

# How to submit time in eServe

## “Step by Step Guide”

- To be paid on time, all eServe timesheets are required to be submitted for supervisor approval by 9am Friday morning of bi-weekly cut-off dates.
- Clerical Staff and Supervisors have been directed to NOT enter eServe time for others. It is the employee's responsibility to submit their own eServe time sheets.

## Step One (1):

Open Internet Explorer on your computer or device, once open you should see the following screen.

*(Note eServe will only work with Internet Explorer; please do not use google chrome or other search engines)*



## Step Two (2):

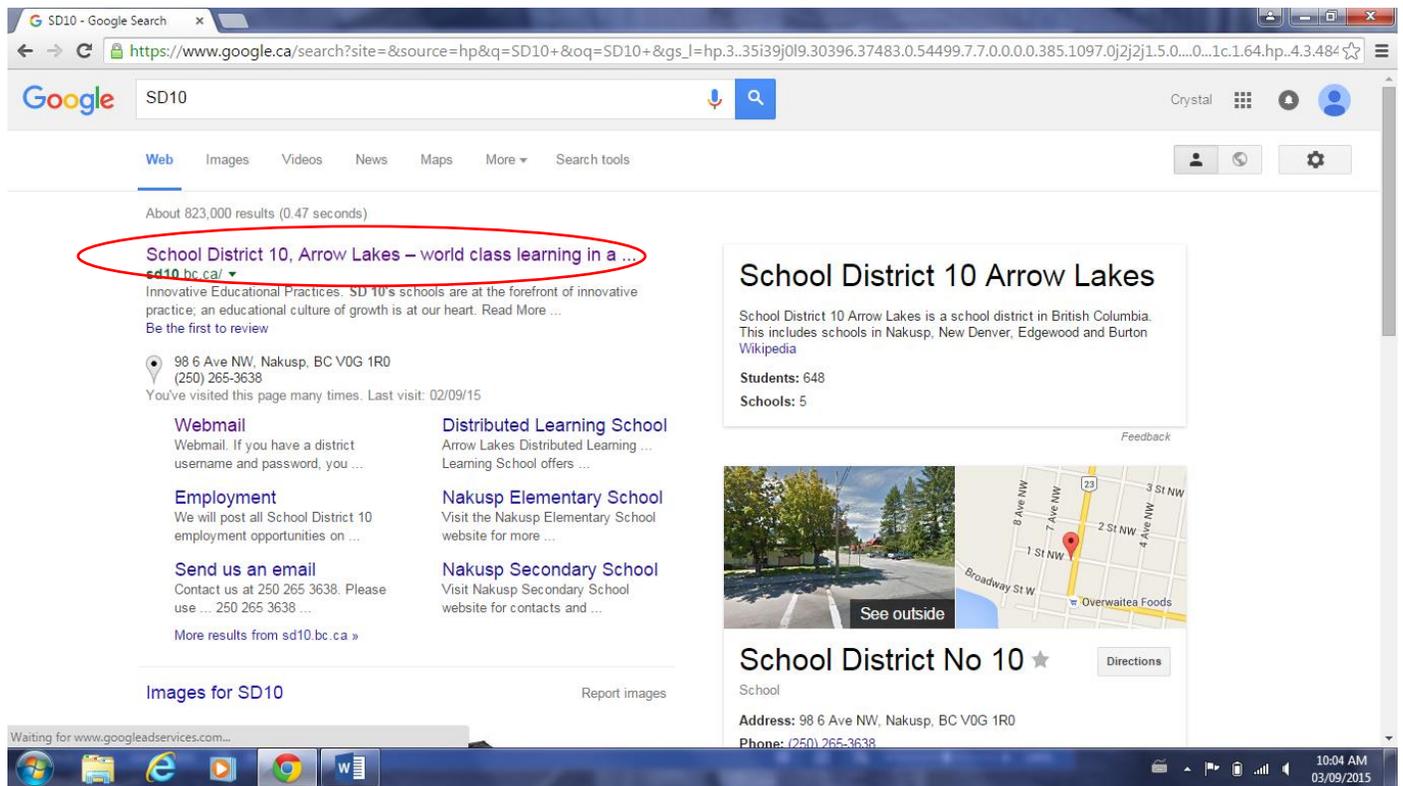
Use your mouse to click in the search bar once (this will put the cursor in the search bar and allows you to type)

