

# mySENIORITY

Elementary Teacher  
Seniority Verification

A classroom setting with a blackboard, desks, and orange chairs. The blackboard is the central focus, displaying the presenter's information. The room has light blue walls and a grey tiled floor. In the foreground, there are several orange plastic chairs and light-colored wooden desks. A yellow chair is visible behind a desk on the right side of the frame.

Presented by:

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A photograph of a classroom. In the foreground, there are two rows of light-colored wooden desks with orange plastic chairs. In the background, a large black chalkboard is mounted on a light blue wall. The floor is covered in grey square tiles.

# mySENIORITY

**TDSB's Elementary Teaching seniority verification is an online Fiori app. This assists Employee Services with the validation of teaching records in our Human Resources Information System. It also provides the teachers with an automated record sent directly to their email.**

# TDSB Quick Facts

The Toronto District School Board is the largest school board in Canada and one of the largest in North America. We have nearly 600 schools and serve approximately 247,000 students each year.

The TDSB employs approximately 42,000 individuals

- **16,360 permanent teachers**  
(11,360 Elementary, 5,000 Secondary)
- **6,350 occasional teachers**  
(4,310 Elementary, 2,040 Secondary)
- **15,500 permanent support staff and 4,200 supply/casual employees**  
(including Designated Early Childhood Educators, professional support workers, caretakers, maintenance staff, IT support, administrators, etc.).



# TDSB ITS Strategic Pillars



## TDSB ITS Strategic Pillars



Assist in the digital transformation of TDSB by developing innovative new ways to digitize, automate and streamline classroom and administrative processes.

# SENIORITY PROCESS

## Timeline



1998 - 2020

### The original process

- Process took several months to complete
- No way to track progress
- Manual process that required up to 10 staff members
- High printing and courier costs
- Room for human errors



2020 - 2022

### During the Pandemic

- Required to send large files to Principals
- Relied on Principals to print, distribute and collect forms
- Principals had to locate teachers across all Virtual Schools
- Room for human errors



# 2022-2023

## The new process

- Process is completed in less than a month
- All submissions and changes can be tracked and reported on
- Minimal manual intervention required
- No printing and courier costs
- Minimal errors





# Seniority Verification Completion Rates in 2023

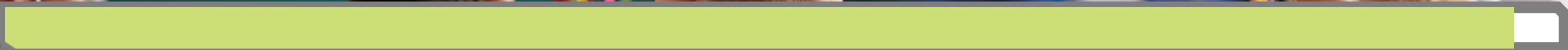


24 hours  
25% completed



24 hours  
25% completed

3 weeks  
80% completed



24 hours  
25% completed


3 weeks  
80% completed

1 month  
97% completed

**Our clients spoke and we listened.**



# Our client's story

 Meet June.



# Our client's story



We needed a change.



# Our client's story

 The process  
is transformed.





# Our client's story

What's next?



