ADULT EDUCATION PROGRAM

ABSENCE REPORTING
SUPPLY ARRANGEMENTS
SUPPLY AVAILABILITY

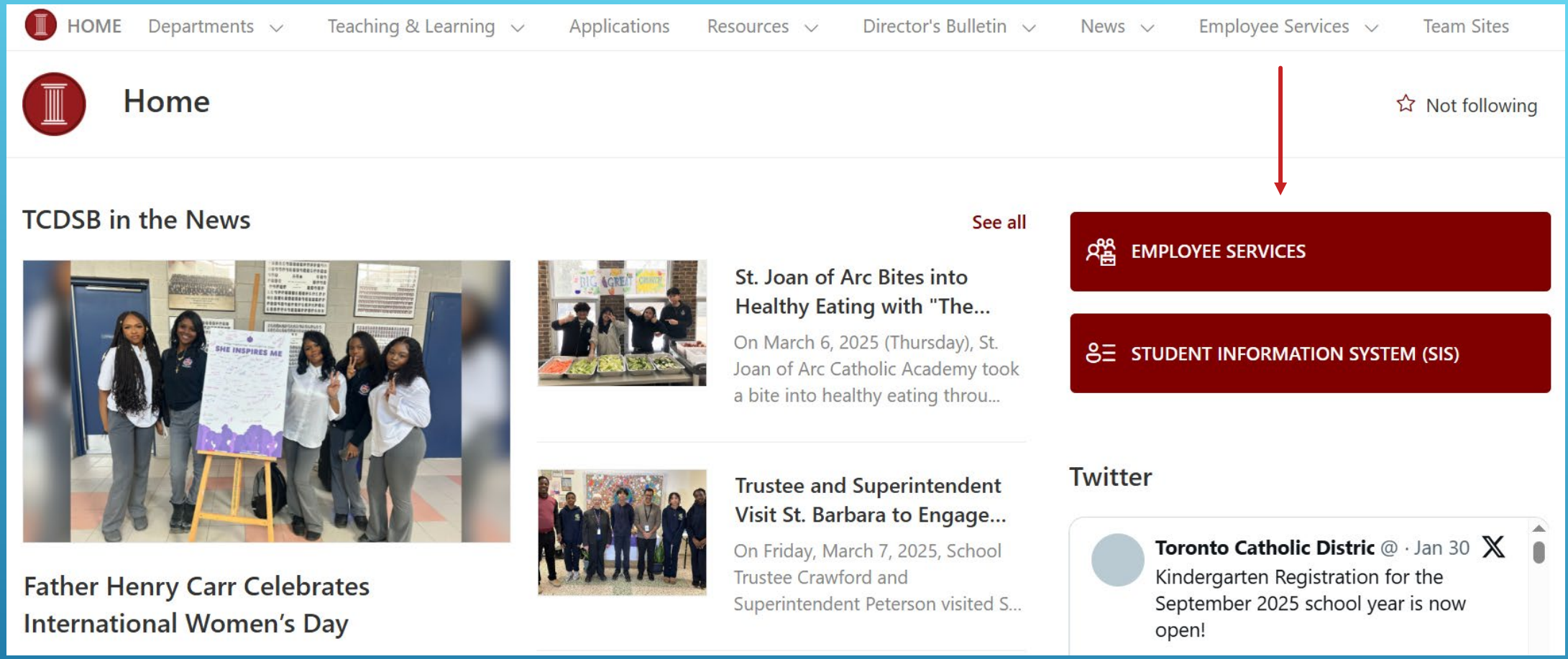
ESS - EMPLOYEE SELF-SERVICE

ESS – EMPLOYEE SELF SERVICE

- All Adult Education Employees must report absences through ESS.
- Employees who require a supply find and report the supply through ESS.
- Supply staff update their availability and accept supply assignments in ESS.

- TO ACCESS ESS:
- Go to www.tcdsb.org or use the Intranet:http://tcdsbcec.sharepoint.com/sites/Home
- When prompted for your username enter the first 6 letters of your last name and the initial of your first name. Example: John Timson would be timsonj (do not add @tcdsb.org). Then enter your TCDSB email password.
- Go to Staff – Employee Portal (from schools and TCDSB sites) or Staff Portal (Home Access)





CLICK AND GO TO THE EMPLOYEE PORTAL MAIN PAGE

HTTPS://TCDSBCEC.SHAREPOINT.COM/SITES/HOME

THEN CLICK ON EMPLOYEE SERVICES

PAL (Professional Accelerated Learning Centre)
Register for Conference, In-service and Institute events

SMARTFIND EXPRESS
Create absences, manage substitutions and more

TCDSB Staff Directory
Find a TCDSB staff member

Student Information System (SIS)
Central database of student records for current & past TCDSB students

OHSRS
Occupational Health and Safety Reporting System (OHSRS) hosted by Cority

RMS Staff Login
Permits for Community Use of Schools

Employee Self Service (ESS)
Access pay statements, tax forms, important staff memos and more

Portal Help
Resources on how to use the Staff Intranet portal

Web Applications
A list of TCDSB web applications and the browsers they are supported on

My Expenses
Employee expenses, claims and more

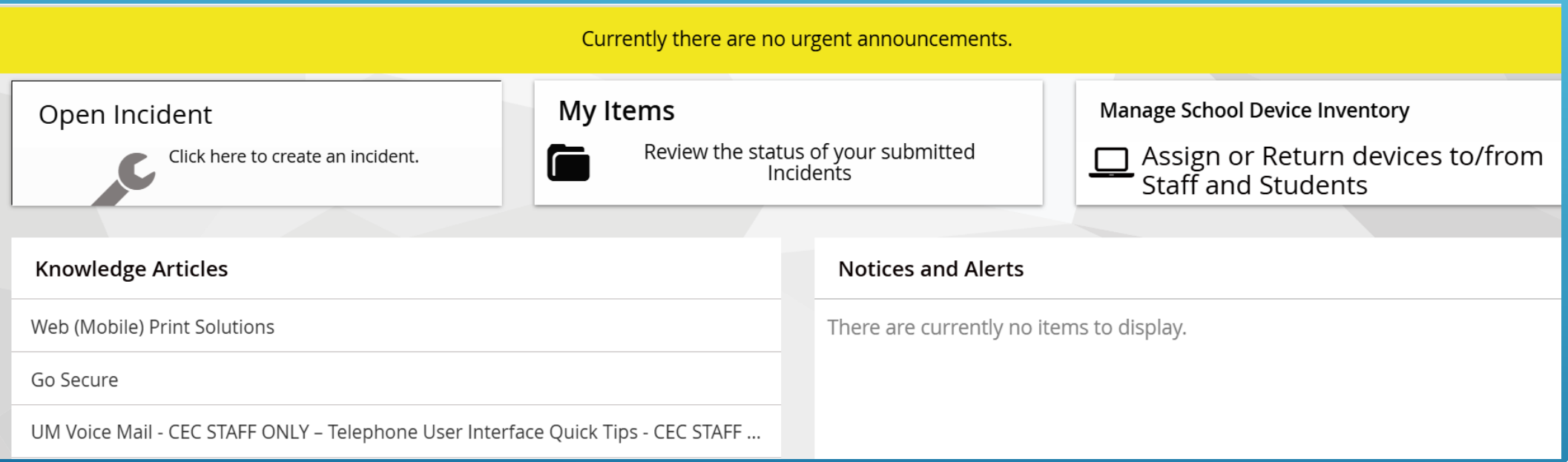
Employee Email Access
Access and log in to your TCDSB staff email