In the search bar type "SD10", press enter



### Step Three (3):

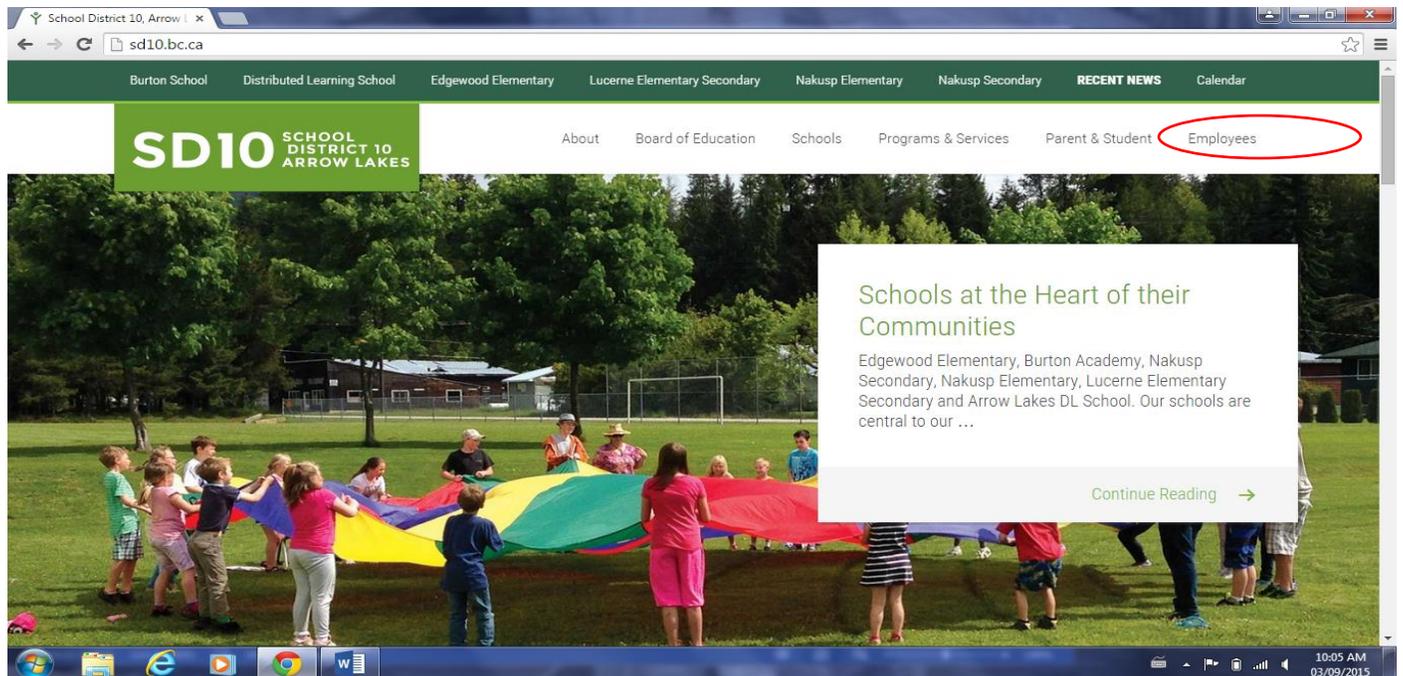
You should see the following screen, use your mouse to click on the circled link (click once) “School District 10, Arrow Lakes



