

EMPLOYEE OFFENCE DECLARATION

All employees, on a yearly basis, have to make an Offence Declaration.

The Office Declaration timeline for entry is between **June 6, 2011 and July 8, 2011**

In order to access the Offence Declaration screen, *you must log on to the iSYS Employee Self Service (ESS) portal as follows:*

1-From your Internet browser, type or cut-and-paste the following link:

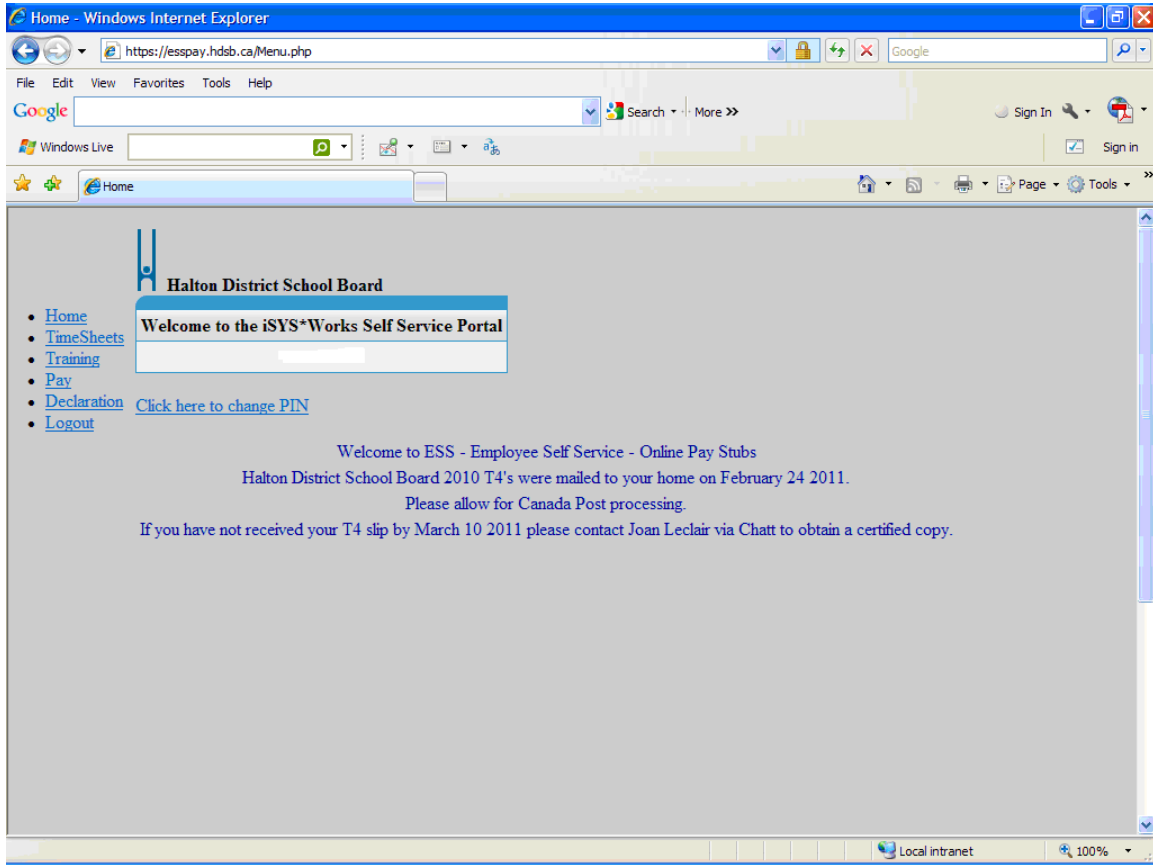
<https://esspay.hdsb.ca>

You will be directed to the following page.