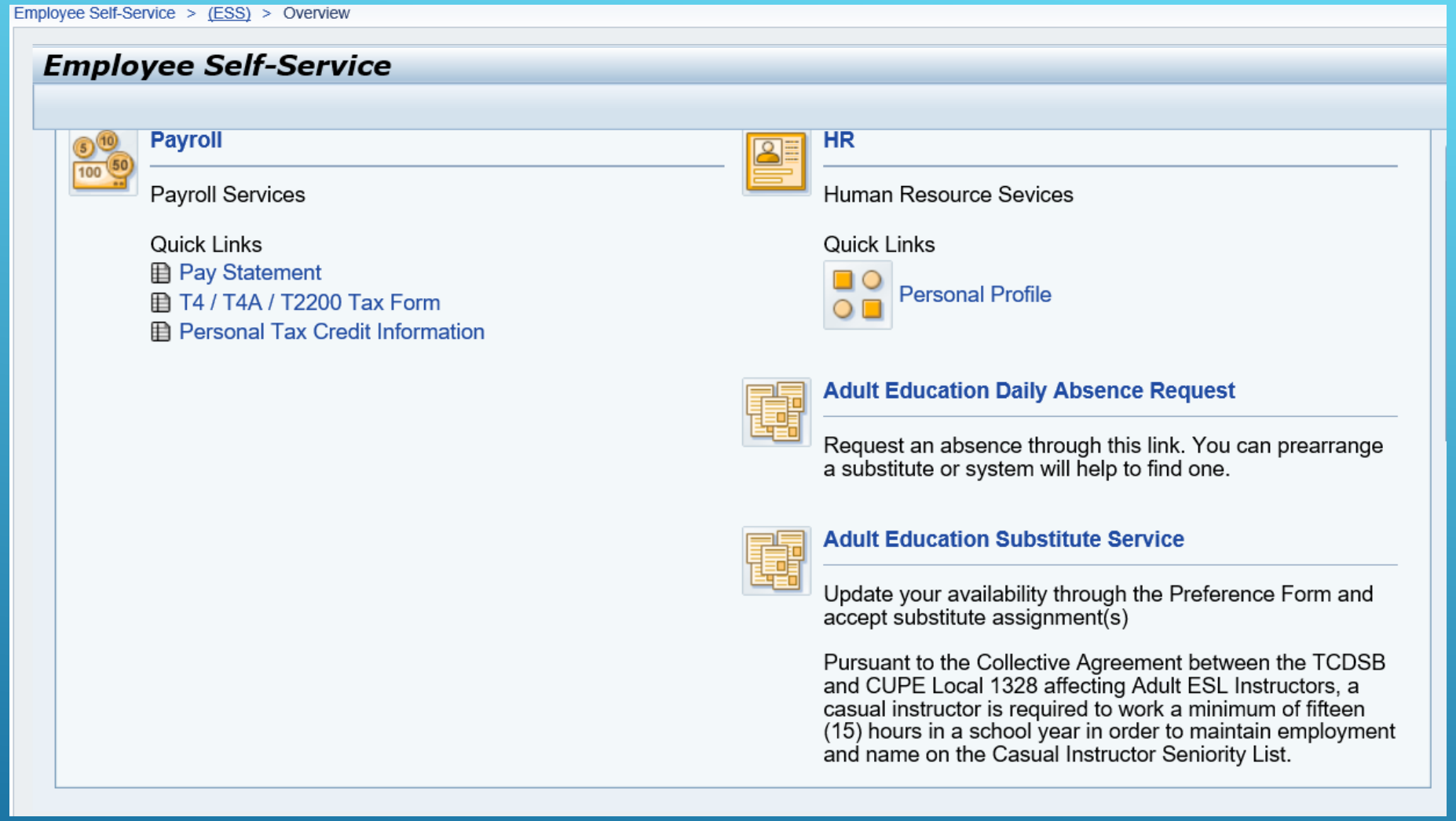
LEAP
TCDSB Leadership Engagement & Achievement Program

Toronto Catholic District School Board

CLICK ON THIS ICON

- Go to ESS – log in with your TCDSB username and password.
- If you are having trouble with the login, contact the Service Desk by emailing them at http://servicedesk.tcdsb.org
- Call them at 416-512-3500 only if you need to reset your password.
- Hours of Operation: Monday-Friday from 7:30 am to 8:00 pm





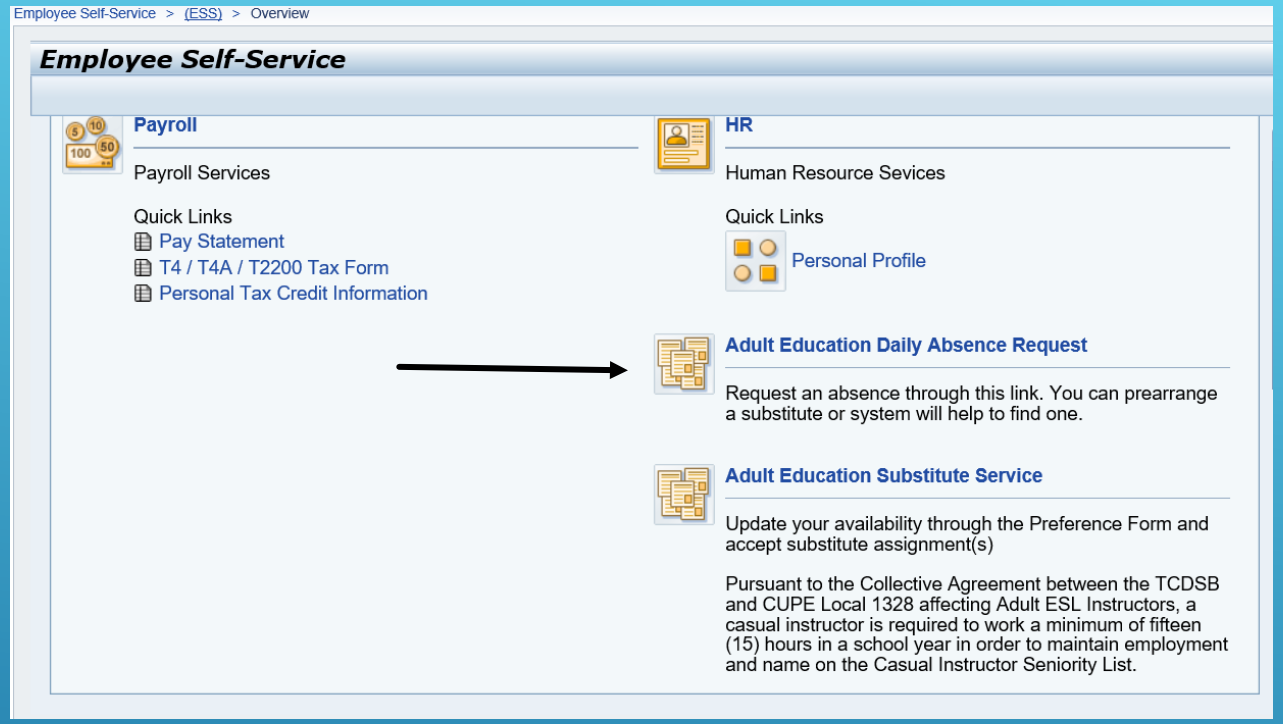
On your computer screen, make sure your scroll down to see all the information in the screenshot

SOME KEY TERMS BEFORE WE CONTINUE

To avoid confusion 

- **Permanent staff:** ESL/LINC & Nursery Instructors, Admin Assistants, Program Consultants and Administrators have sick quota that they use to enter absences.
- **Casual staff:** ESL, LINC, FSL, Nursery Instructors and Admin Assistants, who are scheduled to work in a short or long-term assignment, don't have sick quota, but are required to report their absences as unpaid absence (Code 20).
- **Code 10:** Personal illness.
- **Code 11:** Family illness.
- **Code 48:** Urgent Personal Business (it is not the same as personal illness).
- Do not use other coding such as **60 (Vacation), 26 (Quarantine) or 18 (In-service)**.
- **Last but not least,** consecutive dates are working days in a row, even if they are separated by a weekend or stat holiday.