### Step Four (4):

You should now be at the SD10 website home page as shown below

Use your mouse to click once on “Employees” (circled in red below), click once



## Step Five (5):

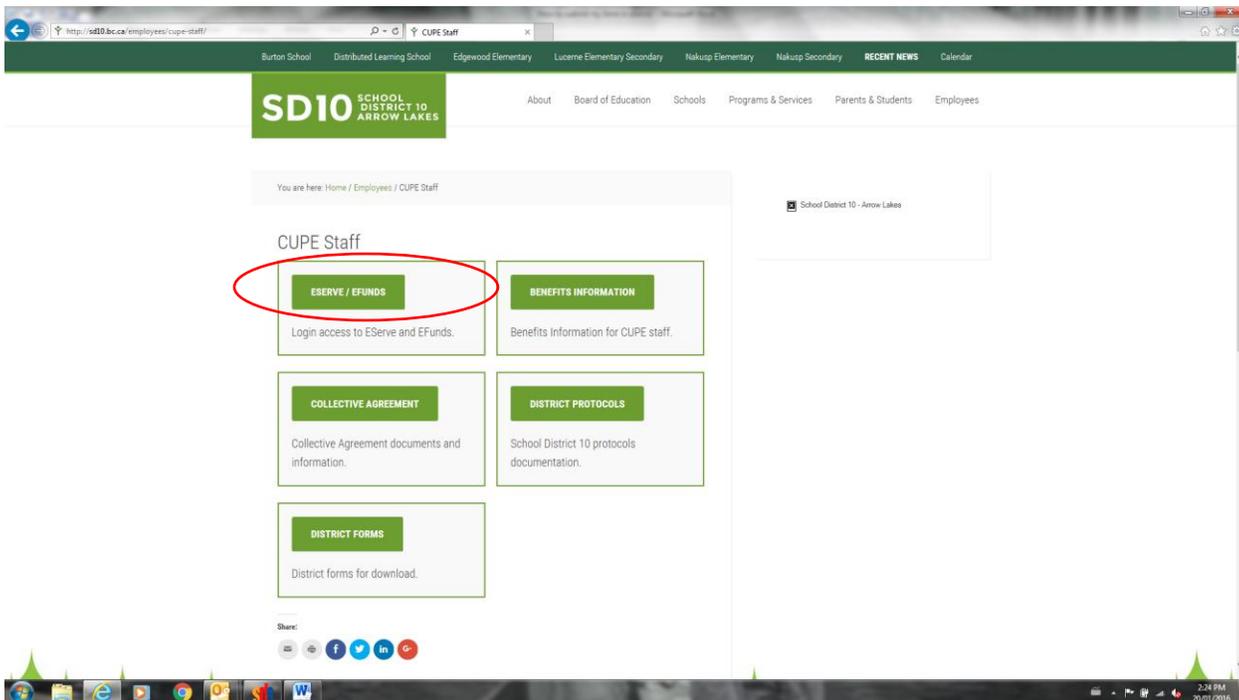
You should now see a drop down menu under Employees (shown below)

Use your mouse to click once on “CUPE Staff” as circled in red below, click once on the mouse



## Step Six (6):

You should see the following Screen, Click on the eServe Link



## Step Seven (7):

You should now see the following screen

Use your mouse to click once on “CUPE Staff eServe” as circled below, click once on the mouse

The screenshot shows a web browser window displaying the SD10 School District 10 Arrow Lakes website. The browser's address bar shows the URL [sd10.bc.ca/eserve/staff-login-password-required/](http://sd10.bc.ca/eserve/staff-login-password-required/). The website's navigation menu includes links for Burton School, Distributed Learning School, Edgewood Elementary, Lucerne Elementary Secondary, Nakusp Elementary, Nakusp Secondary, RECENT NEWS, and Calendar. The main content area features the SD10 logo and a breadcrumb trail: "You are here: Home / Staff Login Pages / CUPE Staff Login - Password Required". Below this, the heading "CUPE Staff Login - Password Required" is followed by a list of links: "CUPE Staff eServe" (circled in red) and "Clerical Staff eFunds". A "Share:" section with social media icons (email, print, Facebook, Twitter, LinkedIn, and StumbleUpon) is also visible. The website footer includes a decorative green tree graphic and the SD10 logo. The Windows taskbar at the bottom shows the time as 10:06 AM on 03/09/2015.