2- Enter your Employee ID and PIN and then click on '**Login**'

The screenshot shows a Windows Internet Explorer browser window displaying the login page for the Halton District School Board's Employee Self Service (ESS) portal. The browser's address bar shows the URL <https://esspay.hdsb.ca/Login.php>. The page features the Halton District School Board logo at the top center. Below the logo, a red message reads "Please login to identify yourself". Underneath, a grey box contains the instruction: "Use your Employee ID and Personal Identification Number (PIN) with no spaces or dashes". A login form is centered on the page, titled "v1.62 Powered by iSYS Corporation". The form includes two input fields: "Employee ID" and "PIN", followed by a "Login" button. Below the form, a welcome message reads: "Welcome to ESS - Employee Self Service - Online Pay Stubs". It also provides 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". Contact information for the Information Centre is provided: "If you have trouble logging in please contact Information Centre. Phone: 1-888-432-4372, 905-333-4372 - Email: informationcentre@hdsb.ca - Chatt: informationcentre". The browser's status bar at the bottom shows "Done" and "Local intranet".

Once you have logged in successfully, you will be directed to the following page. From the Menu on the left side, click on the 'Declaration' menu.



You will be directed to the 'Declaration' screen.
Scroll down to the bottom of the page.

Declaration - Windows Internet Explorer
https://esspay.hdsb.ca/Declaration.php

File Edit View Favorites Tools Help
Google Search More >> Sign In Sign in

Windows Live Declaration

Halton District School Board

- [Home](#)
- [TimeSheets](#)
- [Training](#)
- [Pay](#)
- [Declaration](#)
- [Logout](#)

Verify Identification

First Name	Middle Name	Last Name	Birth Date	Employee ID

Verify Position

Position	Location	COD Reference
		2011-2012

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).

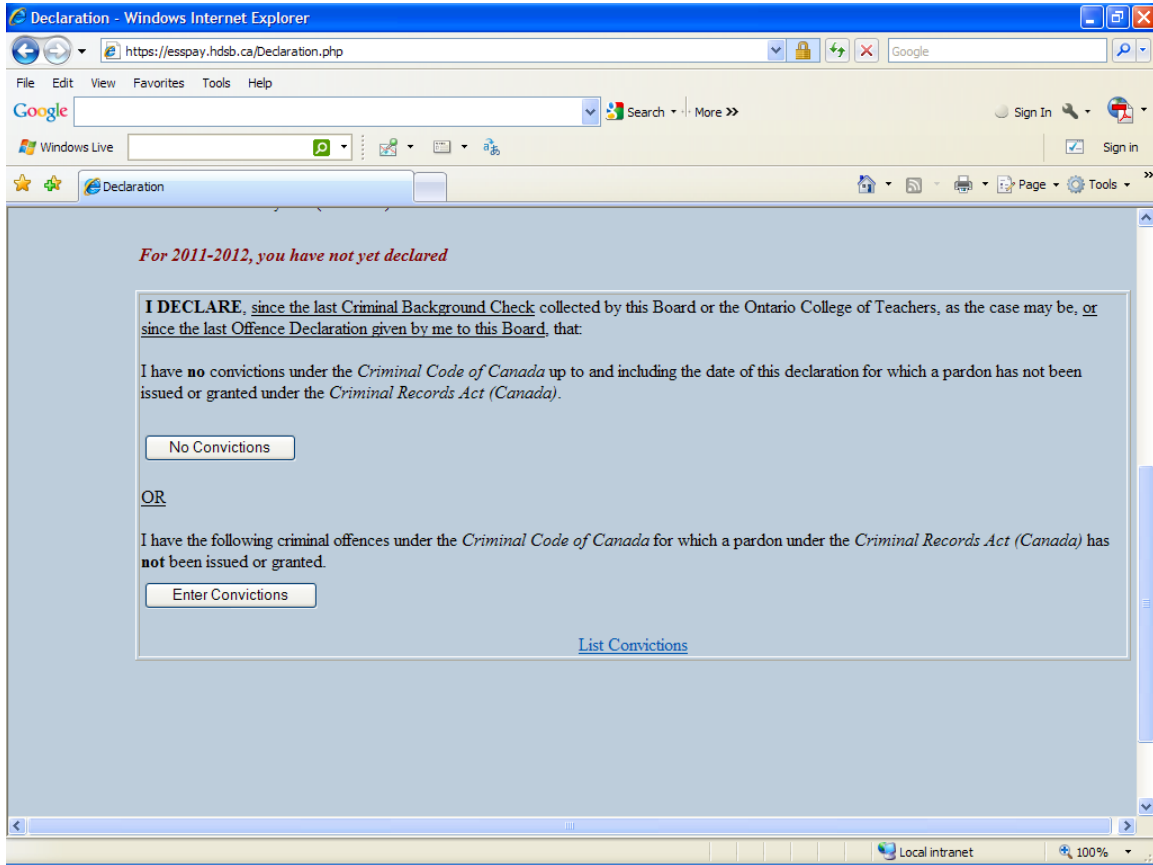
For 2011-2012, you have not yet declared