All staff report absences through the "Adult Education Daily Absence Request " link on ESS.



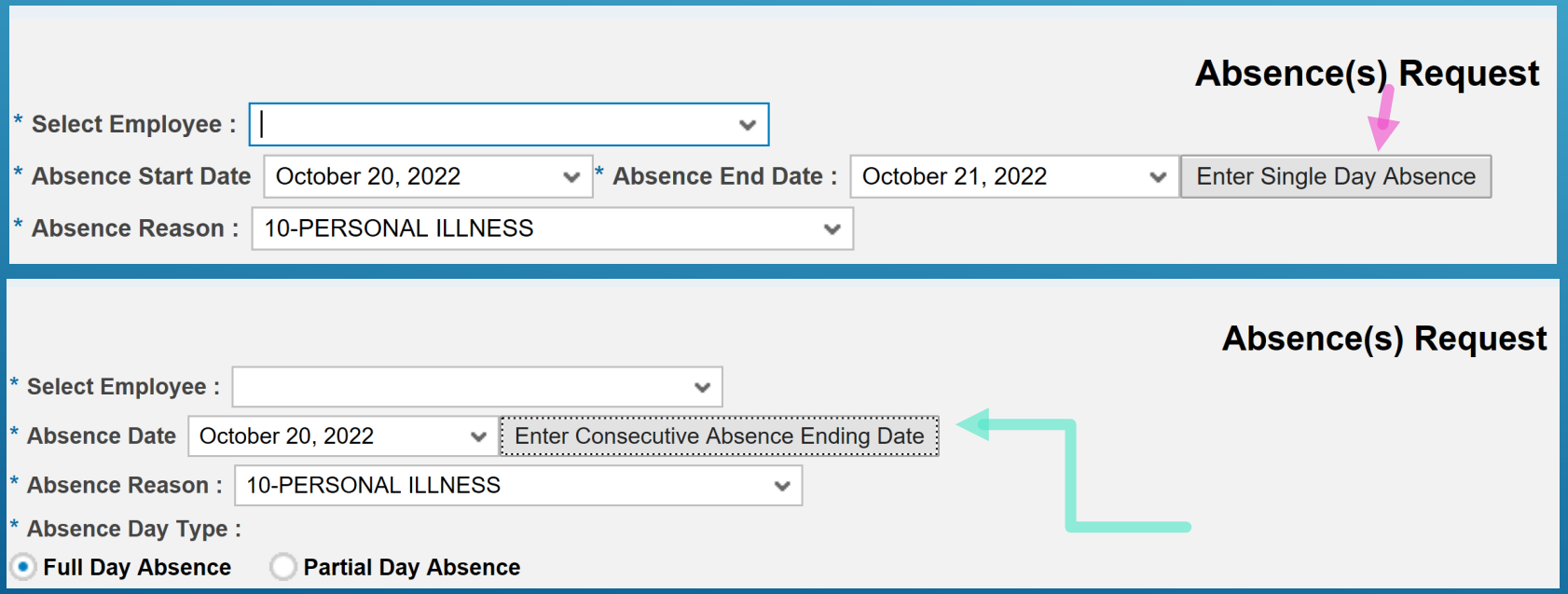
Once completed, the form allows instructors to select the supply whose availability matches the absence.

Instructors are still responsible for contacting their supply by telephone and providing them with information on the supply assignment and giving notice to their site of their absence.

Effective October 2022, staff can also report absences for consecutive days in ESS, to a maximum of five days for daytime assignments and two for evening and Saturday classes.

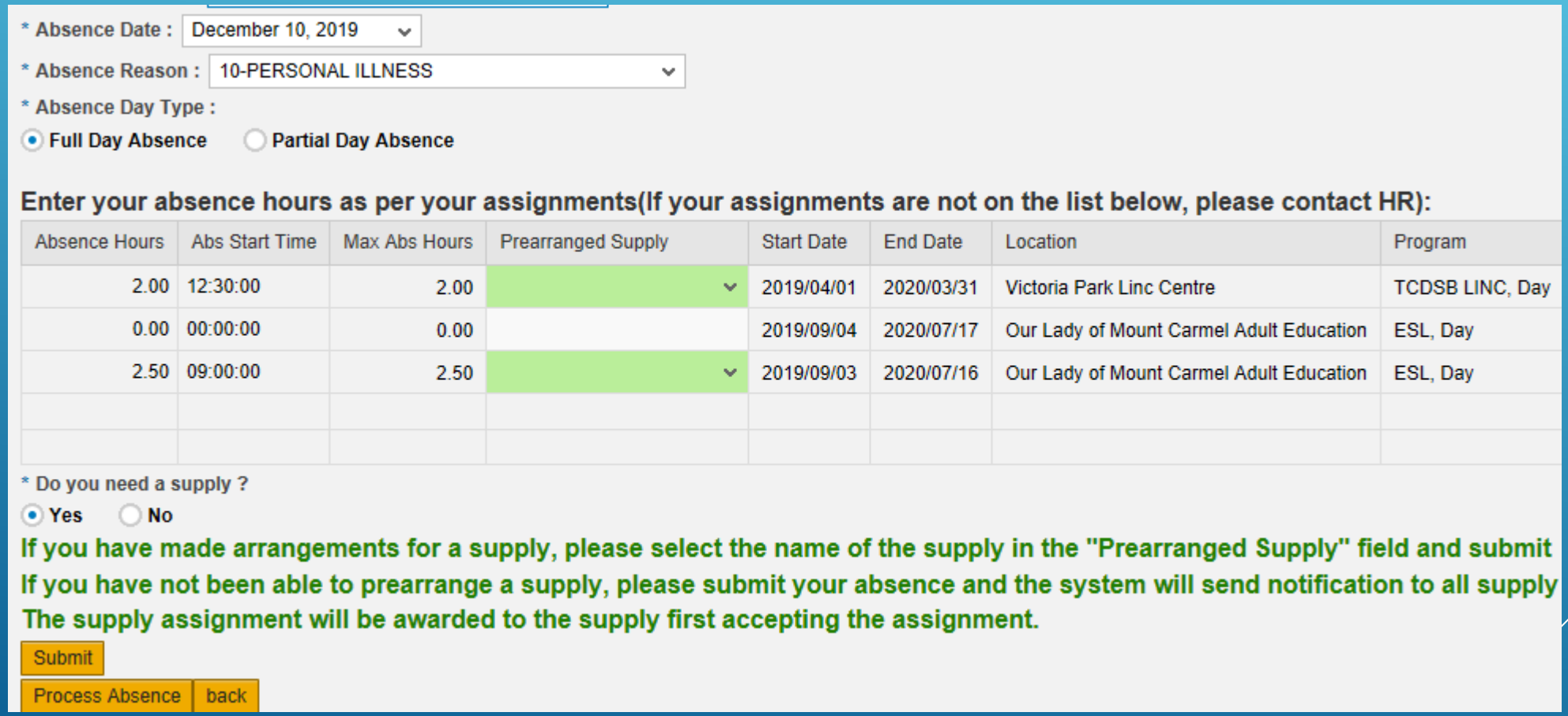
Five consecutive absence dates will trigger an email to the employee from Benefits requesting information about their absences.

Instructors are still responsible for contacting their supply by telephone and providing them with information on the supply assignment and giving notice to their site(s) of their absence (s).



You can report each absence day separately or in a batch of up to 5 consecutive days. Select absence date(s), then select the reason for your absence. You can report full day or partial day absence.

For a partial day absence, you can indicate start time, 12:30:00 for example and the number of absence hours 2.00 (see below).