## Step Eight (8):

You should see the following login screen

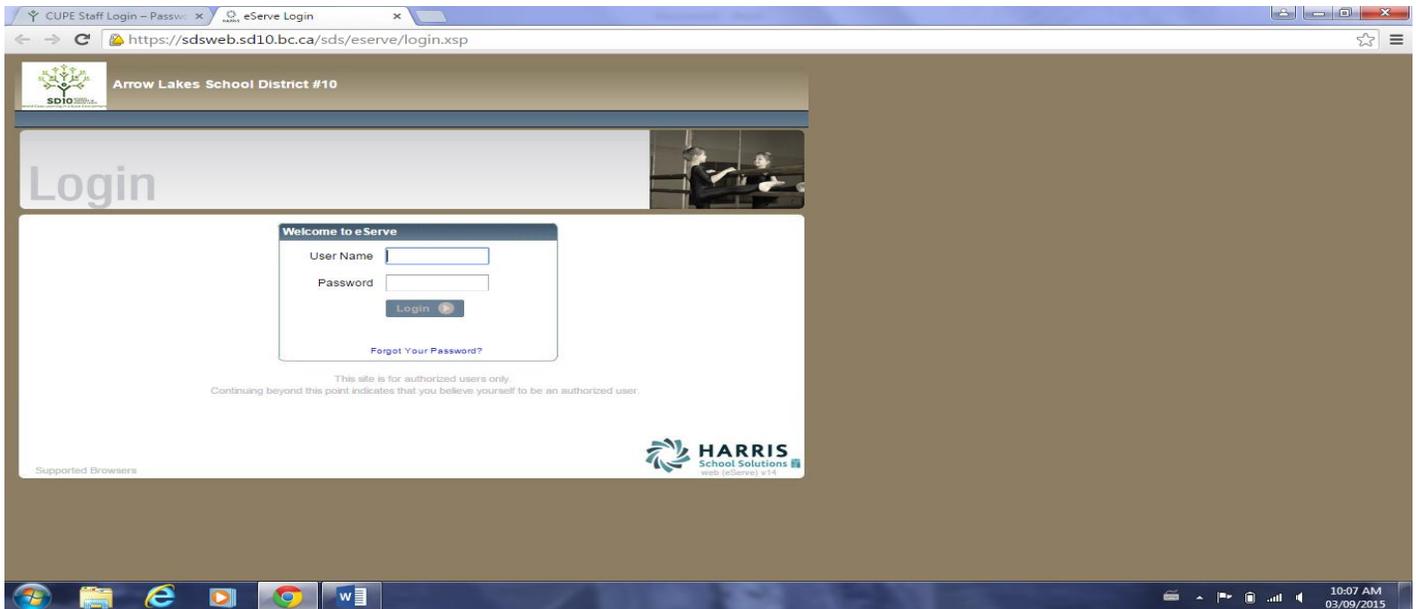
Use your mouse and click once in the box next to “User Name” as this will allow you to type in the box

Enter your username; press the “tab” key on the keyboard (This will take you to the next box to enter your password)

Enter your password

*(Note: Login information is emailed to you from payroll when you are hired by the district, if you have forgotten your password use the “forgot your password” link and the password will be emailed to your SD10 email)*

