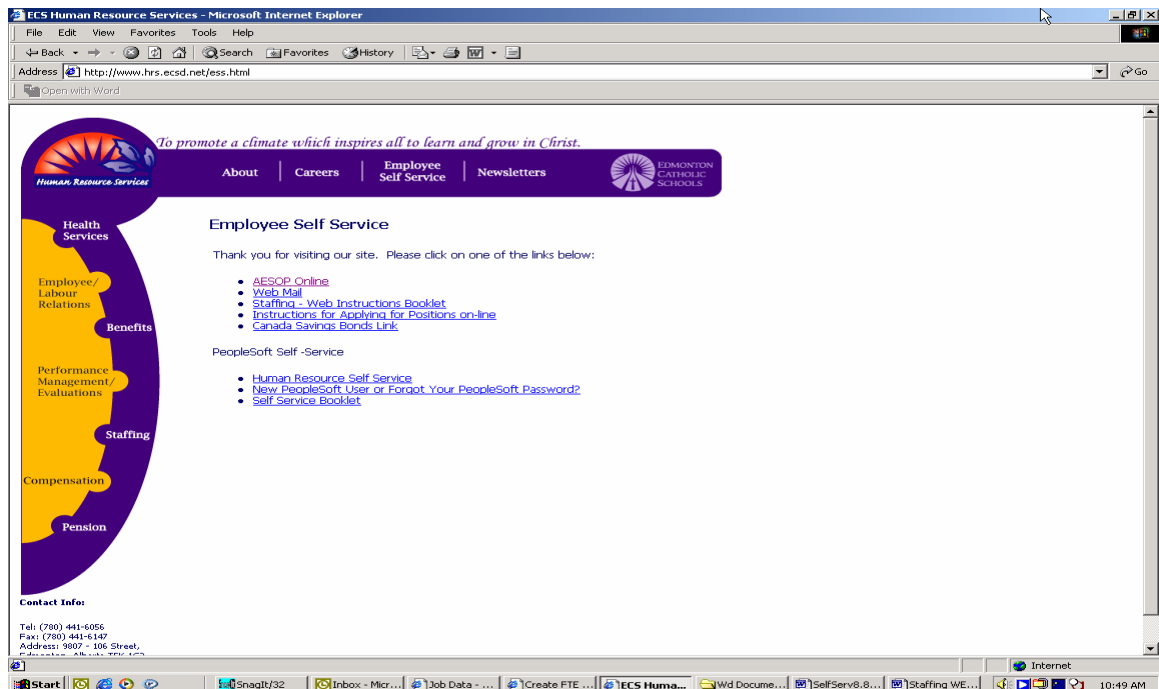
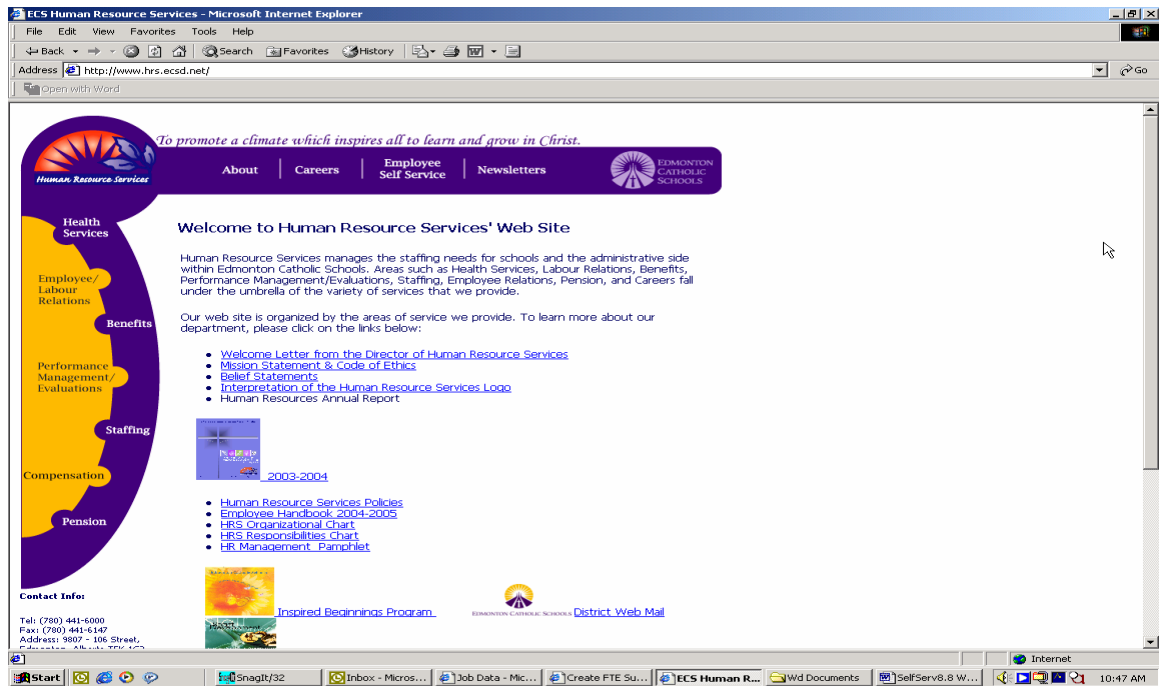
SELF SERVICE



