SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 12, 2021

To: School Principals, Division and Department Heads, and Bargaining Unit Representatives

Subject: ANNUAL SENIORITY DATE VERIFICATION REVIEW

Department and/or Persons Concerned: All Employees

Due Date: Annually

Reference: Applicable sections of the Collective Negotiations Contracts by and between the San Diego Unified School District and the exclusive representatives of each employee group.

Action Requested: Please disseminate information regarding the seniority verification process. Interested employees may review their information in PeopleSoft.

Brief Explanation:

PeopleSoft has a Seniority Date Verification module that allows staff members to validate important employment information. On an annual basis, employees are highly encouraged to review your employment information; the District has utilized this annual review process since 2013.

In order to ensure that information in the PeopleSoft Human Resources database is accurate and current, please use the links below to access the Seniority Date Verification module:

Classified Employees (including management and supervisors):
- PeopleSoft HCM under Self Service > Class SeniorityDt Verification
- Or click this link:
  https://dwa.sandi.net/psp/hcm/EMPLOYEE/HRMS/c/SD_DUMMY_MENU.SD_CLAS_VERIF.GBL?FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERVICE.SD_CLAS_VERIF_GBL&IsFolder=false&IgnoreParamTempl=FolderPath%2cIsFolder

Certificated Employees (including management and supervisors):
- PeopleSoft HR under Self Service > Cert Seniority Dt Verification
- Or click this link:
  https://dwa.sandi.net/psp/hcm/EMPLOYEE/HRMS/c/SD_DUMMY_MENU.SD_CERT_VERIF.GBL?FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERVICE.SD_CERT_VERIF_GBL&IsFolder=false&IgnoreParamTempl=FolderPath%2cIsFolder

How to use the Seniority Date Verification module:
1. Once you have logged in, you will be asked to verify your seniority date, employment status and credential/certificate information (for credentialed employees). Please use the pull-down menus to either agree or disagree.
   a. In the event you disagree, please use the Employee Comment field to provide information detailing why you feel the information is incorrect.
   b. Once you submit your information, Human Resource staff will review your responses and will research any and all discrepancies you list.

      c. After Human Resources staff reviews the employment information you provide, an email will be sent to you advising you of the outcome.

2. Please note that if you have submitted a response in the past, the system will not allow you to resubmit. It is not necessary for you to resubmit if you agree with the dates and credential information displayed. However, if you disagree and wish to resubmit for review you will need to take the following steps:

      a. Email seniority@sandi.net and indicate that you wish to resubmit a seniority review request.

      b. Allow 2 business days and you will receive an email to notify you that you can resubmit your request for review.

Thank you for your assistance in ensuring that your employment information on file in Human Resources is accurate and current.

For questions regarding this process, please email seniority@sandi.net

APPROVED:

Acacia Thede
Chief Human Resources Officer