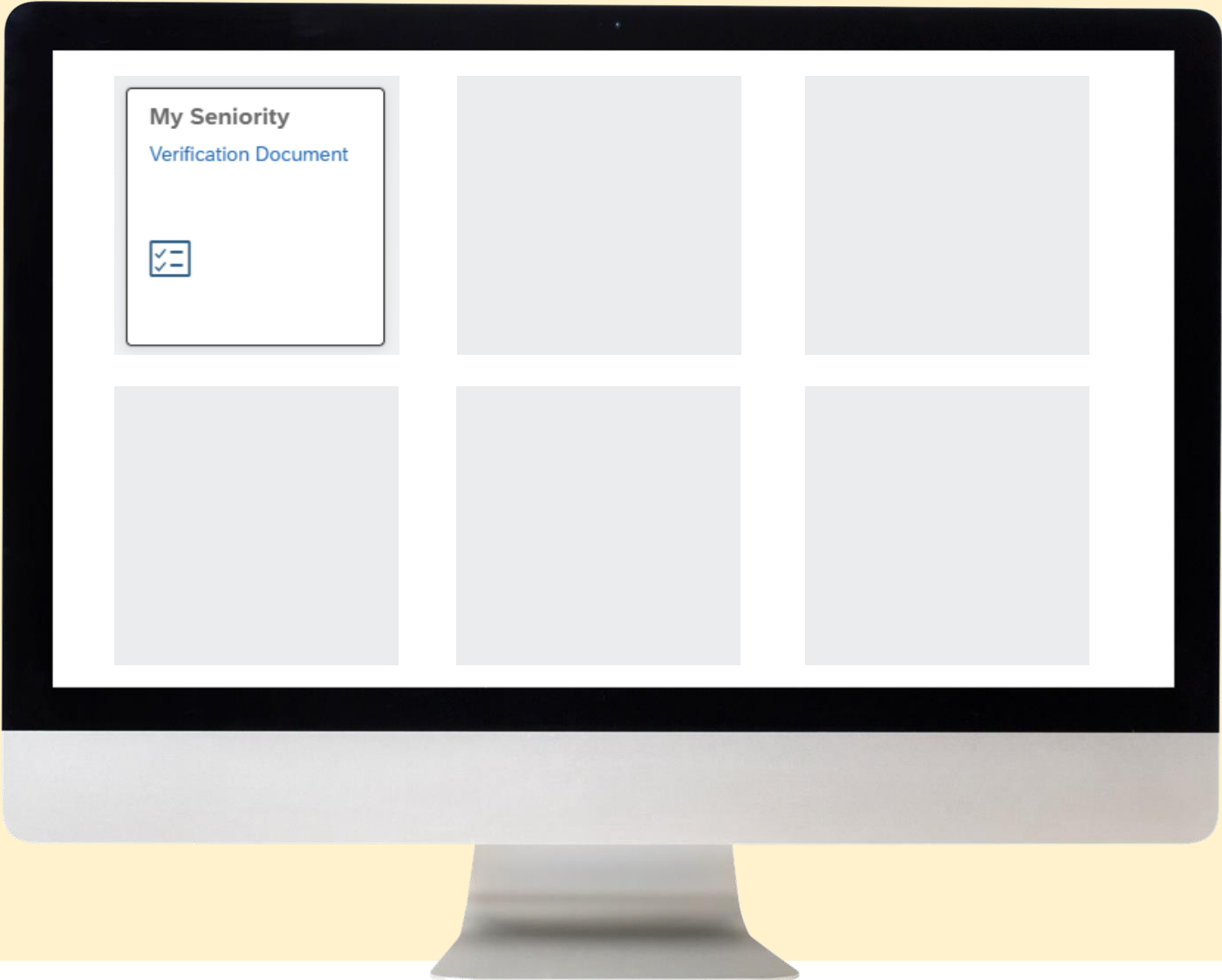
Completing the

**mySENIORITY**

Verification process

# Elementary Teaching seniority verification process

We