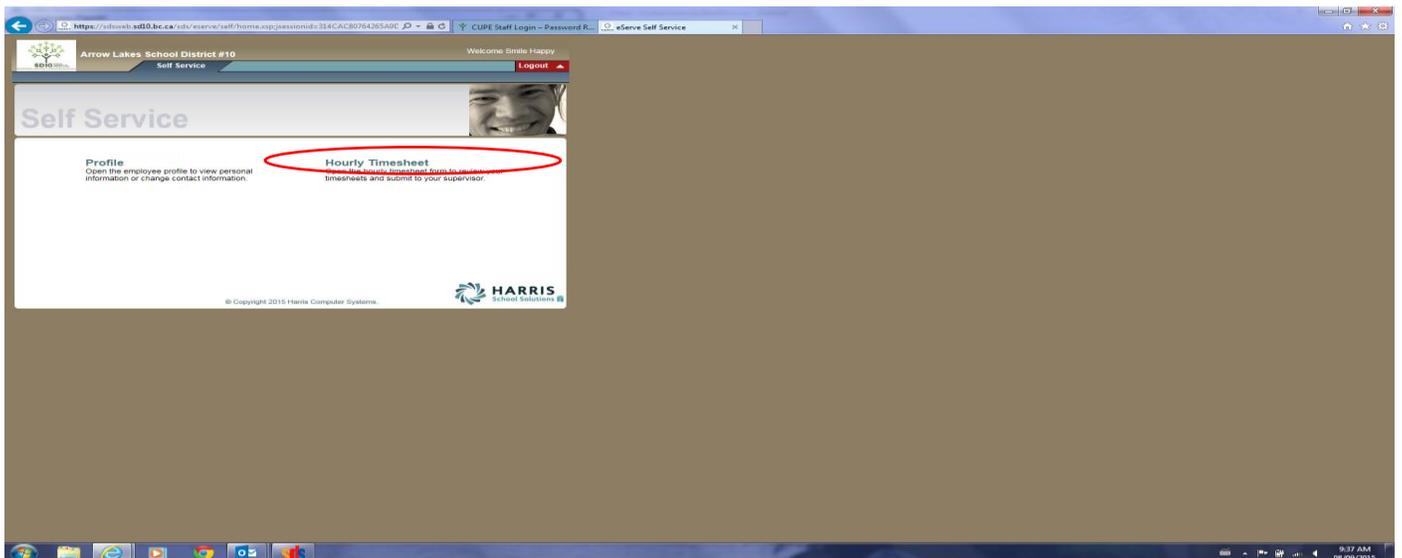
Use your mouse to click the “Login” button



## Step Nine (9):

Once you have successfully logged into your eServe account you should see the following screen

Use your mouse to click (once) on “Hourly Timesheet” as circled in red below



## Step Ten (10):

You should see the following screen

Review your hours, are they correct?

Note

1. You will need to change the type of earnings when taking a sick day(s) or vacation.
2. If you worked a part day and took a part day as a sick day you will need to change the regular hours for that day to show the hours you worked, then and add an entry for the sick time for that day.
3. If you worked extra hours in the pay period – please add an entry for the extra time

If the hours showing are correct skip to step eleven (11)

The screenshot displays the eServe Self Service interface for Arrow Lakes School District #10. The main window shows the 'Hourly Timesheet' screen, which is overlaid on a larger 'Self Service' page. The 'Self Service' page includes a 'Profile' section and a 'Hourly Timesheet' section. The 'Hourly Timesheet' section is currently active, showing a table of entries for the pay period of August 30 to September 15, 2015. The table has columns for Date, Occupation, Hours, Prem, Type, and Location. The entries are as follows:

Date	Occupation	Hours	Prem	Type	Location	Edit	Remove
Mon, Aug 31, 2015	School Sec	7.00		Reg Hours	NES		
Tue, Sep 01, 2015	School Sec	7.00		Reg Hours	NES		
Wed, Sep 02, 2015	School Sec	7.00		Reg Hours	NES		
Thu, Sep 03, 2015	School Sec	7.00		Reg Hours	NES		
Fri, Sep 04, 2015	School Sec	7.00		Reg Hours	NES		
Mon, Sep 07, 2015	School Sec	7.00		Stats	NES		
Tue, Sep 08, 2015	School Sec	7.00		Reg Hours	NES		
Wed, Sep 09, 2015	School Sec	7.00		Reg Hours	NES		
Thu, Sep 10, 2015	School Sec	7.00		Reg Hours	NES		
Fri, Sep 11, 2015	School Sec	7.00		Reg Hours	NES		