EDMONTON
CATHOLIC SCHOOLS

Self Service, 2007

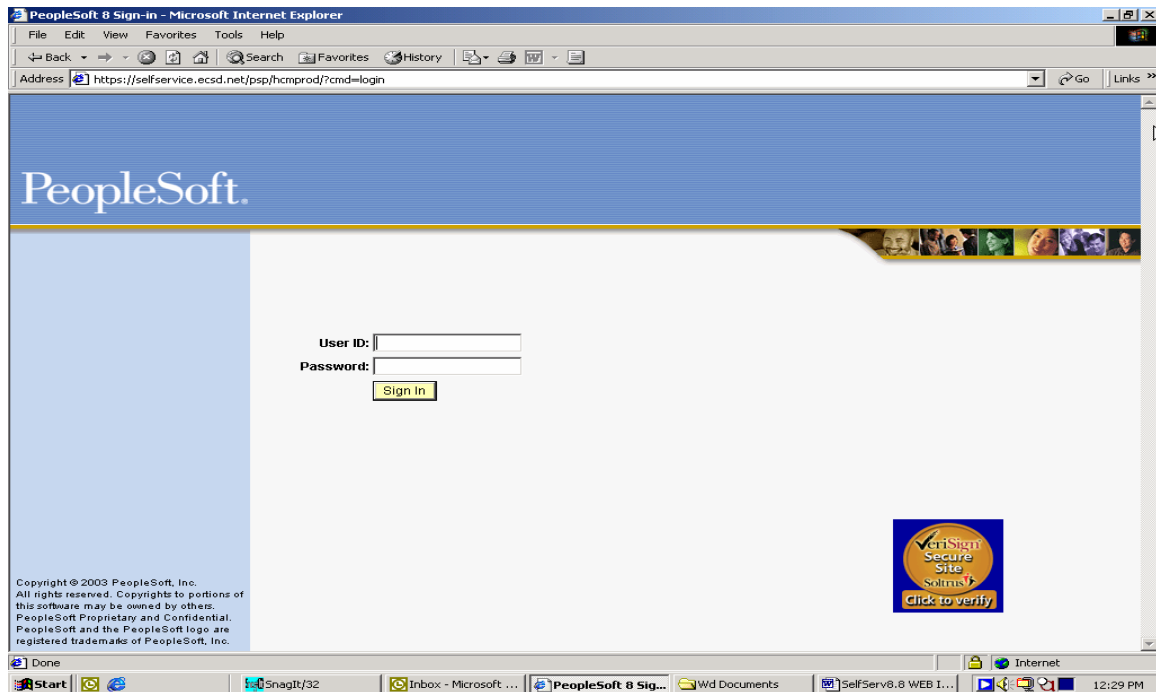
Your first step will be to open the internet explorer and type in this address: www.hrs.ecsd.net. This will open the Human Resource Services Web Page. If you know your USER ID and have a valid password, proceed to “click” on the Employee Self-Service option and then on the Human Resource Self Service link on the next page which will open the PeopleSoft log-on page. You can also create shortcuts on your desk top to facilitate access to the site.



Self Service, 2007

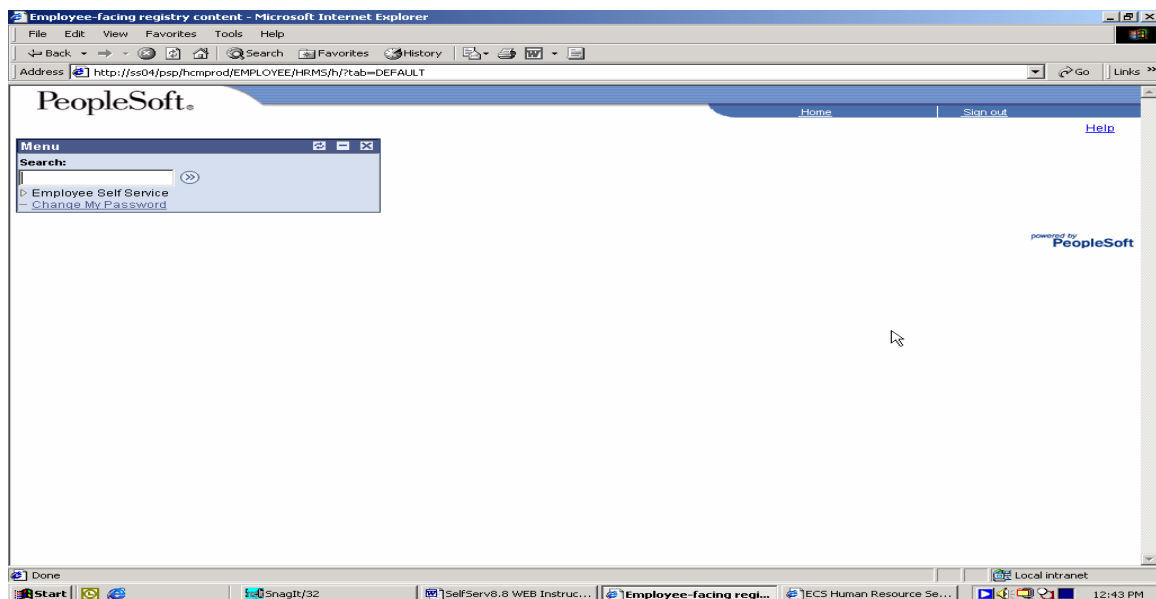
As with any ECS application, if you need help creating/retrieving your PeopleSoft password, please phone the EATS HELP Desk at 441-6111 or e-mail: Helpdesk@ecsd.net.

PeopleSoft Self Service - This is the user sign-on screen.



Enter your “User ID” (your 4 digit employee number) and your password. Click the yellow sign in button.