Done Local intranet 100%

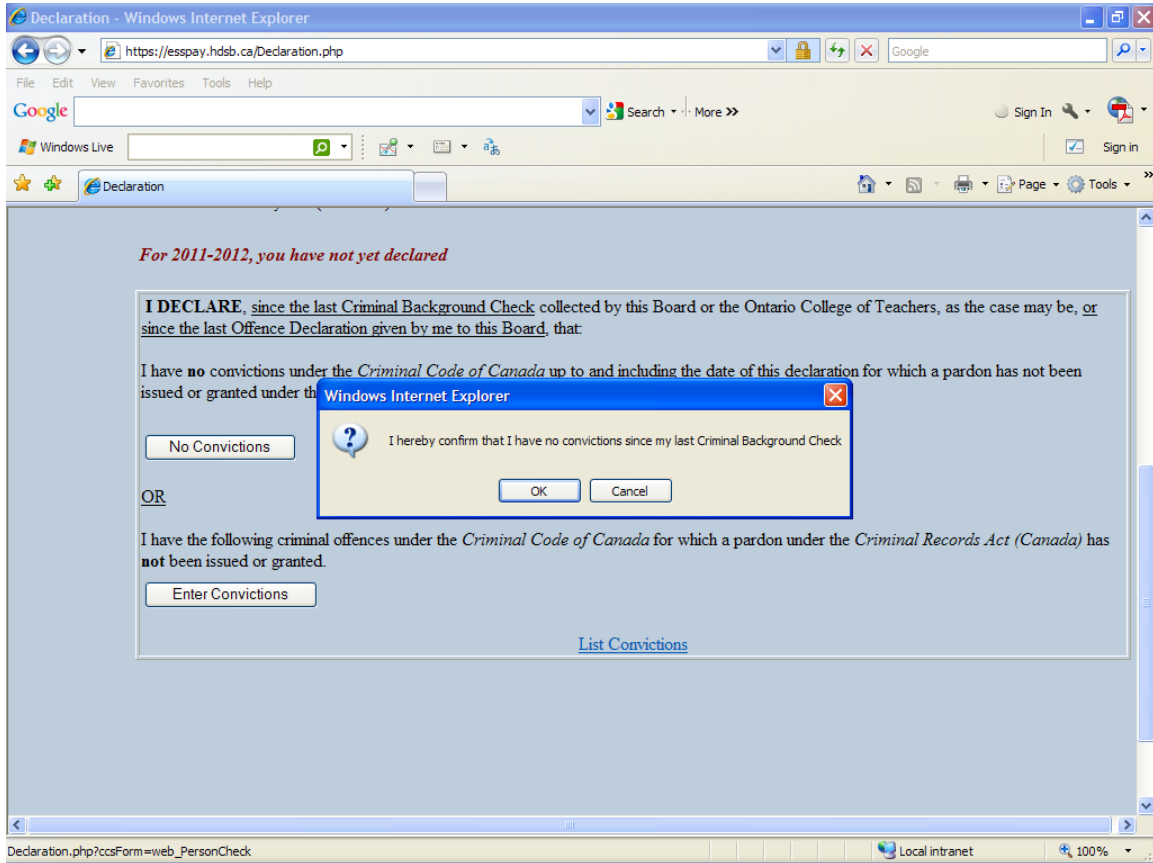
The following options are available.