At the bottom of the timesheet window, it shows 'Total Hours: 70.00 0.00' and buttons for 'Print Timesheet', 'Email Timesheet', 'Add Entry', and 'Submit to Supervisor'. The background 'Self Service' page includes a 'Profile' section and a 'Hourly Timesheet' section. The interface is titled 'Arrow Lakes School District #10 Self Service' and 'eServe Self Service'.

## Step Eleven (11): Adjustments to your timesheet

To edit hours for a specific day – click (once) on the “Edit button” (as circled below) for the date that needs to be adjusted.

The screenshot shows the eServe Self Service interface for Arrow Lakes School District #10. A window titled "eServe Hourly Timesheet" is open, displaying a table of timesheet entries. The table has columns for Date, Occupation, Hours, Prem, Type, Location, and an Edit button. The entry for Monday, August 31, 2015, is highlighted, and its Edit button is circled in red. The table also shows entries for September 1st through 11th, 2015. At the bottom of the window, there are buttons for "Print Timesheet", "Email Timesheet", "Add Entry", and "Submit to Supervisor".

Date	Occupation	Hours	Prem	Type	Location	Edit
Mon, Aug 31, 2015	School Sec	7.00		Reg Hours	NES	
Tue, Sep 01, 2015	School Sec	7.00		Reg Hours	NES	
Wed, Sep 02, 2015	School Sec	7.00		Reg Hours	NES	
Thu, Sep 03, 2015	School Sec	7.00		Reg Hours	NES	
Fri, Sep 04, 2015	School Sec	7.00		Reg Hours	NES	
Mon, Sep 07, 2015	School Sec	7.00		Stats	NES	
Tue, Sep 08, 2015	School Sec	7.00		Reg Hours	NES	
Wed, Sep 09, 2015	School Sec	7.00		Reg Hours	NES	
Thu, Sep 10, 2015	School Sec	7.00		Reg Hours	NES	
Fri, Sep 11, 2015	School Sec	7.00		Reg Hours	NES	

You will see the following screen, this screens allows you to make the adjustments

Use your mouse to click in the box(s) you need adjust

The screenshot shows the "eServe Edit Hourly Timesheet" window. The "Hours" field is highlighted with a red box, and the "Save" button is also highlighted. The window contains a form with fields for Date, Occupation, Hours, Prem, Type, and Location. The "Hours" field is currently set to 0.00. The "Save" button is located at the bottom of the form.

Date	Occupation	Hours	Prem	Type	Location
Mon, Aug 31, 2015	School Sec	0.00		Reg Hours	NES

Notes: make a note as to why you are changing the hours or type of hours under notes

Description: DO NOT change this field (this is linked to your job position)