* Absence Date : December 10, 2019

* Absence Reason : 10-PERSONAL ILLNESS

* Absence Day Type :

(•) Full Day Absence ( ) Partial Day Absence

Enter your absence hours as per your assignments(If your assignments are not on the list below, please contact HR):

Absence Hours	Abs Start Time	Max Abs Hours	Prearranged Supply	Start Date	End Date	Location	Program
2.00	12:30:00	2.00		2019/04/01	2020/03/31	Victoria Park Linc Centre	TCDSB LINC, Day
0.00	00:00:00	0.00		2019/09/04	2020/07/17	Our Lady of Mount Carmel Adult Education	ESL, Day
2.50	09:00:00	2.50		2019/09/03	2020/07/16	Our Lady of Mount Carmel Adult Education	ESL, Day

* Do you need a supply ?

(•) Yes ( ) No

If you have made arrangements for a supply, please select the name of the supply in the "Prearranged Supply" field and submit
If you have not been able to prearrange a supply, please submit your absence and the system will send notification to all supply
The supply assignment will be awarded to the supply first accepting the assignment.

Submit

Process Absence | back

When you report multiple days, you must select the timetables that are included in those absence dates. Click on the boxes highlighted in green. In this example, the instructor does not need to request a supply because these are online evening and Saturday classes.

If you click on Submit, this will generate an email notification sent to your TCDSB email account and it creates a bundle of absences to cover the period you are absent.

Absence(s) Request

* Select Employee :

* Absence Start Date October 27, 2022 * Absence End Date : October 29, 2022 Enter Single Day Absence

* Absence Reason : 11-FAMILY ILLNESS

Enter your absence hours as per your assignments(If your assignments are not on the list below, please contact HR):

Absence Time Table(s) Selected	TT Start Date	TT End Date	Location	Program	Position	Level
☐	2022/04/01	2023/03/31	Finch@Warden Adult Education Centre	TCDSB LINC, Day	ESL Instructor	LINC 4 De
☐	2022/04/01	2023/03/31	Finch@Warden Adult Education Centre	TCDSB LINC, Day	ESL Instructor	LINC 5 Im
☑ X	2022/09/13	2022/12/22	Eglinton LINC and ESL Centre	ESL, Evening	ESL Instructor	ESL 5 Imp
☑ X	2022/09/17	2023/03/25	Eglinton LINC and ESL Centre	TCDSB LINC, Weekend	ESL Instructor	LINC 5 Be

* Do you need a supply ?

○ Yes ◉ No

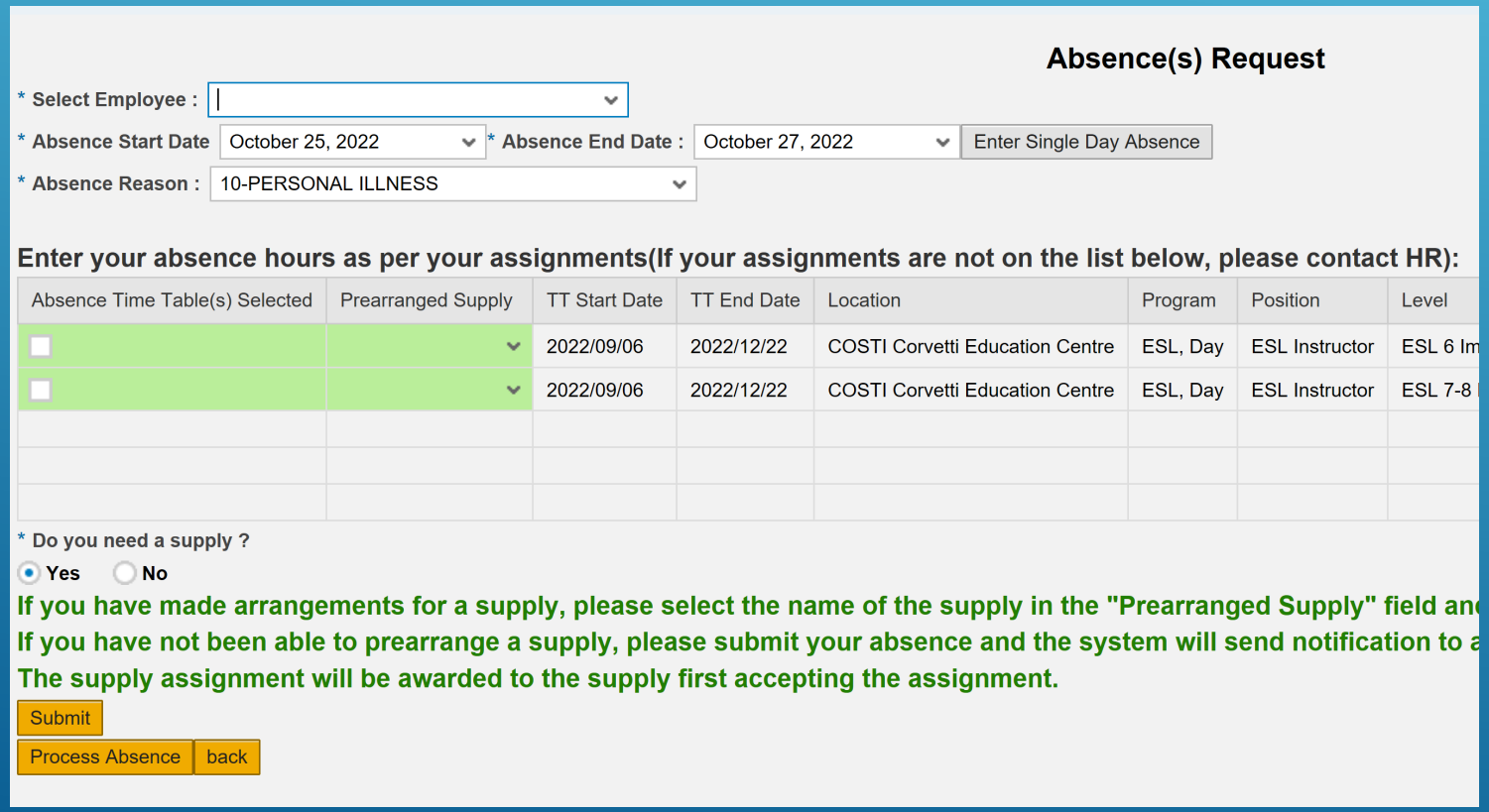
Submit

Process Absence back

- If you already arranged a supply, select the name from the Prearranged Supply drop down menu and click SUBMIT.

- If an employee has daytime assignments and evening or Saturday as well, the absences need to be reported separately. One for the day assignment and one for the Saturday and/or evening assignment.

- If a substitute is already assigned somewhere else on that day, his/her name won't come up in the supply list field. Supply preference is matched with timetables for a specific day of the week. Ensure your pre-arranged supply is available to substitute on the date(s) you require.



Absence(s) Request

* Select Employee :

* Absence Start Date October 25, 2022 * Absence End Date : October 27, 2022 Enter Single Day Absence

* Absence Reason : 10-PERSONAL ILLNESS

Enter your absence hours as per your assignments(If your assignments are not on the list below, please contact HR):

Absence Time Table(s) Selected	Prearranged Supply	TT Start Date	TT End Date	Location	Program	Position	Level
		2022/09/06	2022/12/22	COSTI Corvetti Education Centre	ESL, Day	ESL Instructor	ESL 6 Im
		2022/09/06	2022/12/22	COSTI Corvetti Education Centre	ESL, Day	ESL Instructor	ESL 7-8

* Do you need a supply ?

Yes No

If you have made arrangements for a supply, please select the name of the supply in the "Prearranged Supply" field an
If you have not been able to prearrange a supply, please submit your absence and the system will send notification to a
The supply assignment will be awarded to the supply first accepting the assignment.

Submit

Process Absence back

If you do not require a supply, select NO and submit the absence.