‘**No Convictions**’ and ‘**Enter Convictions**’

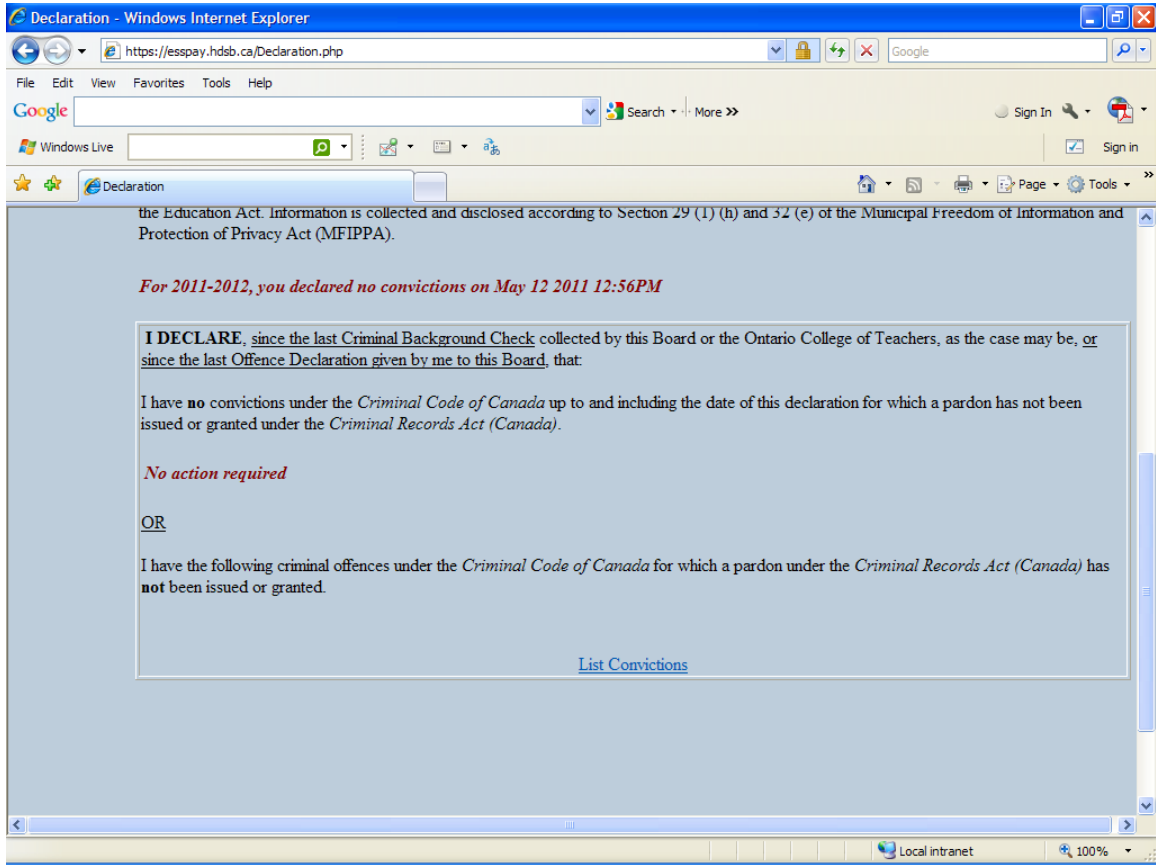
For the ‘**I HAVE NO CONVICTIONS**’ selection, click on the ‘**No Convictions**’ Button.