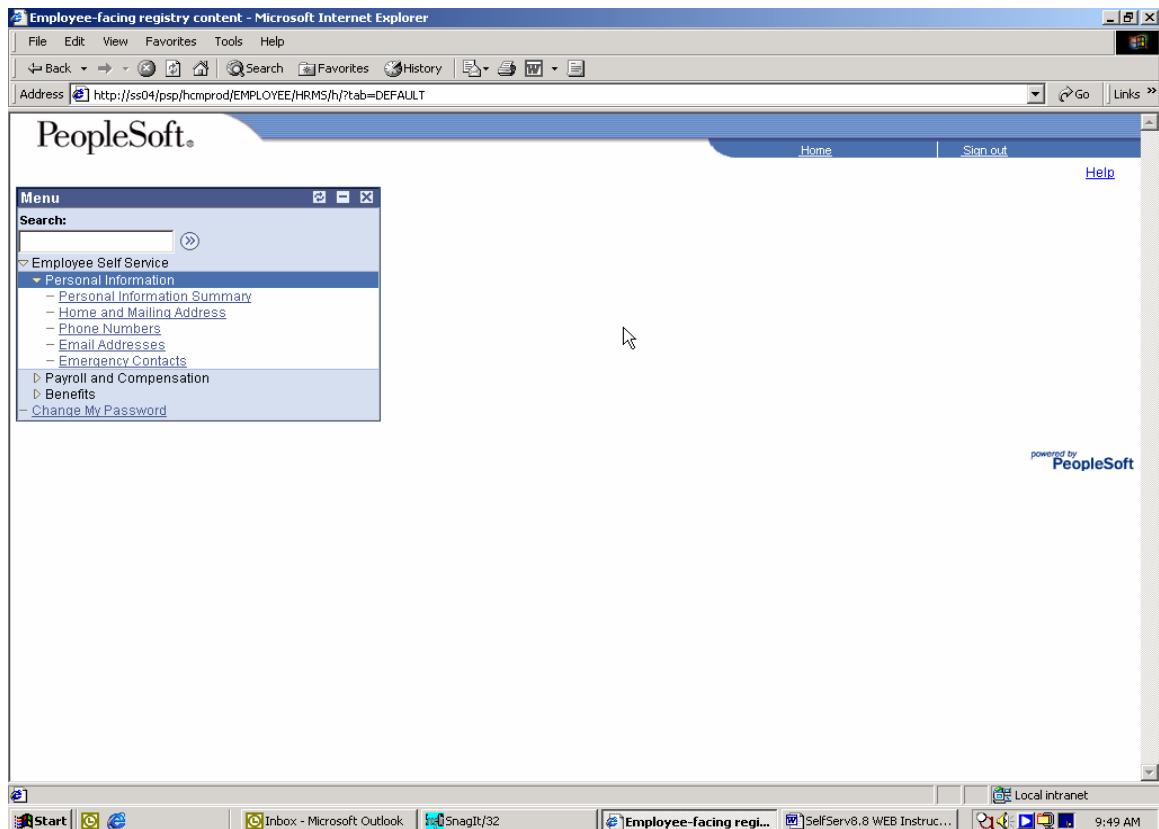
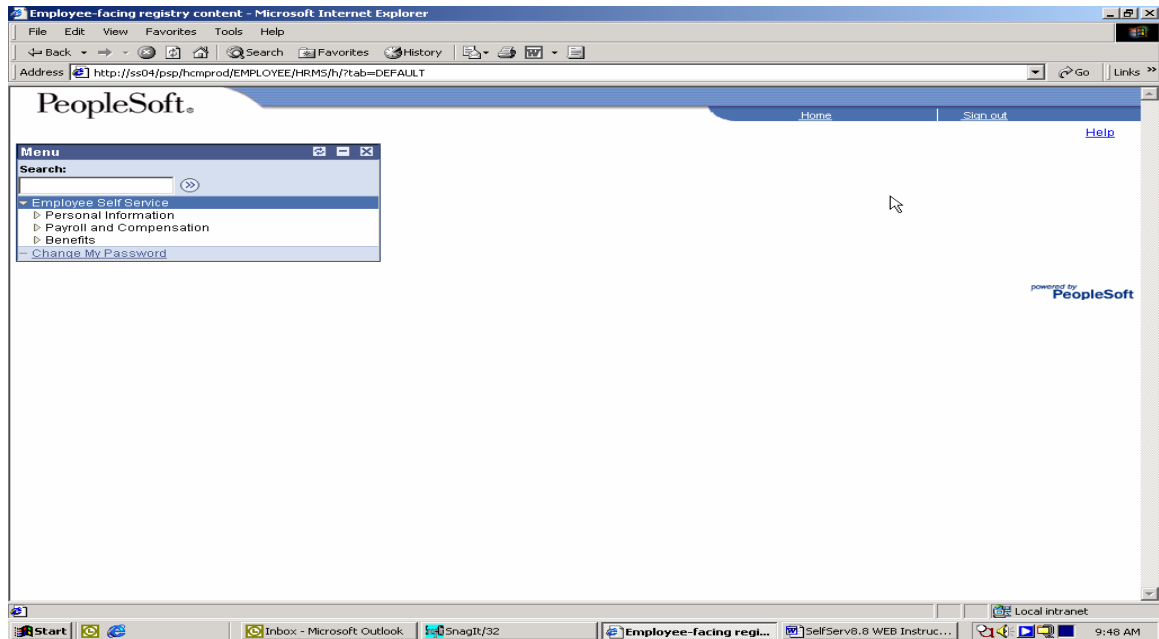
PeopleSoft Home Page



You may change your password at any time you want. Choose the “Change my Password” hyperlink and follow the instructions. Don't forget to save.

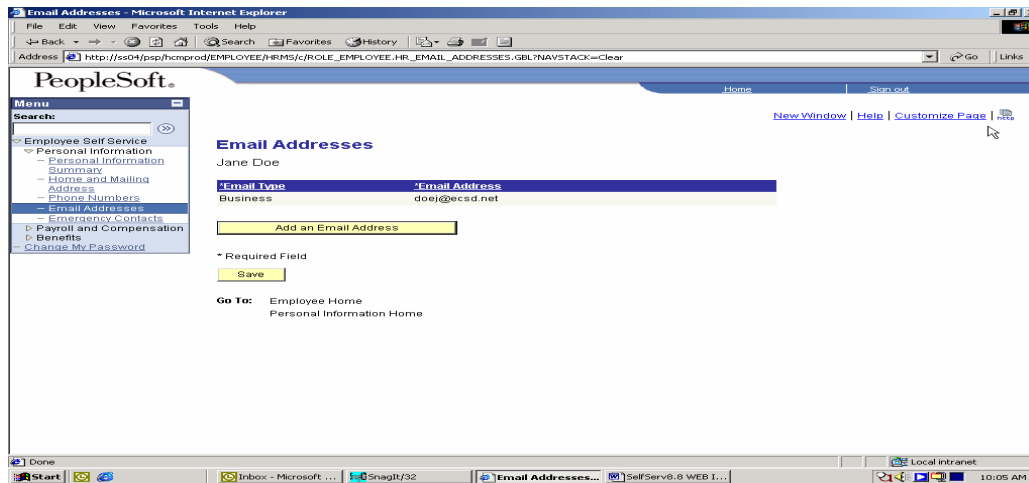
Self Service, 2007

After you have finished setting up your user profile, you can start navigating through Self-Service.