You will receive e-mail confirmation of this absence.

REMINDER: Online classes don't require a supply, unless the permanent instructor is going to take several absence days.

Absence(s) Request

* Select Employee :
* Absence Start Date: October 24, 2022 * Absence End Date : October 27, 2022 Enter Single Day Absence
* Absence Reason : 10-PERSONAL ILLNESS

Enter your absence hours as per your assignments(If your assignments are not on the list below, please contact HR):

Absence Time Table(s) Selected	TT Start Date	TT End Date	Location	Program	Position	Level
☑	2022/04/01	2023/03/31	Finch@Warden Adult Education Centre	TCDSB LINC, Day	ESL Instructor	LINC 4 De
☑	2022/04/01	2023/03/31	Finch@Warden Adult Education Centre	TCDSB LINC, Day	ESL Instructor	LINC 5 Im
☑	2022/09/13	2022/12/22	Eglinton LINC and ESL Centre	ESL, Evening	ESL Instructor	ESL 5 Imp
☐	2022/09/17	2023/03/25	Eglinton LINC and ESL Centre	TCDSB LINC, Weekend	ESL Instructor	LINC 5 Be

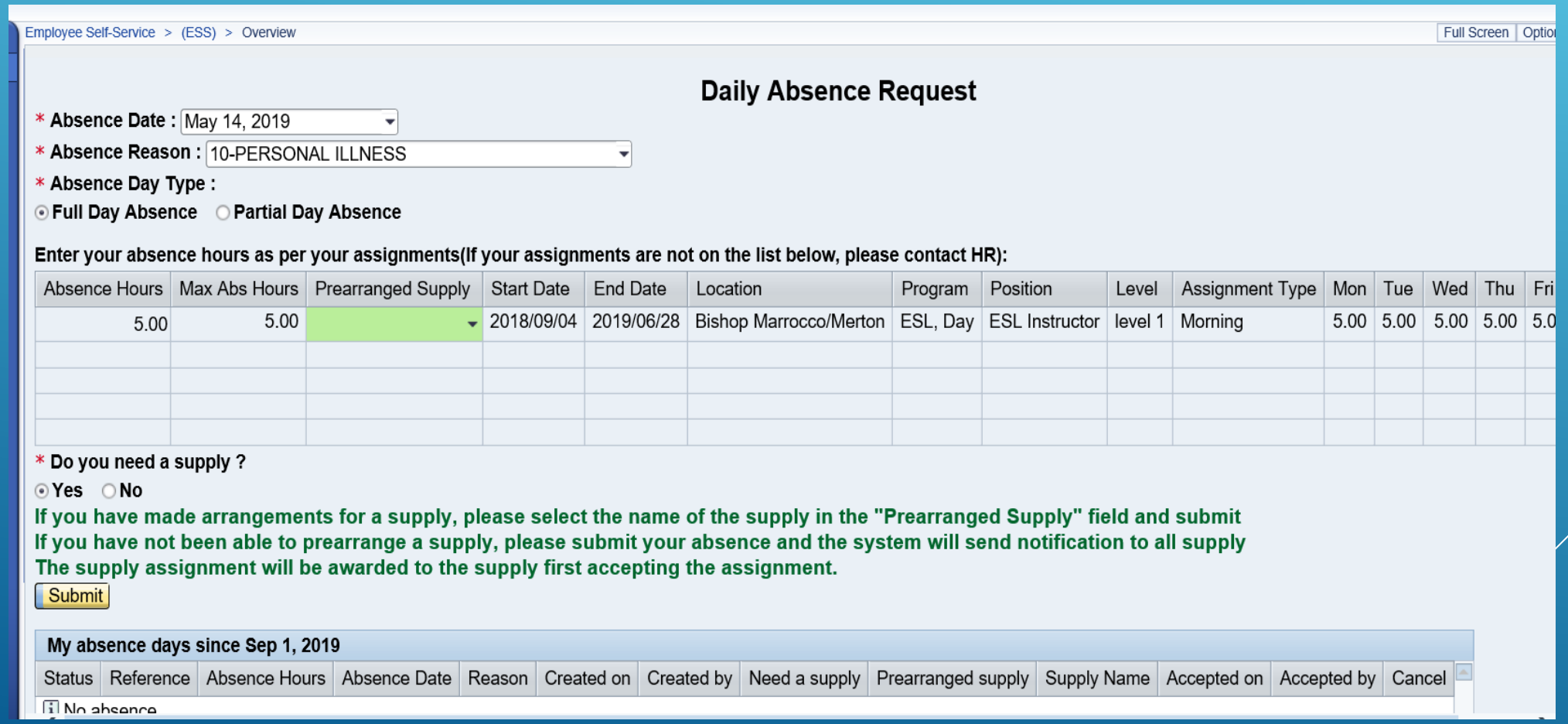
* Do you need a supply ?

○ Yes ◉ No

Submit

Process Absence back

- If you have not arranged a supply – SUBMIT THE ABSENCE - the system will send a notification e-mail to all supply staff available for that assignment.
- When a supply accepts the assignment in ESS, you will get an e-mail confirmation with the name of the supply.
- The supply assignment is awarded to the first supply instructor who accepts the assignment in ESS (first come, first served).



From: HR Adult Education
To: Smith, Stella (Adult Education Programs)
Subject: Adult Education Absence Request on 20221021
Date: October 21, 2022 10:32:53 AM
Importance: High

DO NOT REPLY AS THIS IS AN AUTOMATED MESSAGE !

Hello SMITH, STELLA

This auto email has been sent to you to acknowledge receipt of your Adult Education Program Absence Request that was submitted by you through the ESS (Employee Self Service) or Human Resources:

Bundle Key	Date	Start Time	Hours	Reason	Supply Name	Prearrange	Location	Address	Program	Position	Level
	20221011	12:00	2.50	11-FAMILY ILLNESS	MURRAY, DAVID	X	Lakeshore Linc Cntr-Mssb	2275 Lakeshore Blvd. W. 2nd Floor Etobicoke M8V 3Y3	TCDSB LINC, Day	ESL Instructor	LINC 4 Perfecting English for Work & Daily Life
	20221011	09:00	2.50	11-FAMILY ILLNESS	MURRAY, DAVID,	X	Lakeshore Linc Cntr-Mssb	2275 Lakeshore Blvd. W. 2nd Floor Etobicoke M8V 3Y3	TCDSB LINC, Day	ESL Instructor	LINC 7 Advanced Grammar and Idioms in Conversation

Best Regards,
Adult Education Program
Human Resources

This is the type of message the supply and the absentee will receive in their TCDSB inbox when there is a pre-arranged supply instructor.

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This is the email that will be sent to all casual instructors who are available to supply when there is no pre-arranged supply.

Hello,

A substitute is required in the Adult Education Program to cover an absence taken by LAWRENCE, BERNICE below. If you are available to cover this absence, please accept the assignment(s) in the Employee Self Service ESS . The position will be awarded to the first respondent.

Should your availability change and you are/were not able to cover this absence, you may cancel this assignment if it is not backdated (has a date that has passed). If you need to cancel a past assignment, please contact Jaime Puentes at puentej@tcdsb.org.

Bundle Key	Date	Start Time	Hours	Location	Address	Program	Position	Level	Absentee
	20221020	09:00	2.50	Eglinton LINC and ESL Centre	90 Eglinton Ave. E. Suite 200. Toronto M4P 2Y3	TCDSB LINC, Day	ESL Instructor	LINC 1 Beginning English for Daily Life	LAWRENCE, BERNICE
	20221020	12:00	2.50	Eglinton LINC and ESL Centre	90 Eglinton Ave. E. Suite 200. Toronto M4P 2Y3	TCDSB LINC, Day	ESL Instructor	LINC 2 Beginning + English for Daily Life	LAWRENCE, BERNICE

Pursuant to the Collective Agreement between the TCDSB and CUPE Local 1328 affecting Adult ESL Instructors, a casual instructor is required to work a minimum of fifteen (15) hours in a school year in order to maintain employment and name on the Casual Instructor Seniority List.