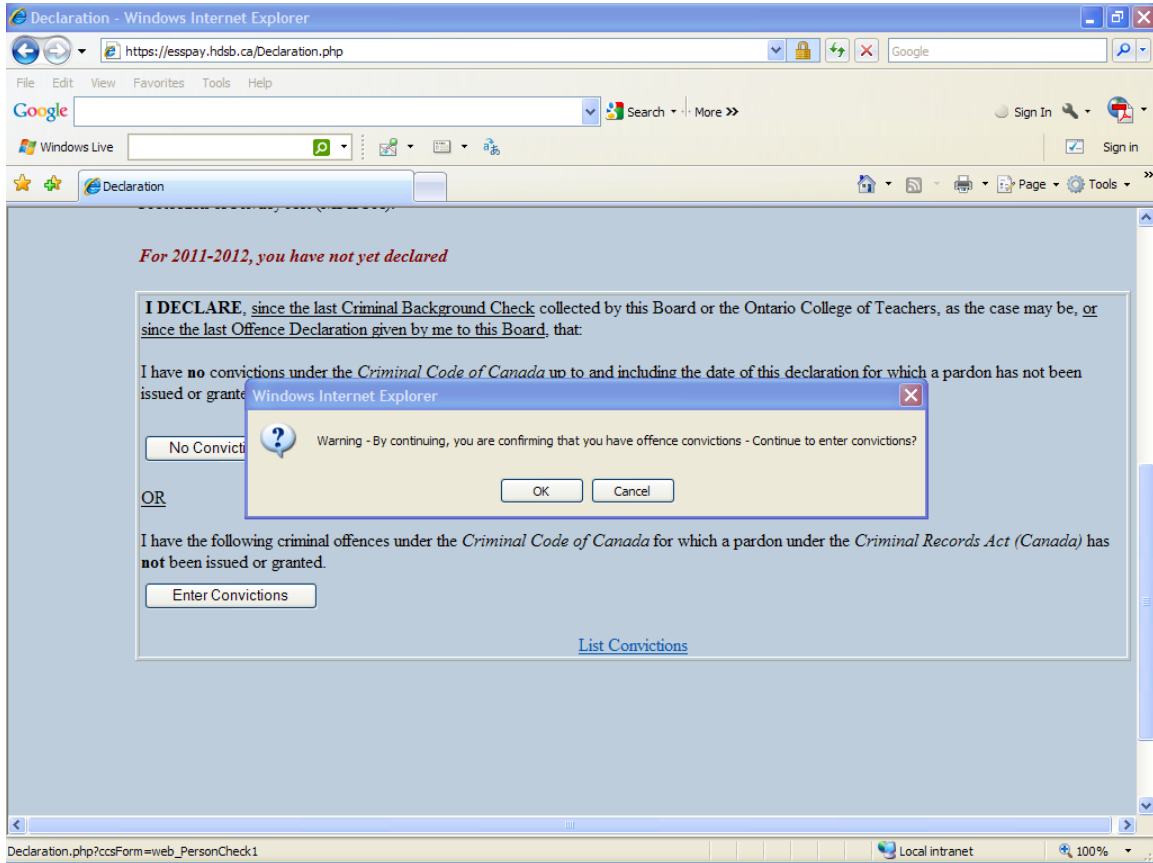
The following Dialogue Box will appear. Click 'Ok'.



You will be directed to the following screen, which confirms that you **have declared no convictions**. You can **logout of the ESS**.



For the 'I HAVE CONVICTIONS' selection, click on the 'Enter Convictions' Button. The following Dialogue Box will appear. Click 'Ok'.



You will be directed to the following screen. **Complete the following fields in the Conviction Detail Area.**

Conviction Date: Click on the empty field and enter the date. If the offence was May 12, 2011, enter May 12, 2011. You can also pick the date from the date-picker icon right of the empty field (see screen shot on next page)

Location: Enter City/Town/Region

Conviction: Enter a brief summary

Note: You can edit your entry by simply deleting the text in the text boxes and re-typing the details.

DeclarationConviction - Windows Internet Explorer
https://esspay.hdsb.ca/DeclarationConviction.php?

Halton District School Board

Convictions

Date Convicted	Location	Conviction	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Confirm Convictions

[Click to Cancel](#)

Local intranet 100%

You can click on the date-picker to select the Date.

The screenshot shows a web browser window titled "DeclarationConviction - Windows Internet Explorer". The address bar contains the URL "https://esspay.hdsb.ca/DeclarationConviction.php?". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". A Google search bar is visible, along with "Sign In" and "Windows Live" buttons. The browser's toolbar shows "Home", "Back", "Forward", "Print", "Page", and "Tools" buttons.