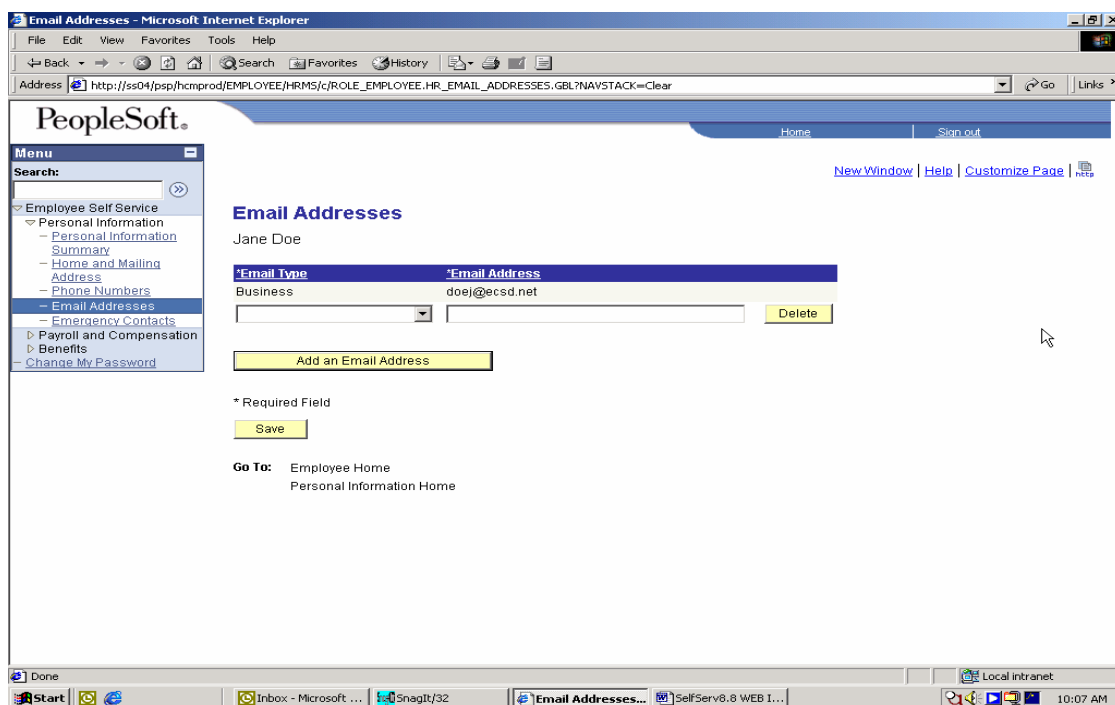


Self Service, 2007

You now have access to your own employee Information. Some of the options will allow you to change your information; others allow you to add information but not change what is already there and still others are “read-only”.

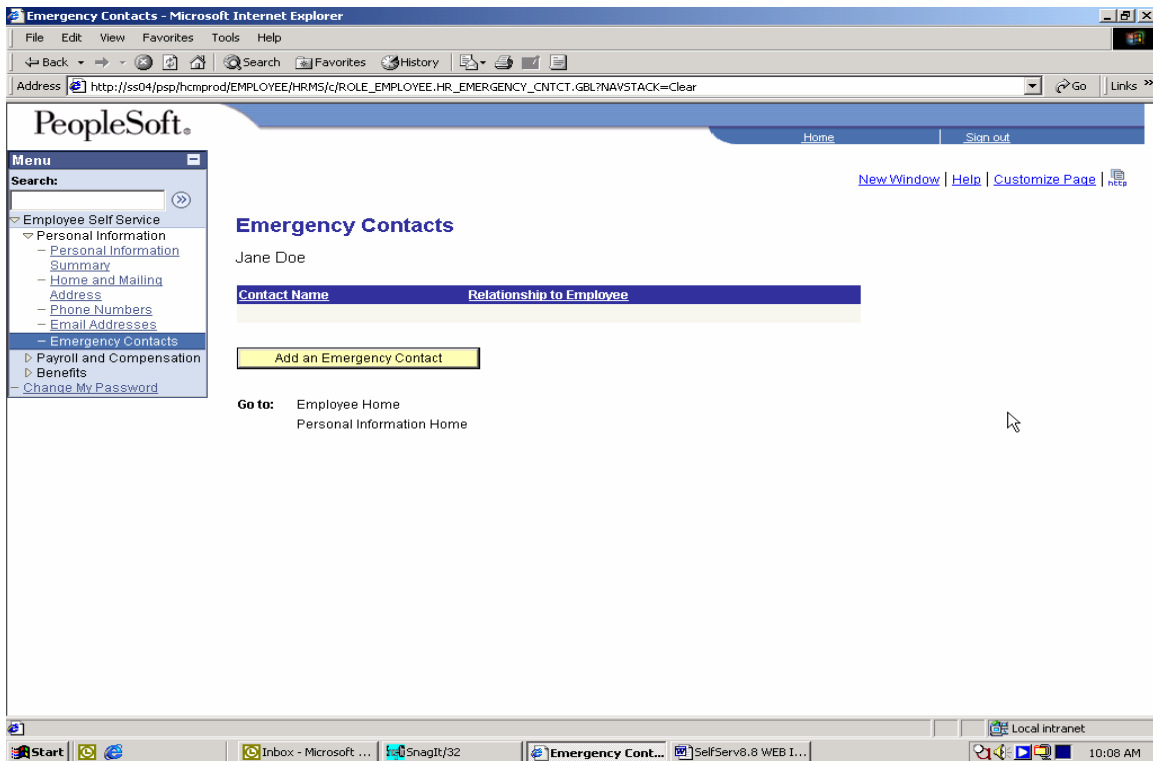


You can add a new e-mail address or telephone number by entering the type and the e-mail address or telephone number and then clicking the yellow “Save” button.