worked with our ABAP team to create a custom Fiori tile



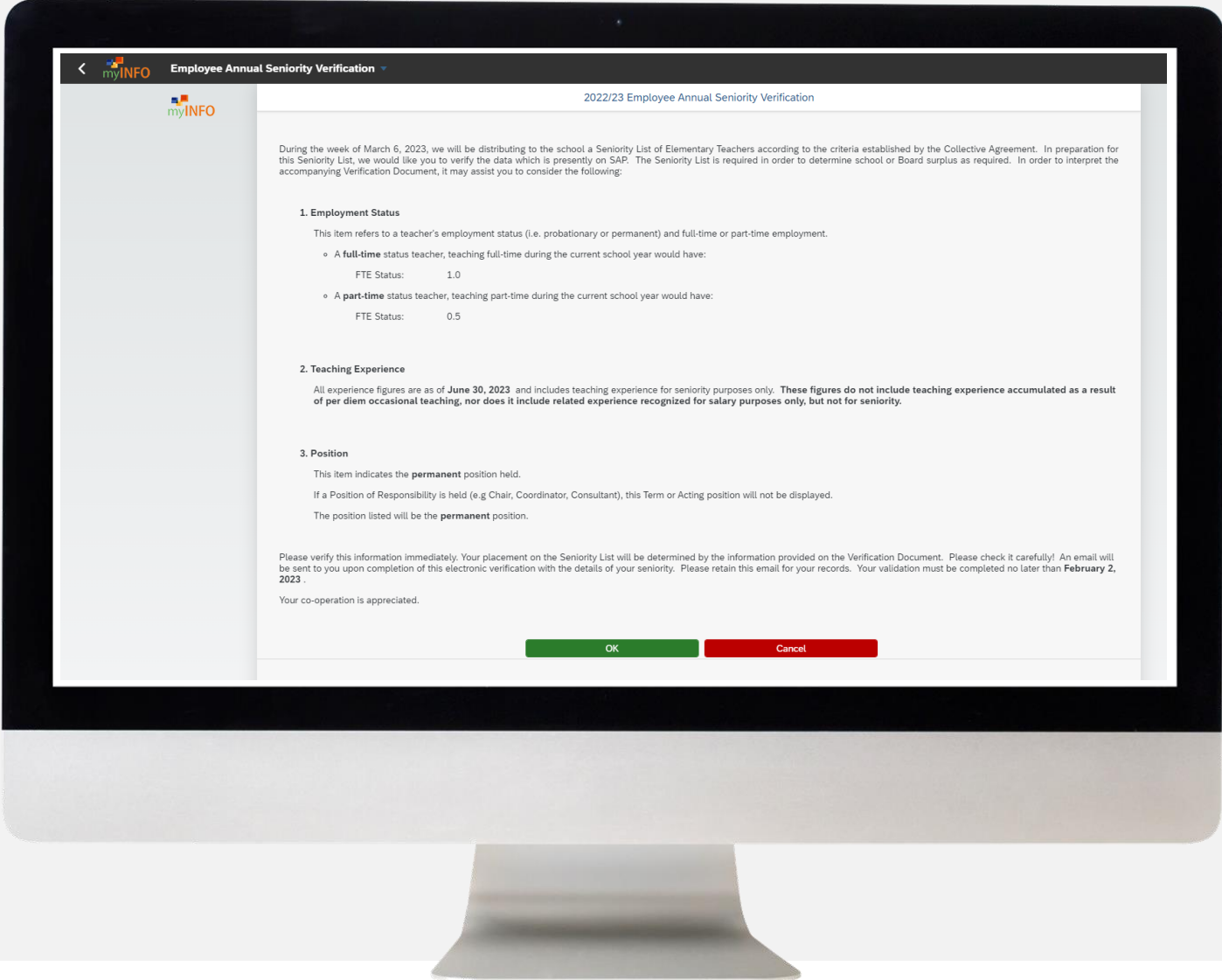
# Elementary Teaching seniority verification process