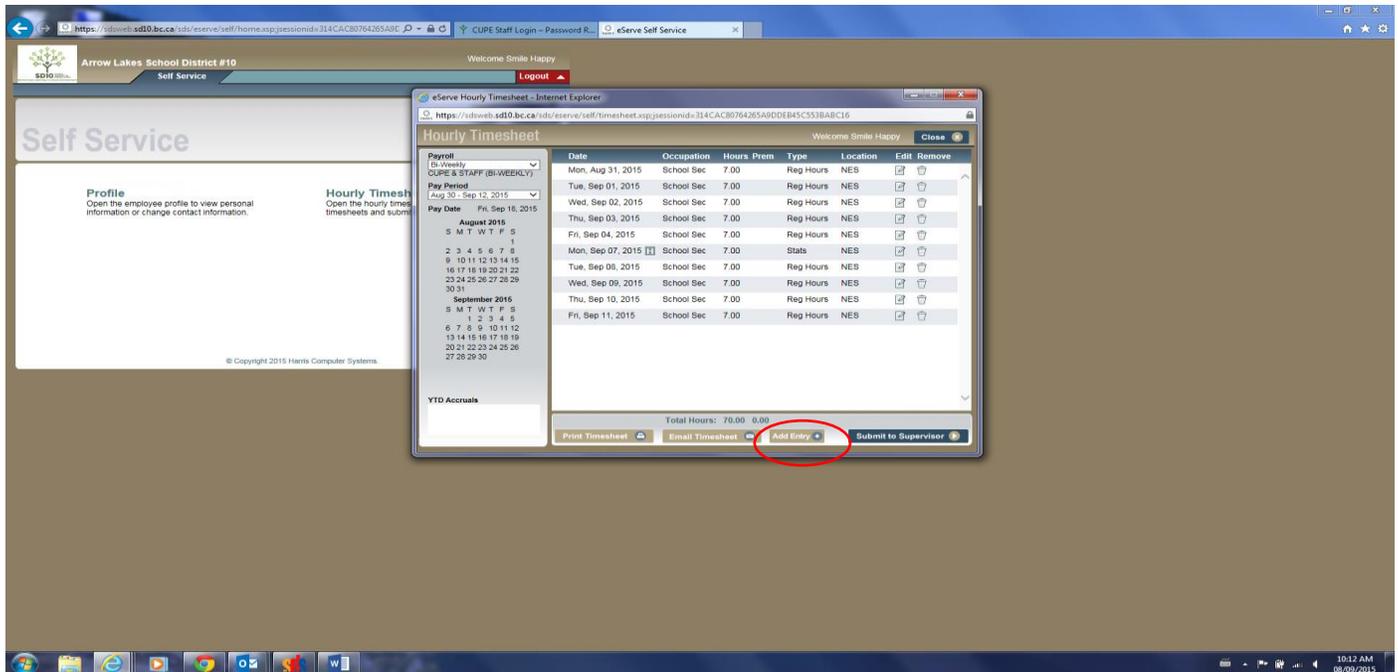
Hours: If you need to edit the hours – type in the correct hours

Type: click the down arrow key to change the type of hours (ie: regular hours, sick hours, vacation hours)

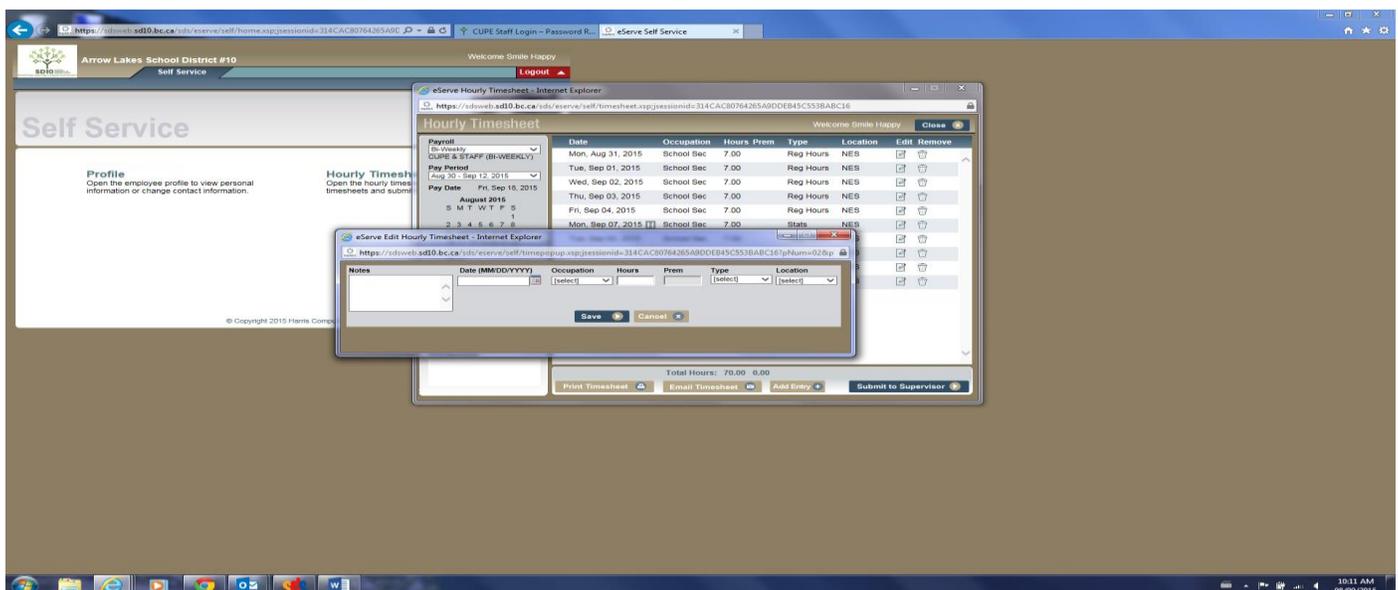
Location: DO NOT change this field, please use the location linked to your timesheet (this field is linked to your supervisor)