The main content area displays the "Halton District School Board" logo and a navigation menu with links: Home, TimeSheets, Training, Pay, Declaration, and Logout. The primary section is titled "Convictions" and contains a table with the following structure:

Date Convicted	Location	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Below the table is a "Confirm Convictions" button and a "Click to Cancel" link.

A "Date Picker" window is overlaid on the table, showing a calendar for May 2011. The calendar has a header with "May 2011" and navigation arrows. The days of the week are listed as Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are arranged in a grid, with the 12th of May highlighted. A "Today" button is located at the bottom of the date picker.

The browser's status bar at the bottom indicates "Local intranet" and "100%" zoom level.

Once all convictions have been entered, click on the **‘Confirm Convictions’** button.

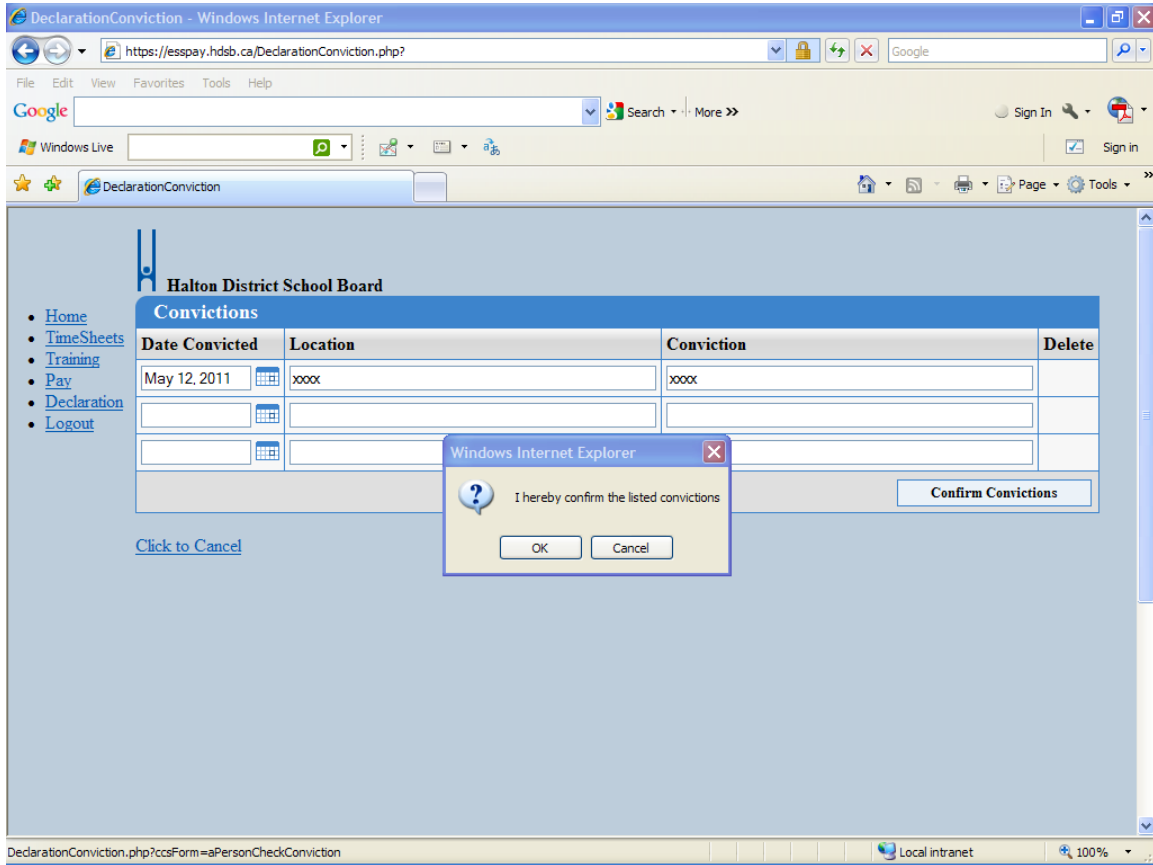
The screenshot shows a web browser window titled "DeclarationConviction - Windows Internet Explorer". The address bar displays "https://esspay.hdsb.ca/DeclarationConviction.php?". The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a search bar with "Google" and "Search" buttons, and a taskbar with "Windows Live" and "Sign In" options. The main content area is titled "Halton District School Board" and contains a "Convictions" section. This section includes a table with the following data:

Date Convicted	Location	Conviction	Delete
May 12, 2011	xxxx	xxxx	

Below the table is a "Confirm Convictions" button and a "Click to Cancel" link. The browser's status bar at the bottom shows "Local intranet" and "100%".