The tile is only available to Elementary Teachers



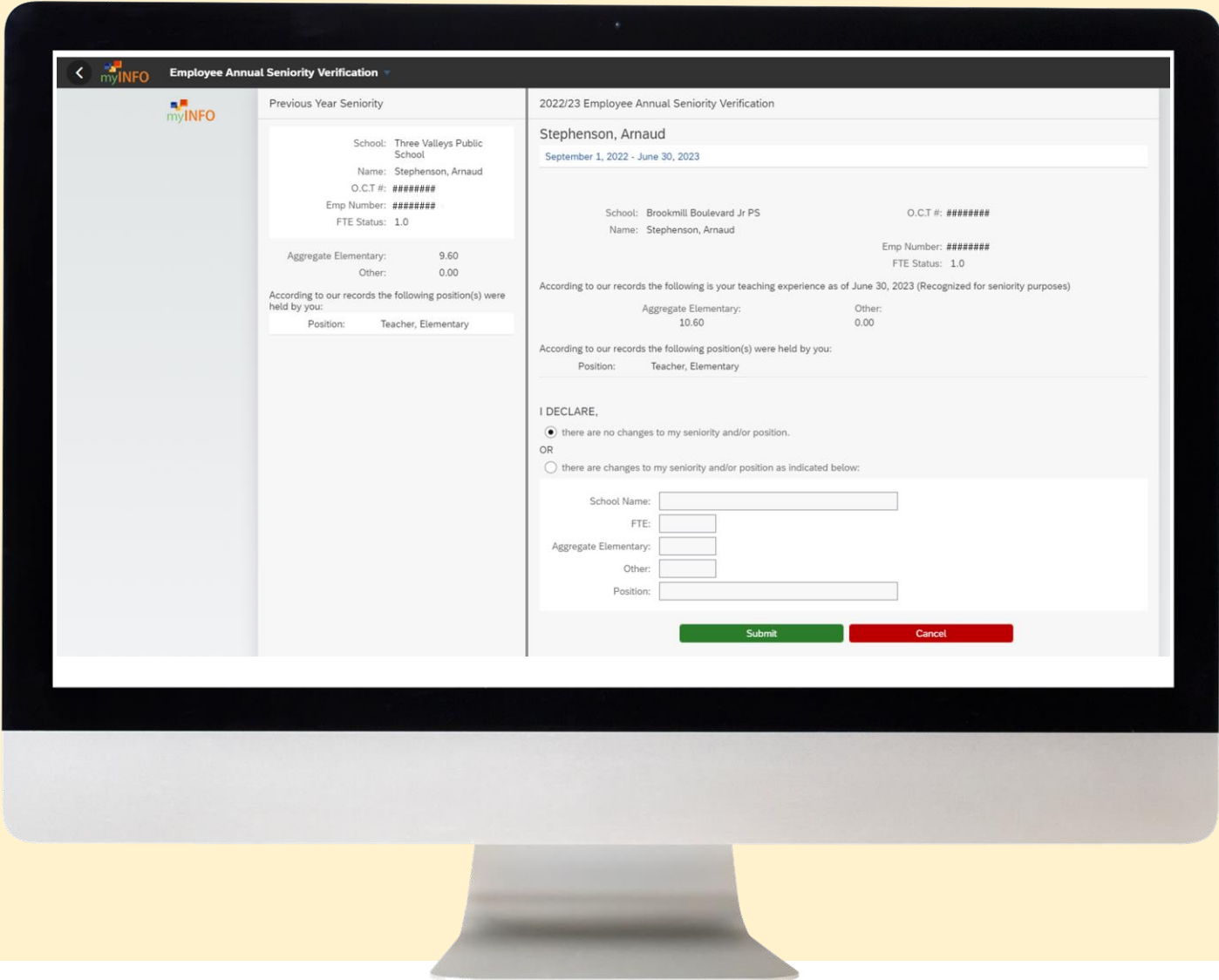
# Elementary Teaching seniority verification process

The teacher reviews/verifies their seniority information



# Elementary Teaching seniority verification process

The teacher either declares that the data is correct or that there are changes required



# Elementary Teaching seniority verification process

The teacher either declares that the data is correct or that there are changes required

myINFO Employee Annual Seniority Verification

myINFO

Previous Year Seniority

School: Three Valleys Public School  
Name: Stephenson, Arnaud  
O.C.T #: #####  
Emp Number: #####  
FTE Status: 1.0

Aggregate Elementary: 9.60  
Other: 0.00

According to our records the following position(s) were held by you:  
Position: Teacher, Elementary

2022/23 Employee Annual Seniority Verification

Stephenson, Arnaud  
September 1, 2022 - June 30, 2023

School: Brookmill Boulevard Jr PS  
Name: Stephenson, Arnaud  
O.C.T #: #####  
Emp Number: #####  
FTE Status: 1.0

According to our records the following is your teaching experience as of June 30, 2023 (Recognized for seniority purposes)

Aggregate Elementary: 10.60  
Other: 0.00

According to our records the following position(s) were held by you:

I DECLARE,

there are no changes to my seniority and/or position.

OR

there are changes to my seniority and/or position as indicated below:

Aggregate Elementary:   
Other:   
Position:

Submit Cancel

# Elementary Teaching seniority verification process

The teacher enters the required changes to their position or seniority

myINFO Employee Annual Seniority Verification

myINFO

Previous Year Seniority

School: Three Valleys Public School  
Name: Stephenson, Arnaud  
O.C.T #: #####  
Emp Number: #####  
FTE Status: 1.0

Aggregate Elementary: 9.60  
Other: 0.00

According to our records the following position(s) were held by you:

Position
Teacher, Elementary

2022/23 Employee Annual Seniority Verification

Stephenson, Arnaud  
September 1, 2022 - June 30, 2023

School: Brookmill Boulevard Jr PS  
Name: Stephenson, Arnaud  
O.C.T #: #####  
Emp Number: #####  
FTE Status: 1.0

According to our records the following is your teaching experience as of June 30, 2023 (Recognized for seniority purposes)

Aggregate Elementary	Other
10.60	0.00

According to our records the following position(s) were held by you:

Position
Teacher, Elementary

I DECLARE,

there are no changes to my seniority and/or position.