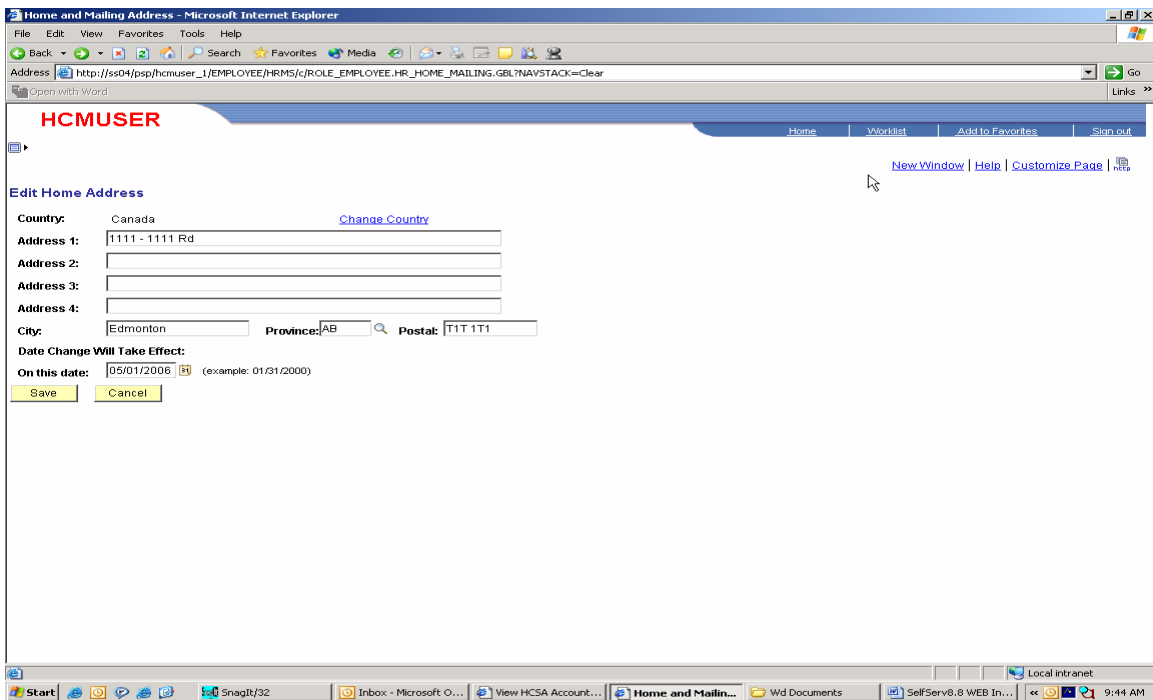


Self Service, 2007

You can add a new emergency contact, edit the information that is already there, delete a non-primary contact or change the primary emergency contact.

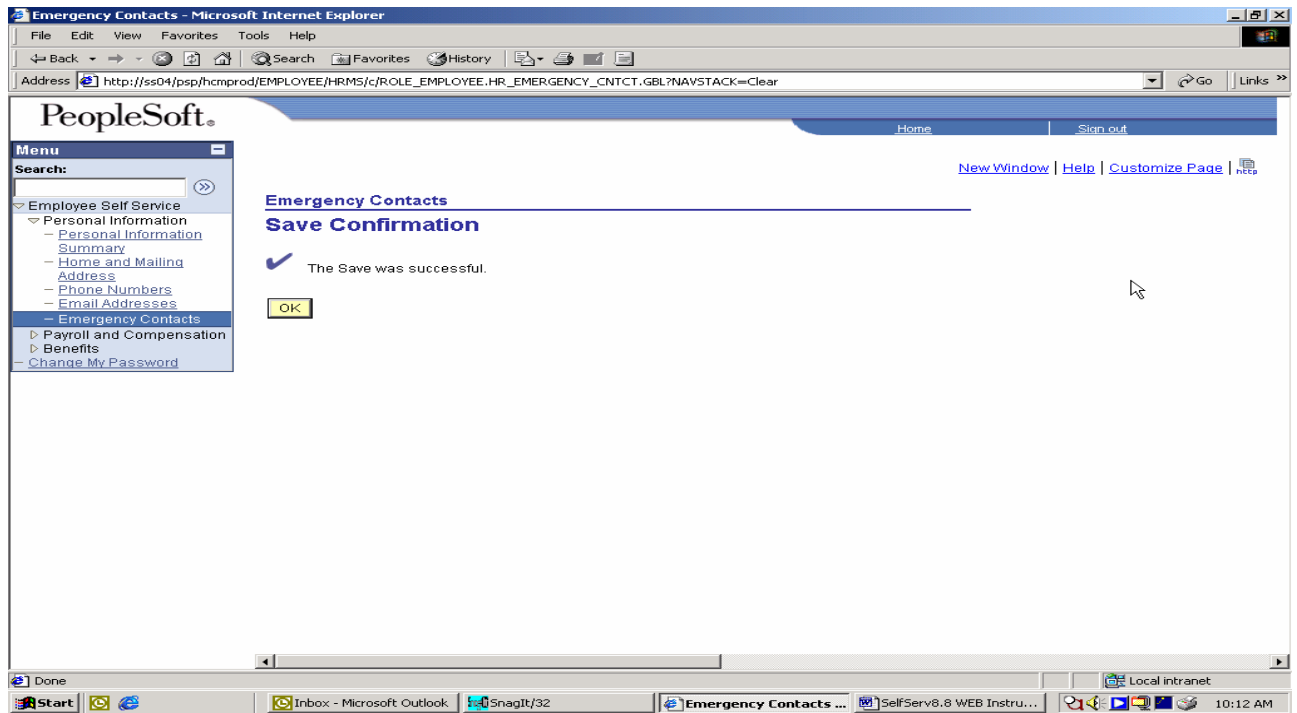


You can change or edit your current home address and notify PeopleSoft of the effective date of the change.