Thank you for all your work on this.

Best Regards,
Adult Education Program
Human Resources

This is the email that will be sent to the supply and permanent instructors when someone in the supply list has picked up the assignment.

From: HR Adult Education
To: Martinez, Melanie (Adult Education Programs)
Cc: Brokovich, Alana (Adult Education Programs)
Subject: Adult Education Prearranged Substitute on 20221017
Date: October 17, 2022 9:02:49 AM
Importance: High

DO NOT REPLY AS THIS IS AN AUTOMATED MESSAGE !

Hello MARTINEZ, MELANIE

This auto email has been sent to you to confirm you have been assigned to supply for BROKOVICH, ALANA for the following assignment(s) :

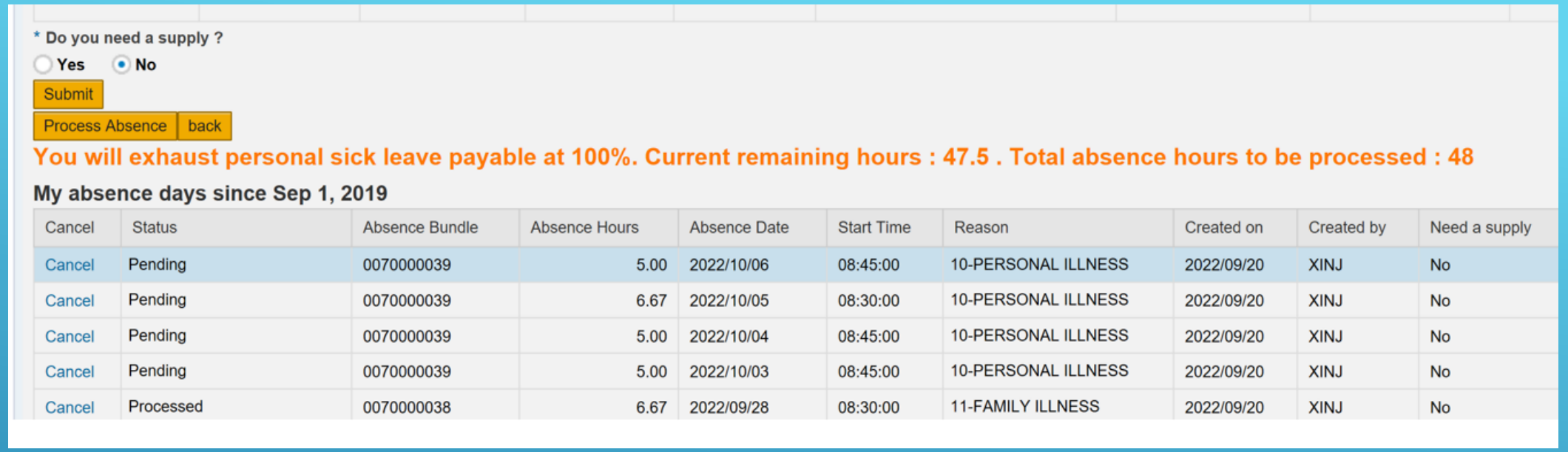
Bundle Key	Date	Start Time	Hours	Location	Address	Program	Position	Level	Absentee
	20221017	09:00	2.50	COSTI Corvetti Education Centre	760 College St. Toronto M6G 1C4	ESL, Day	ESL Instructor	ESL 6 Improving + English for Daily Life	BROKOVICH, ALANA
	20221017	12:00	2.50	COSTI Corvetti Education Centre	760 College St. Toronto M6G 1C4	ESL, Day	ESL Instructor	ESL 7-8 English for Work and Study	BROKOVICH, ALANA

Please contact the instructor through TCDSB e-mail system, if you have any questions.

Pursuant to the Collective Agreement between the TCDSB and CUPE Local 1328 affecting Adult ESL Instructors, a casual instructor is required to work a minimum of fifteen (15) hours in a school year in order to maintain employment and name on the Casual Instructor Seniority List.

Thank you for your attention to the above.

Best Regards,
Adult Education Program
Human Resources



For Permanent Staff Only:

When you have almost exhausted the number of absence hours taken in a school year, you will see on your screen a message like the one written above.

NOTE: The text shown above is just a sample. Each employee's quota is customized according to the absence hours they have in the system and it will show the exact amount when these quotas are about to be exhausted.

You are responsible for monitoring these hours on your paystub and the categories you use for them: Personal illness (code 10), Family illness (code 11) and Urgent Personal Business (code 48).

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ABSENCE REPORTING

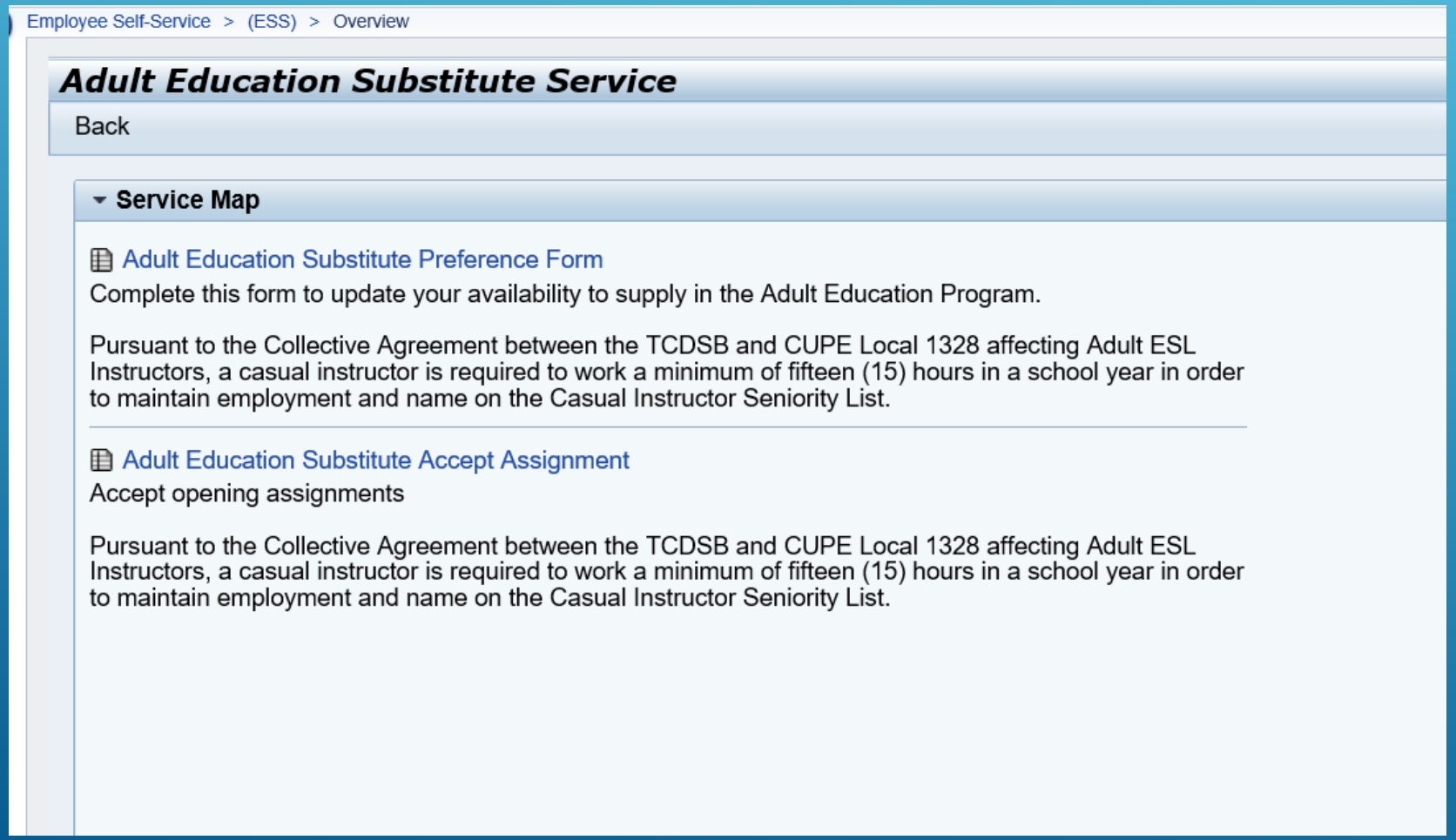
- You can view your absence history as of September 1, 2019.
- Please check your TCDSB email after entering an absence, to review the assignment and make sure all details are correct. Otherwise, you will need to cancel it and enter again .
- You can report absences in advance. We ask staff to report within a period of a week, to guarantee the supply has time to accept the assignment and is paid on time. The supply instructor must update their availability to supply to ensure his/her name can be selected by the permanent instructor.
- Last minute absences should be entered as early as possible, the evening before by 6:00 p.m. They may be entered in the morning as well before 6:00 a.m. Please ensure that the supply staff have enough time to accept the assignment and arrive punctually.
- If you need to cancel an absence, go to ESS, find the absence on the list and select CANCEL.