OR

there are changes to my seniority and/or position as indicated below:

School Name:

FTE:

Aggregate Elementary:

Other:

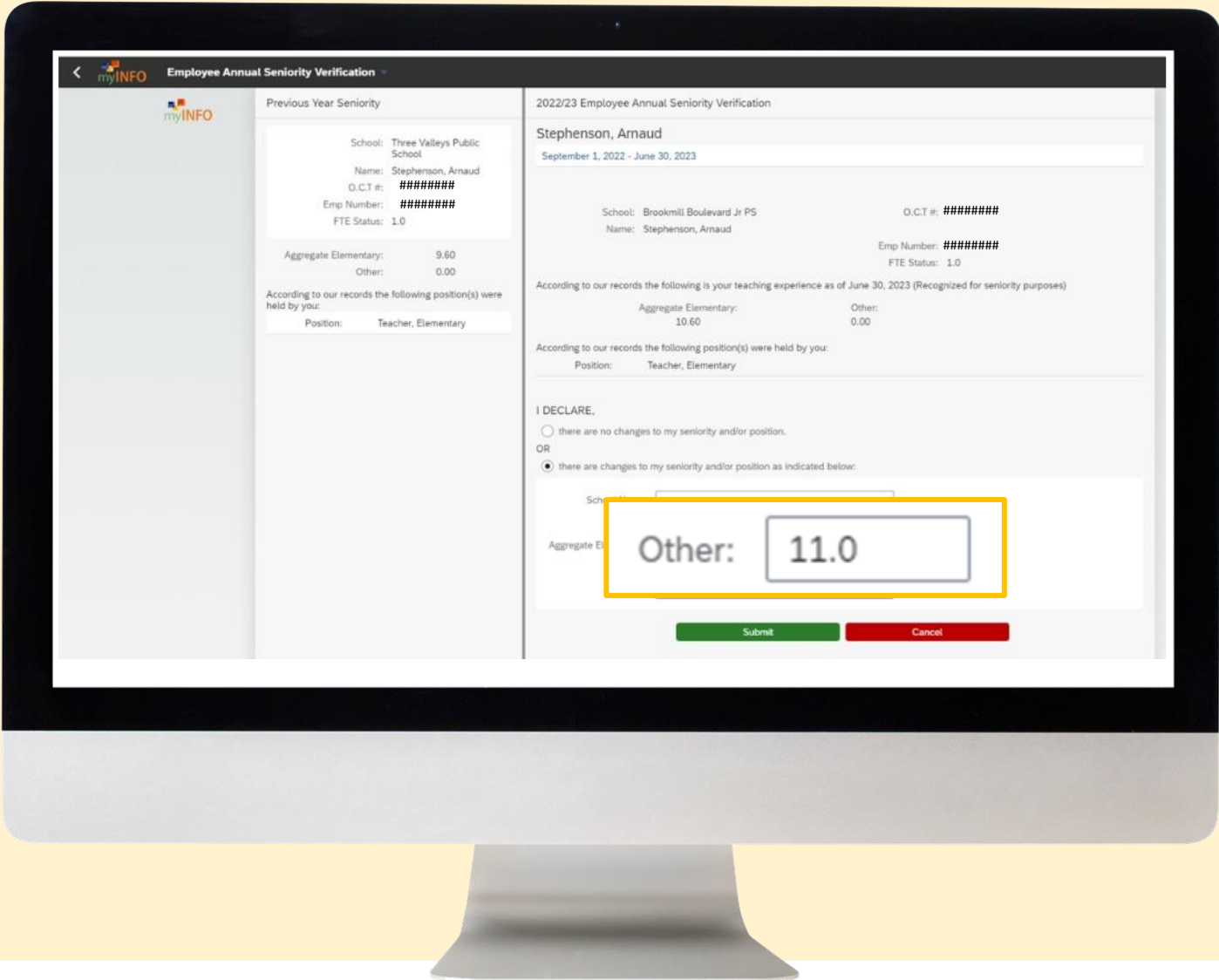
Position:

Submit Cancel



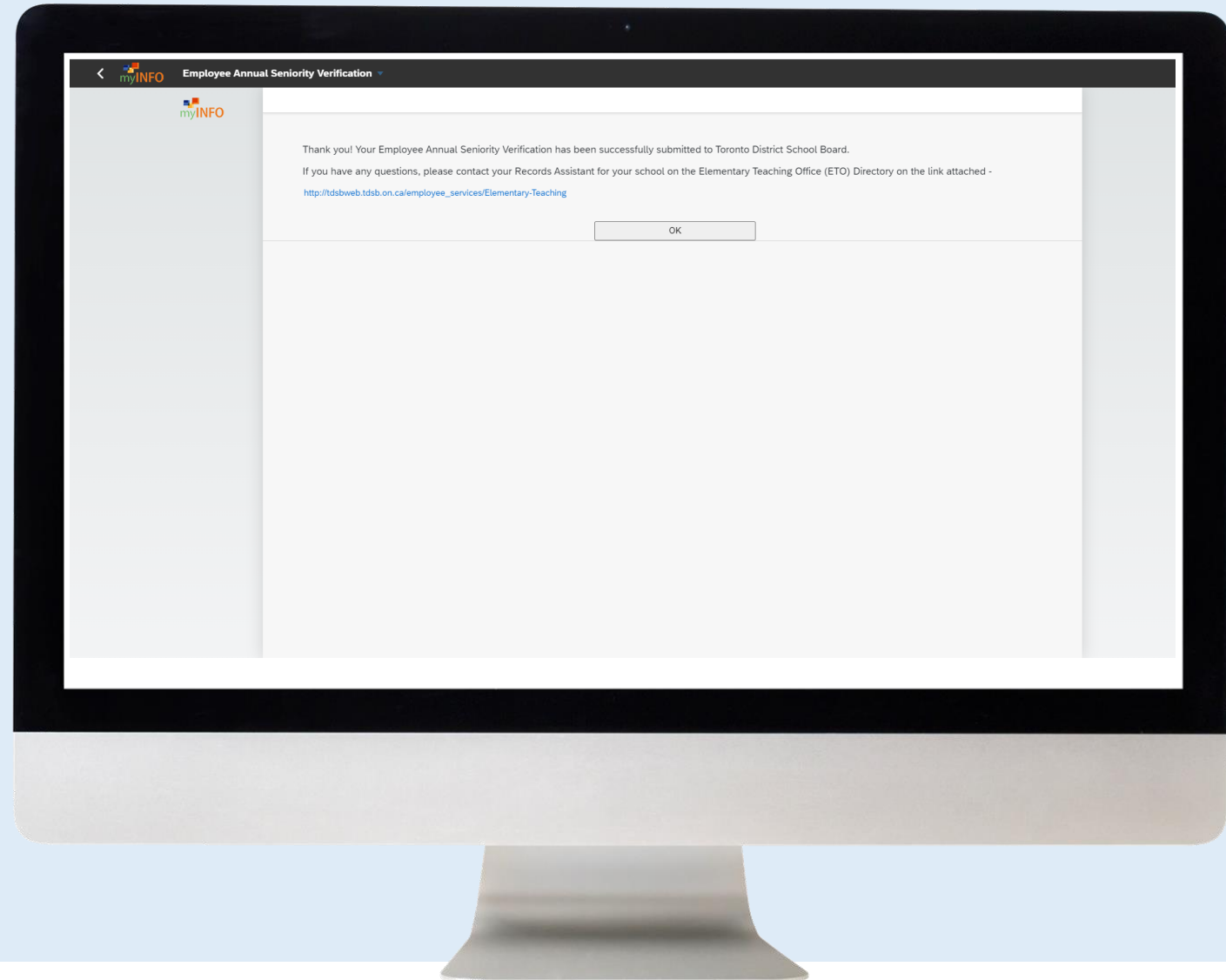
# Elementary Teaching seniority verification process