## Step Twelve (12): Add an entry

Should you need to add an entry click on “add an entry” as circled below:



You should see the following screen, which allows you to add time if necessary



Notes: enter notes as to why you have extra hours

Date: enter the date of the extra hours

Occupation: enter your job position

Hours: enter the extra hours

Type: Choose the pay type ie: Regular, Overtime

Location: Please use the location linked to your timesheet (this field is linked to your supervisor)

## Step Thirteen (13):

Once your timesheet is correct, click Submit to Supervisor

The screenshot displays the eServe Self Service interface for Arrow Lakes School District #10. A pop-up window titled "Hourly Timesheet" is open, showing a table of time entries. The table has columns for Date, Occupation, Hours, Prem, Type, Location, Edit, and Remove. The entries are for the week of August 31 to September 11, 2015, with an occupation of "School Sec" and a type of "Reg Hours". The total hours are 70.00. At the bottom of the window, there are buttons for "Print Timesheet", "Email Timesheet", "Add Entry", and "Submit to Supervisor". The "Submit to Supervisor" button is circled in red.

Date	Occupation	Hours	Prem	Type	Location	Edit	Remove
Mon, Aug 31, 2015	School Sec	7.00		Reg Hours	NES	<input type="checkbox"/>	<input type="checkbox"/>
Tue, Sep 01, 2015	School Sec	7.00		Reg Hours	NES	<input type="checkbox"/>	<input type="checkbox"/>
Wed, Sep 02, 2015	School Sec	7.00		Reg Hours	NES	<input type="checkbox"/>	<input type="checkbox"/>
Thu, Sep 03, 2015	School Sec	7.00		Reg Hours	NES	<input type="checkbox"/>	<input type="checkbox"/>
Fri, Sep 04, 2015	School Sec	7.00		Reg Hours	NES	<input type="checkbox"/>	<input type="checkbox"/>
Mon, Sep 07, 2015	School Sec	7.00		Stats	NES	<input type="checkbox"/>	<input type="checkbox"/>
Tue, Sep 08, 2015	School Sec	7.00		Reg Hours	NES	<input type="checkbox"/>	<input type="checkbox"/>
Wed, Sep 09, 2015	School Sec	7.00		Reg Hours	NES	<input type="checkbox"/>	<input type="checkbox"/>
Thu, Sep 10, 2015	School Sec	7.00		Reg Hours	NES	<input type="checkbox"/>	<input type="checkbox"/>
Fri, Sep 11, 2015	School Sec	7.00		Reg Hours	NES	<input type="checkbox"/>	<input type="checkbox"/>

Congratulations, you have submitted your time to your supervisor!!