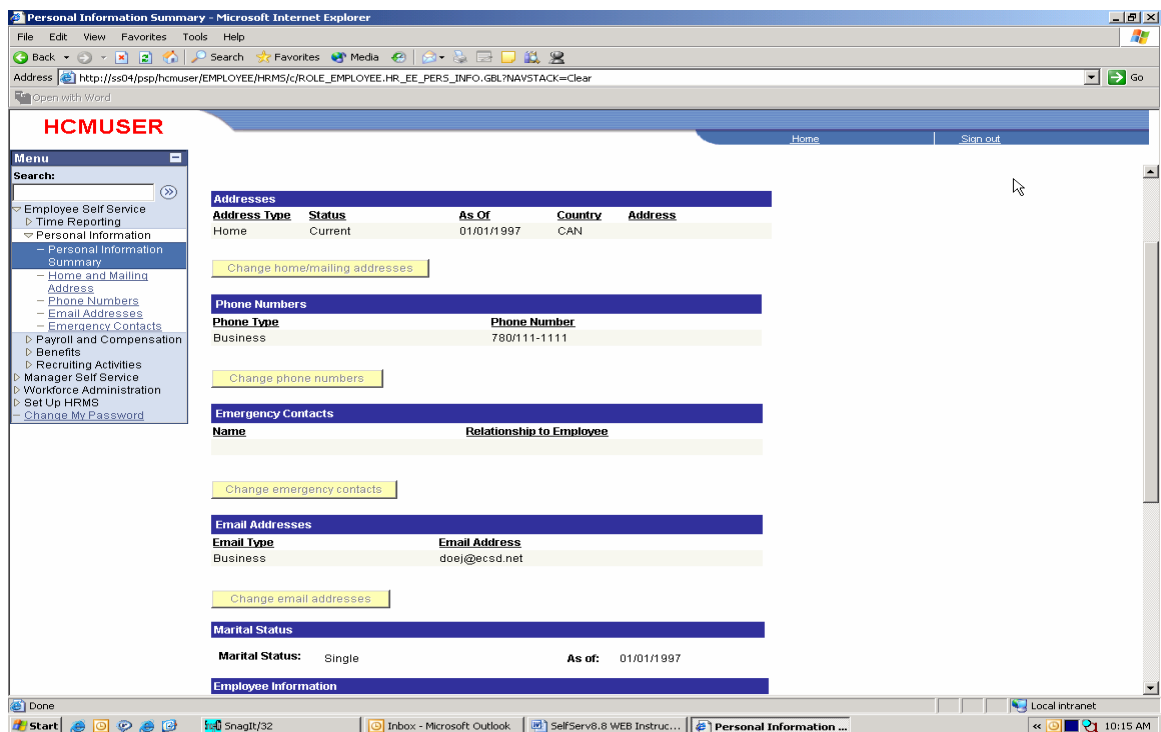


Self Service, 2007

With all of these options, PeopleSoft will let you know if the transaction was successful after you click on the yellow “Save” button by showing the following message:



You can view your marital status, your name or your direct deposit account but at this time these are “read-only” options. If any of the information is incorrect, please notify Manuela Medeiros, Human Resource Services at 441-6066.



Self Service, 2007

You can also see all your pay cheque data for a given pay period. Select this option to see your latest pay advice or click on “View a different payment” and then choose the correct pay period end date to review any other month. It is in this section, in the deductions area, that you will see listed the benefits in which you are enrolled.

Under the “Benefits”, “Benefits Information (ECS)”, “View Leave Accrual” hyperlinks, you are able to view your sick and vacation entitlements, if you qualify for such leaves, for any given period. The latest month is the default; to change it, enter a new date and click on the yellow “Refresh” button. The entitlements are shown in hours. You also see your service date with Edmonton Catholic Schools.

View Leave Accrual Balances

Doe Jane
Edmonton Catholic Schools
Z1000

Enter as of date: 02/01/2006 Refresh

Service Date: 09/01/2005

| Category | Accrual Period | Carried over from previous year | Earned Year-to-Date | Taken Year-to-Date |
|------------------|----------------|---------------------------------|---------------------|--------------------|
| Sick (Hours) | 01/31/2006 | 70.000000 | 42.000000 | 14.000 |
| Vacation (Hours) | 01/31/2006 | 35.000000 | 8.750000 | 7.000 |

If you are a certificated or out of scope employee, you will be able to view the information in your Health Spending Account.

Health Care Spending Account

EmpID: Z1000 Doe Jane

Earnings Detail

Accrual Process Date: 01/01/2006 Status: Active FTE: 1.000000

Credit Accrual: 50.00 /

Credit CarryOver Amt: 0.00

Credit due to forfeit: 0.00

| Transaction Date | HCSA Expense Type | Credit Amount |
|------------------|-------------------|---------------|
| 1 | | |