The teacher enters the correct seniority data



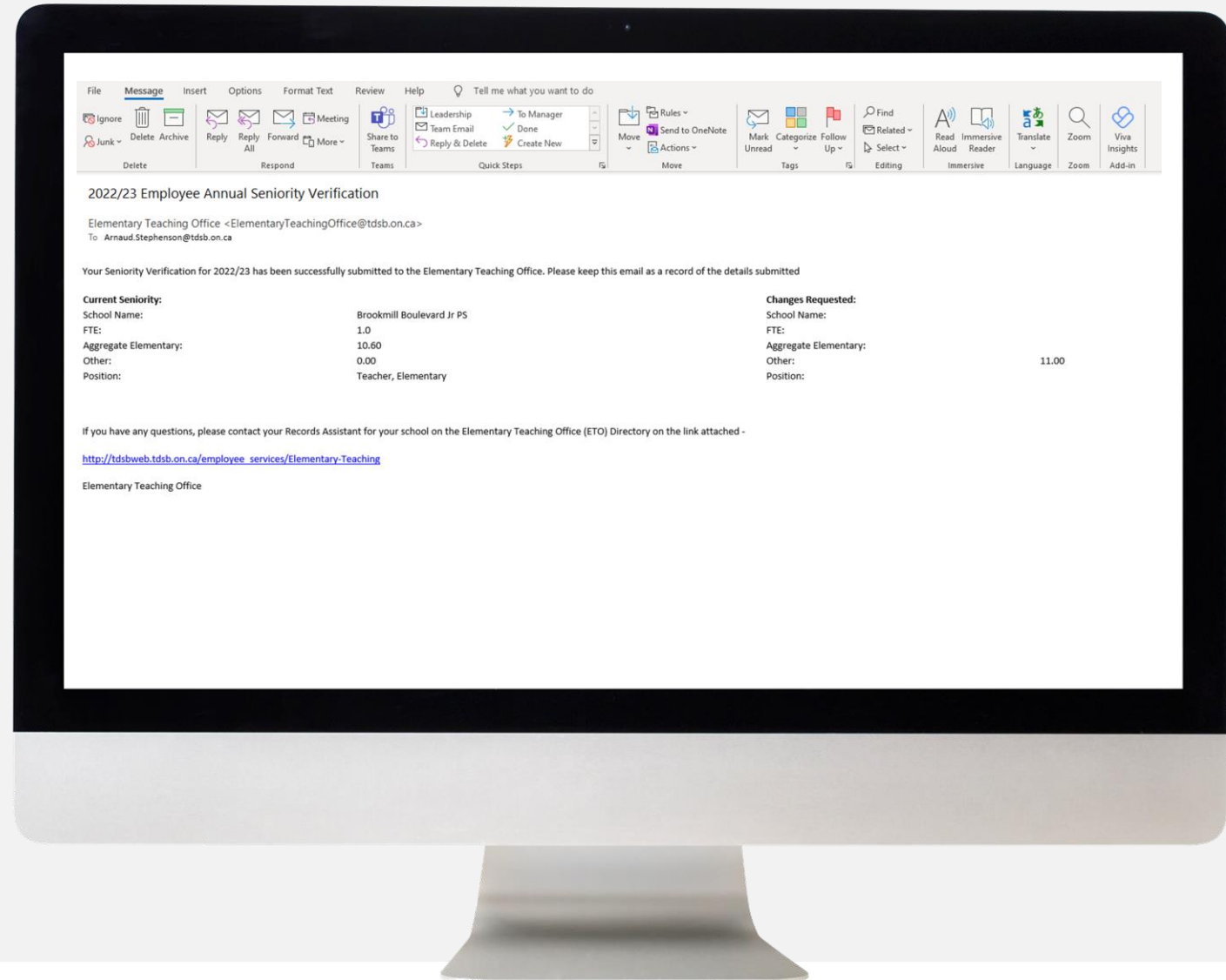
# Elementary Teaching seniority verification process