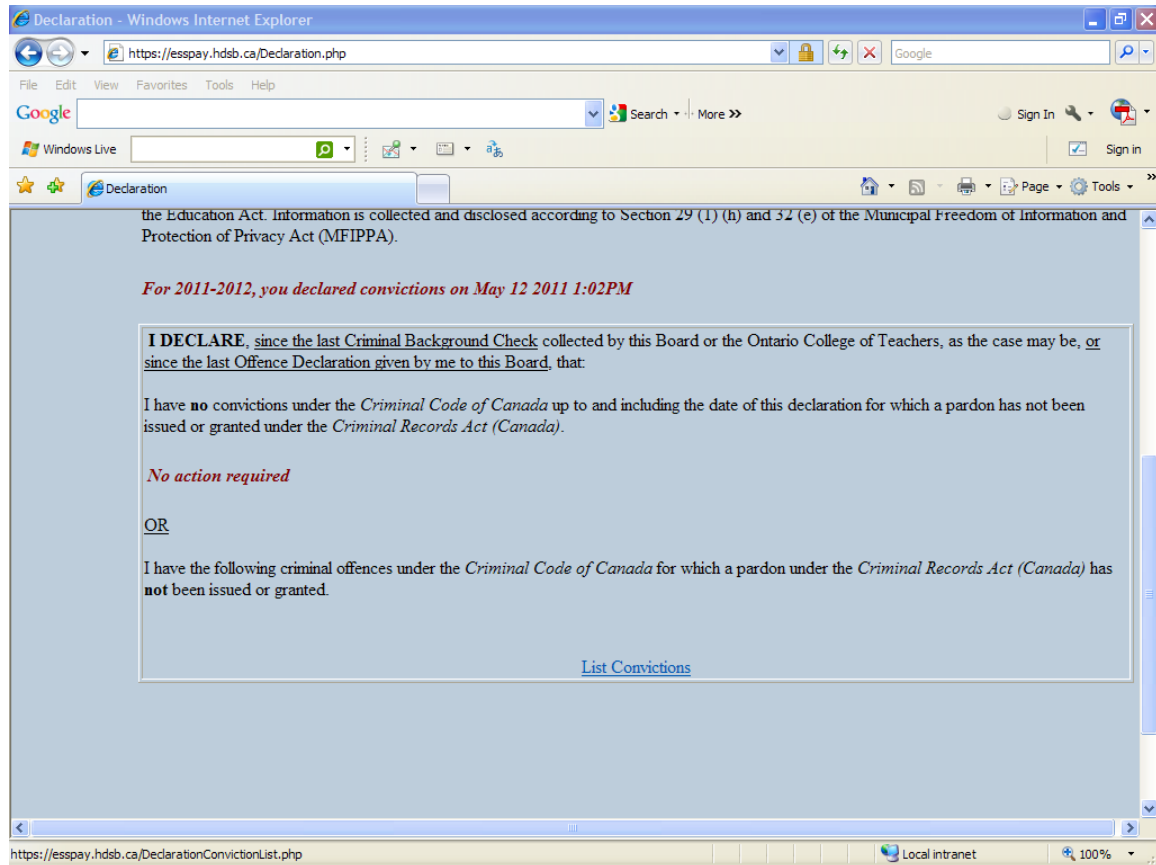
The following Dialogue box will appear. Please note, once you click on the 'OK' button you cannot remove any convictions that you have entered.

Click 'OK'



You will be directed to the following screen, which confirms that you **have declared convictions**.

You can click on the **‘List Convictions’** link to review the convictions you have entered.



The following screen will appear listing your convictions.
You can now logout of ESS.