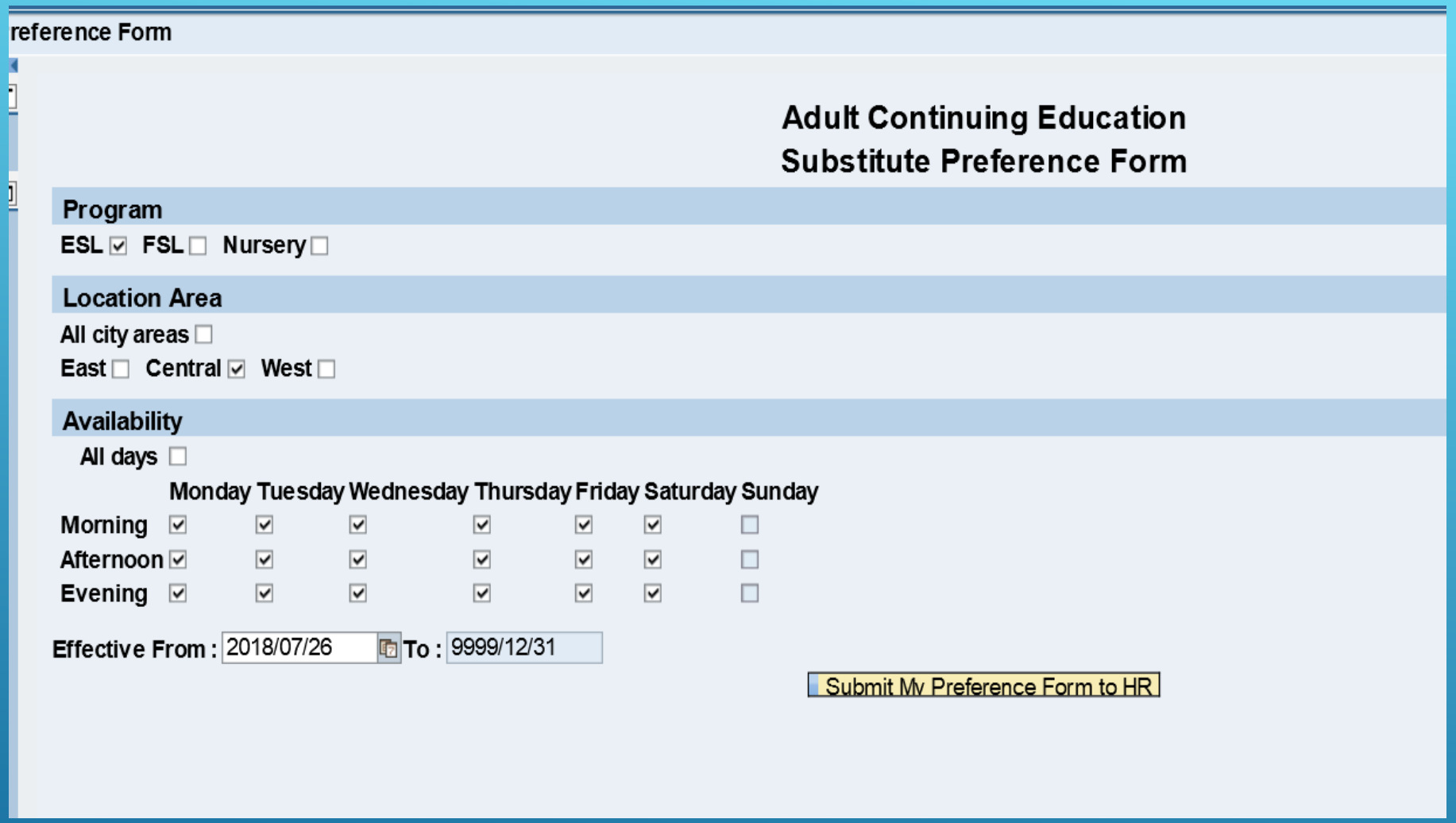
ABSENCE REPORTING

- **IMPORTANT:** Cancelling one day from a bundle absence will cancel the entire assignment with all the dates included in it and you need to enter it again in ESS. Try to avoid this, as it generates multiple emails for you, the supply instructor and our HR email account.
- If you created an absence but later need to change the supply, find the absence in ESS, CANCEL it, and create a NEW absence with the name of the new supply instructor.
- Casual instructors must report their absence through ESS as well. They can only select Code 20 – Leave of Absence W/O Pay (unpaid absence).
- If a supply instructor is already assigned somewhere else on a specific day, his/her name won't come up in the pre-arranged supply list field for that same date.
- If a supply instructor wants to accept an assignment posted through an HR email, but can't accept it, this is likely due to someone else accepting it first. That will prevent others from accepting the job as it becomes unavailable.

UPDATING YOUR AVAILABILITY TO SUPPLY

You update your availability through the Adult Education Substitute Preference Form link on ESS.





If you mark one area of the city: East, your name will only come up in the supply list for that area: you won't be requested for assignments in the Central or West areas, unless you update your availability.