The updated  
seniority information  
is submitted



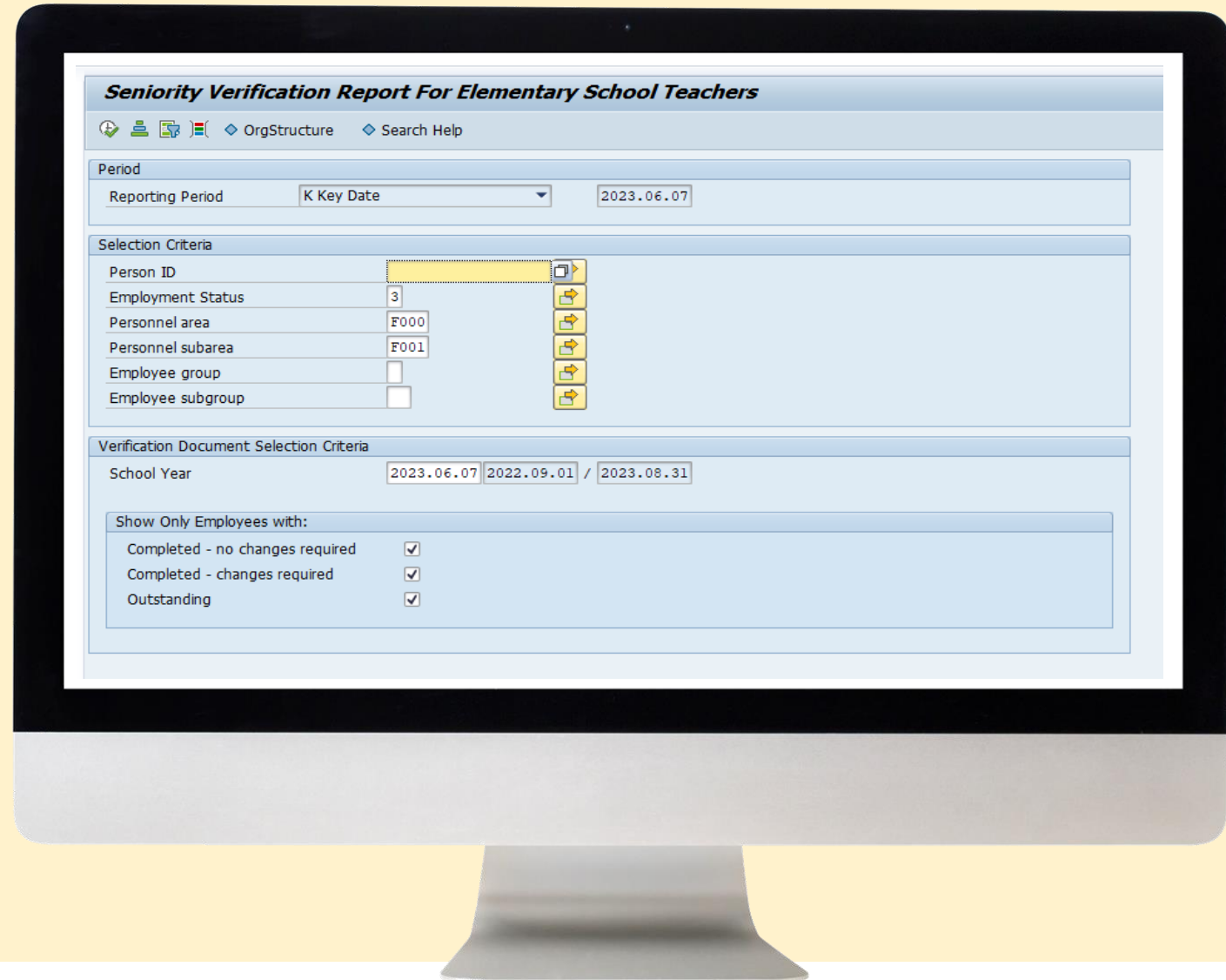
# Elementary Teaching seniority verification process

The teacher receives  
an email  
confirmation of the  
requested changes  
via email



# Elementary Teaching seniority verification process

Report to show details of Seniority Verification in SAP:  
ZHPA877 - Seniority Report Sec/Elem Teachers



A laptop is centered on a white desk against a light blue wooden plank background. To the left of the laptop is a small green succulent in a silver metal cup. To the right is a large orange envelope, a yellow highlighter, and a purple pen. Three yellow sticky notes are scattered on the wall behind the laptop. The laptop screen is black with white text.

**How did we  
communicate this  
change to our  
staff?**



The background features a light blue gradient with a large yellow triangle on the left side. A dark blue shadow is cast by the yellow triangle onto the light blue background.

**Any  
questions?**