Credits as of Accrual Process Date: 50.00 Transaction Credit: 0.00

Credits Forfeited: 0.00 Credit Accrual YTD: 50.00

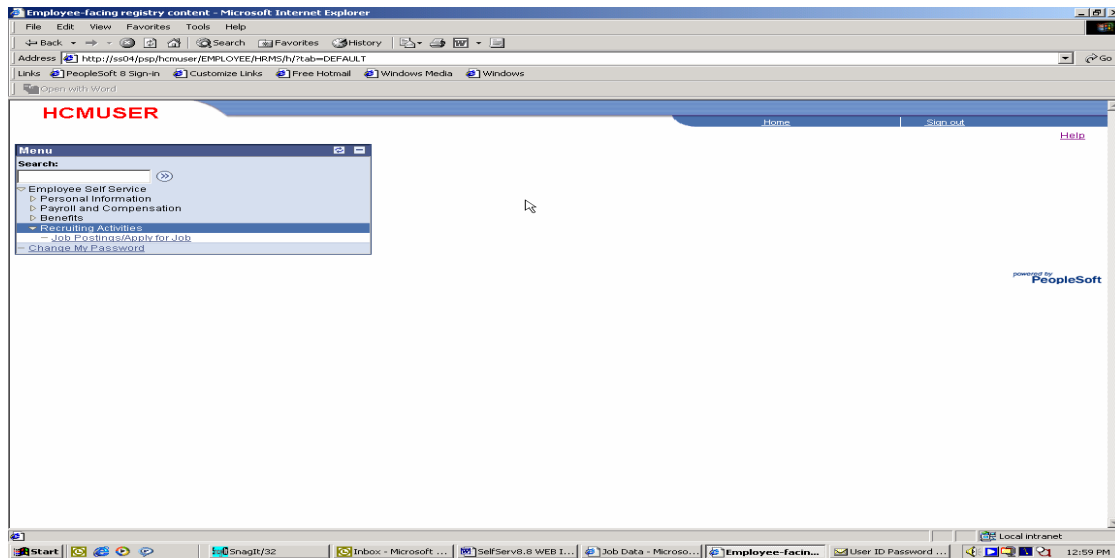
Total Credits: 50.00

Credits used year to date: 0.00

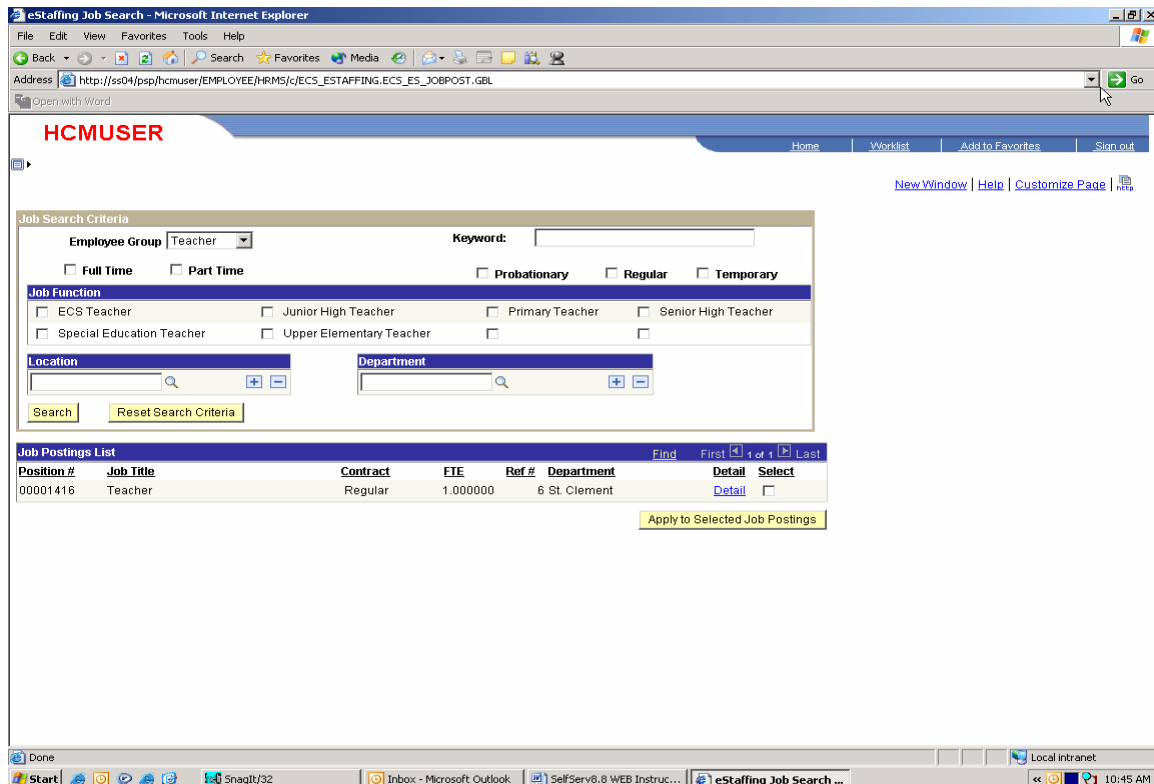
Credits Remaining: 50.00

Self Service, 2007

You apply for all positions through Employee Self-Service. The dates the positions will be visible will be communicated to all employees. Click on the “Recruiting Activities” hyperlink, then on “Job Postings/Apply for Job.”