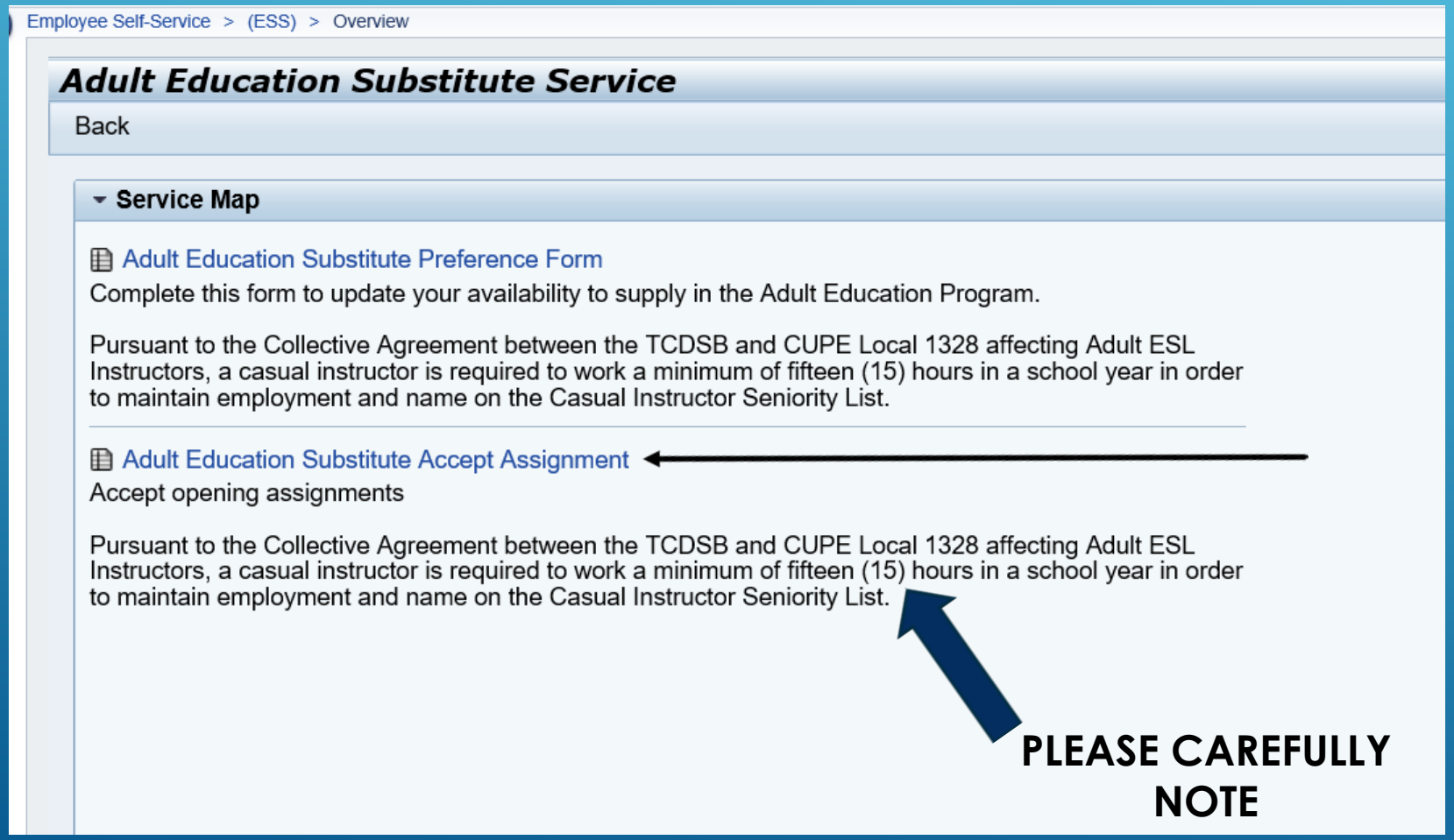
To update your availability to supply: fill in the program, location area and weekly availability and click "Submit My Preference Form to HR" button. An email confirmation is sent into your board email account.

SECURING SUPPLY ASSIGNMENTS

- As absences are reported by staff into ESS, e-mail notifications are sent out to all supply staff available as per their availability selections in ESS.
- All supply assignments can be accepted only through ESS – on a first response basis.
- Check your TCDSB e-mail account frequently – when you see a supply assignment you are interested in – go to ESS to accept it as soon as possible.
- You can cancel an assignment you are no longer available for if the job has not been processed by payroll.
- You can view your assignment history back to September 1, 2019.

ACCEPTING SUPPLY ASSIGNMENTS

- Check your TCDSB e-mail account for supply assignment announcements.
- Supply instructors MUST accept supply assignments in ESS.
- Go to - Adult Education Substitute Accept Assignment link.

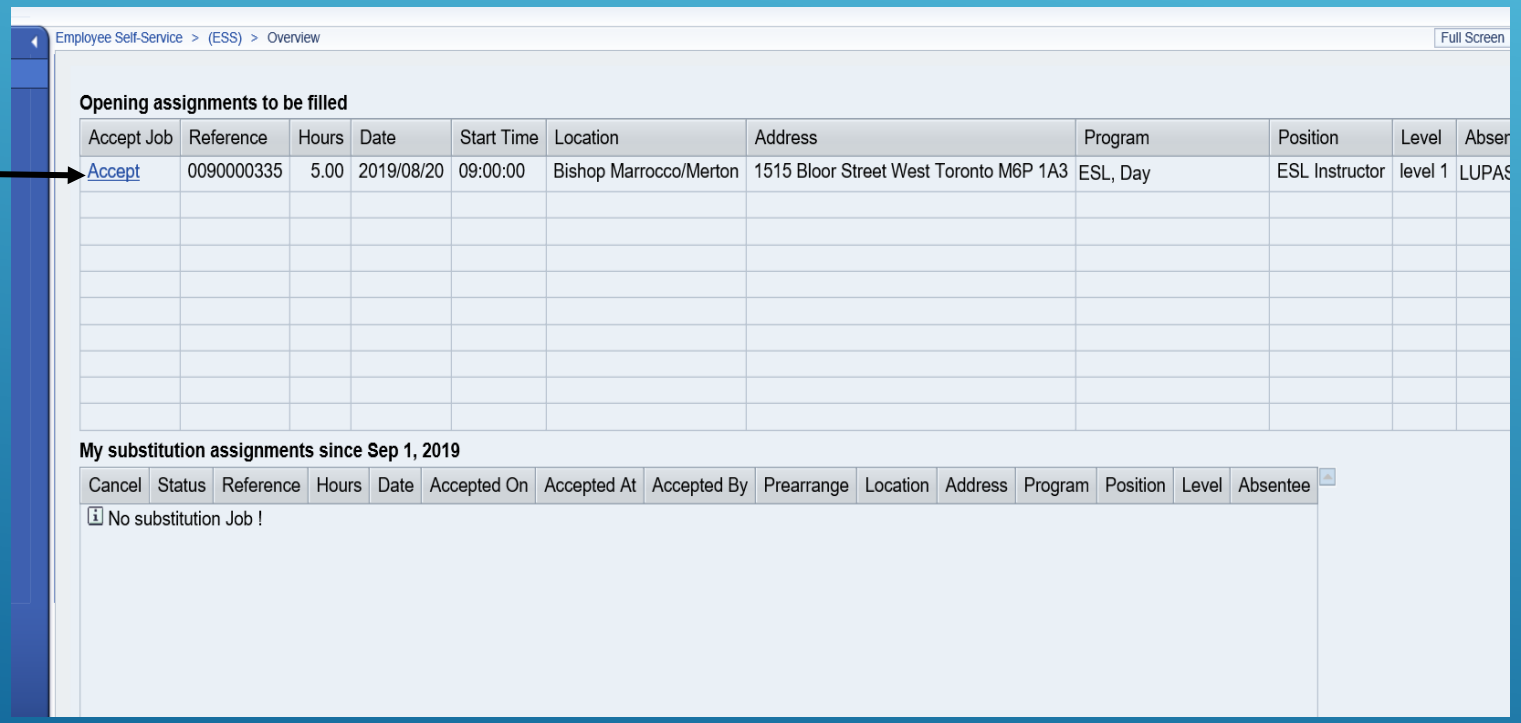


TO ACCEPT A SUPPLY ASSIGNMENT

Find the assignment on the list and Accept.

An e-mail confirmation is sent into your board email account and to the instructor requesting a supply.

You can view all your supply assignments as of September 1, 2019.



Letters of assignment

Letters of assignment are e-mailed to staff through the employee's TCDSB e-mail account.

It is the employee's responsibility to check his or her TCDSB e-mail account regularly.

Letters are issued for assignments that are for more than 4 weekdays, 2 consecutive Saturdays or 2 evenings.

Contact Information:

Jaime Puentes Herrera

- Email: puentej@tcdsb.org
- Telephone: 416-222-8282 ext. 2513

- Backup: Helen Huang
- Email: Helen.Huang@tcdsb.org
- Telephone: 416-222-8282 ext. 2549

Thank you for your time!