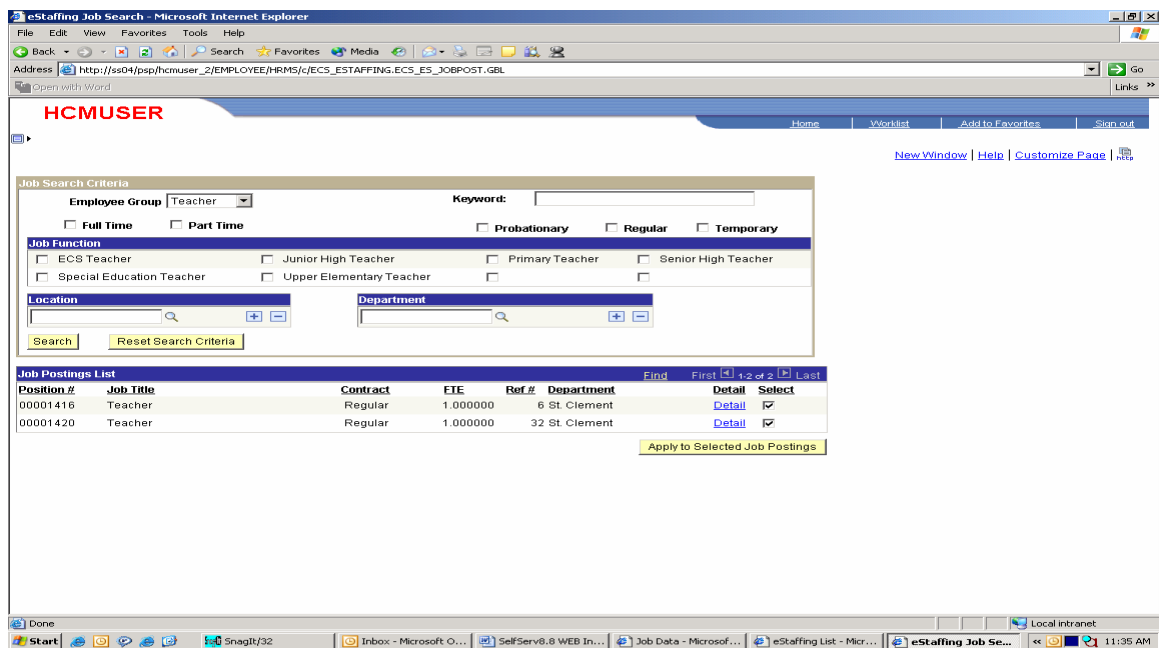
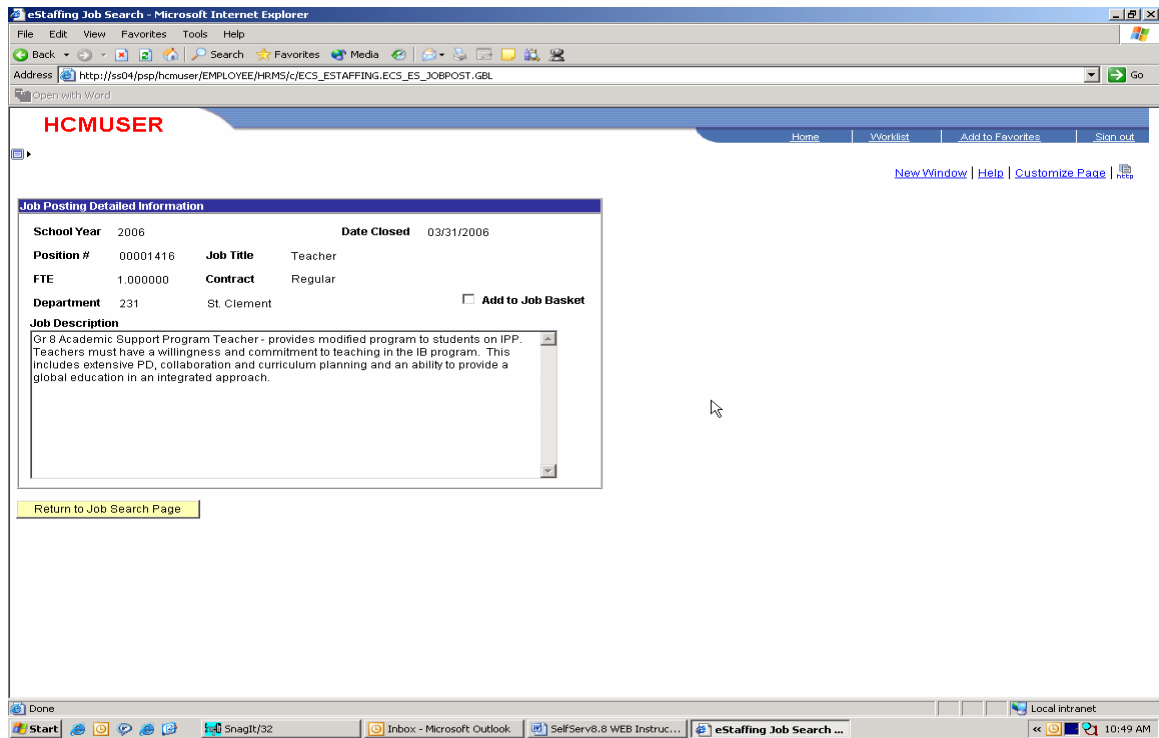


Choose the employee group and limit the job search using any of the various parameters offered. Click on search. All jobs matching the search criteria are shown.



Self Service, 2007

The “Detail” hyperlink will show a detailed job description to help you decide whether or not you wish to apply to the position.



If there is more than one job you wish to apply for, click the box beside each one. This will allow you to fill out the application only once and send it to all the positions you wish to apply to. Click on “Apply to Selected Job Postings.” On the next screen, you will see your personal information and the positions you have selected. Click on “Next” to go to the application form.

Self Service, 2007

HCMUSER

From: [] To: [] School: [] Assignment: [] Principal: []

*Please note that your current and past principals / supervisors may be contacted for references.

Education

| Degree Type | Year | Major | Minor |
|-------------|------|-------|-------|
| [] | [] | [] | [] |
| [] | [] | [] | [] |
| [] | [] | [] | [] |

Years with Edmonton Catholic Schools:

Years experience with other boards:

Please state your experience(s) in the permeation of our faith.

Give 2-3 examples of how you have differentiated Instruction/Assessment and Integrated Technology.

Give 2 examples of how you have provided service to others (including students).

Note: Only shortlisted candidates will be contacted.

Fill out the application form. (Please note the certificated and non-certificated application forms are slightly different.) Once the form is filled out, click the “Submit” button at the bottom of the page. The application is sent to the Supervisor with an e-mail to your ECSD account and a copy of the e-mail to Human Resource Services. This completes the application process.

HCMUSER

Job Search Criteria

Employee Group: **Teacher** Keyword: []

Full Time Part Time Probationary Regular Temporary

Job Function

ECS Teacher Junior High Teacher Primary Teacher Senior High Teacher

Special Education Teacher Upper Elementary Teacher

Location [] **Department** []

Job Postings List

| Position # | Job Title | Contract | E.T.E. | Ref. # | Department | Detail | Select |
|------------|-----------|----------|----------|--------|-------------|------------------------|-------------------------------------|
| 00001416 | Teacher | Regular | 1.000000 | 6 | St. Clement | Detail | <input checked="" type="checkbox"/> |
| 00001420 | Teacher | Regular | 1.000000 | 32 | St. Clement | Detail | <input type="checkbox"/> |

Microsoft Internet Explorer

The process was successful. (21000,56)

If you need assistance Human Resource Services will be happy to help you. Please phone Linda Sandl at 441-6187, Jessie Foley at 441-6058, Paul Gagné at 441-6097 or Charolette Player at 441-6098.