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)

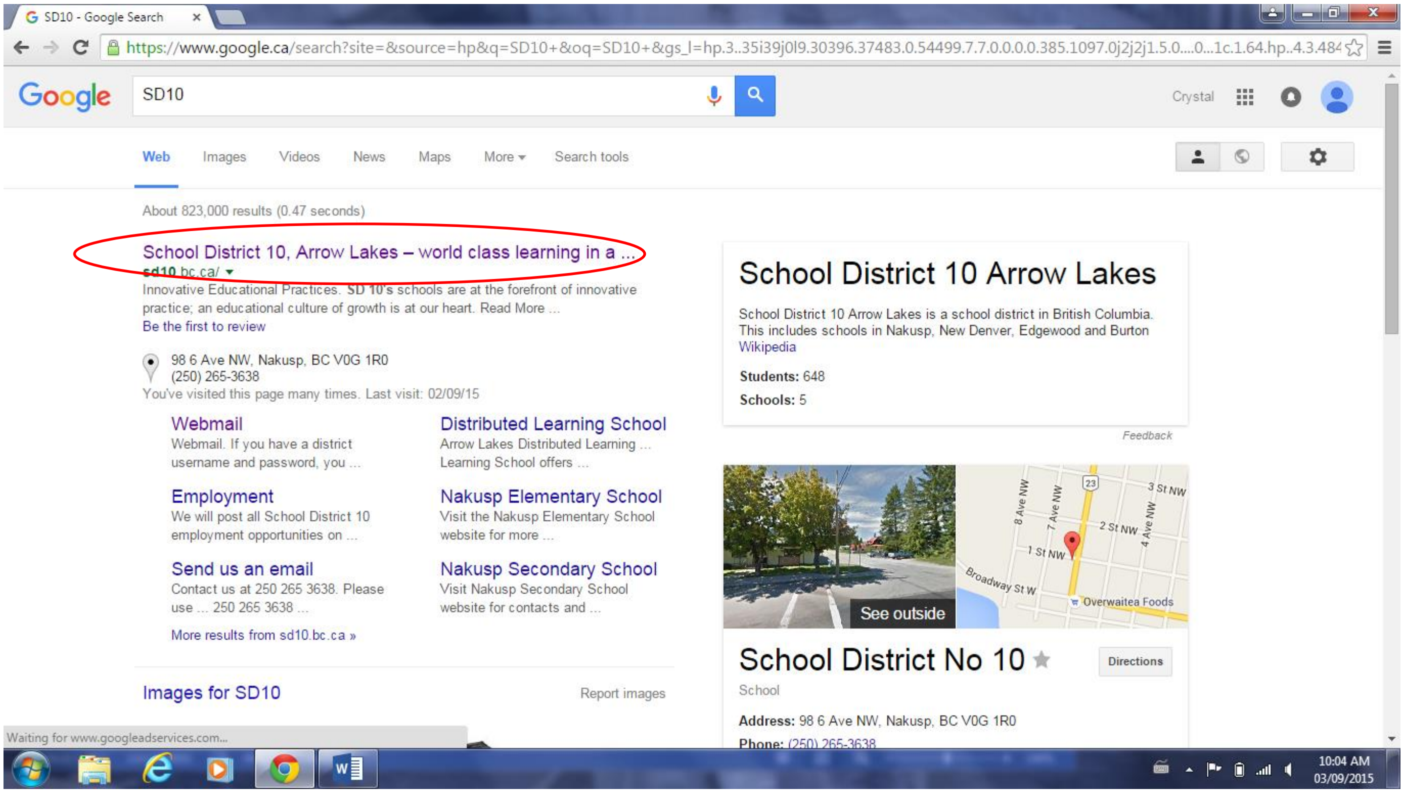
Step Two (2):

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

In the search bar type "SD10", press enter

Step Three (3):

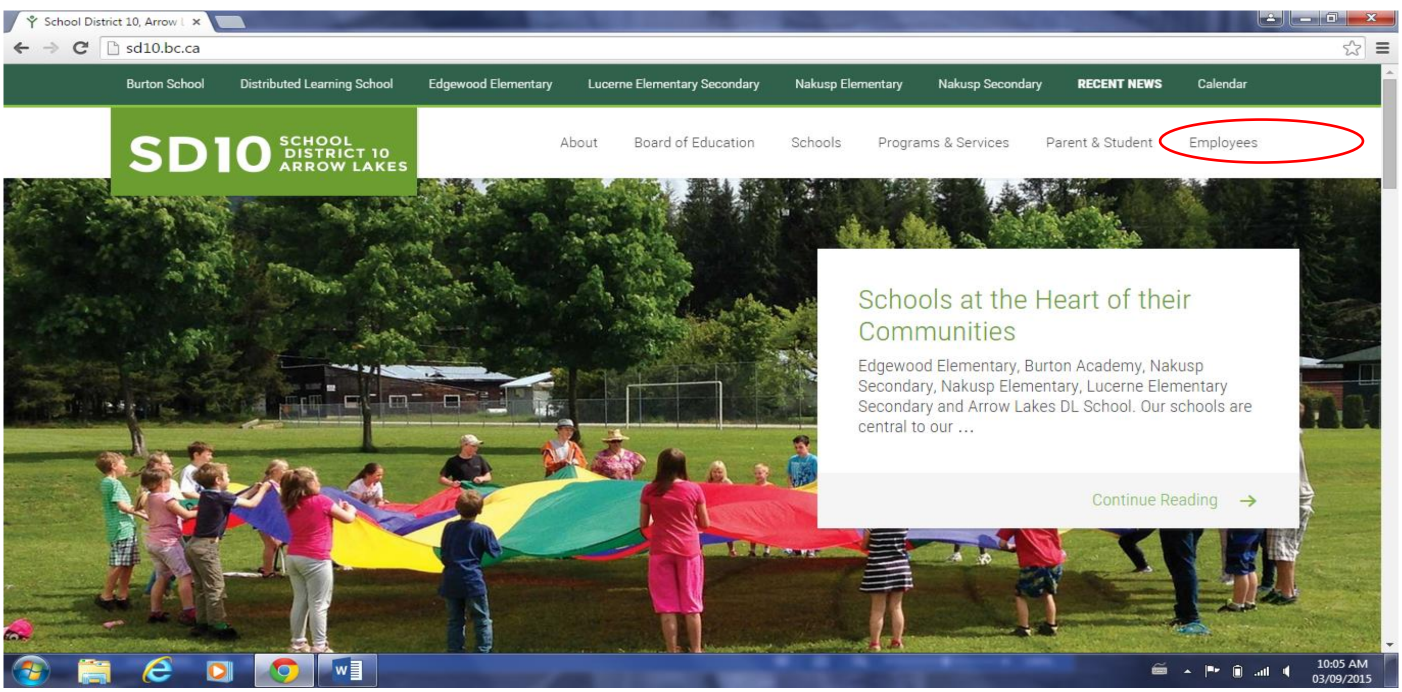
You should see the following screen, use your mouse to click on the circled link (click once) "School District 10, Arrow Lakes



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



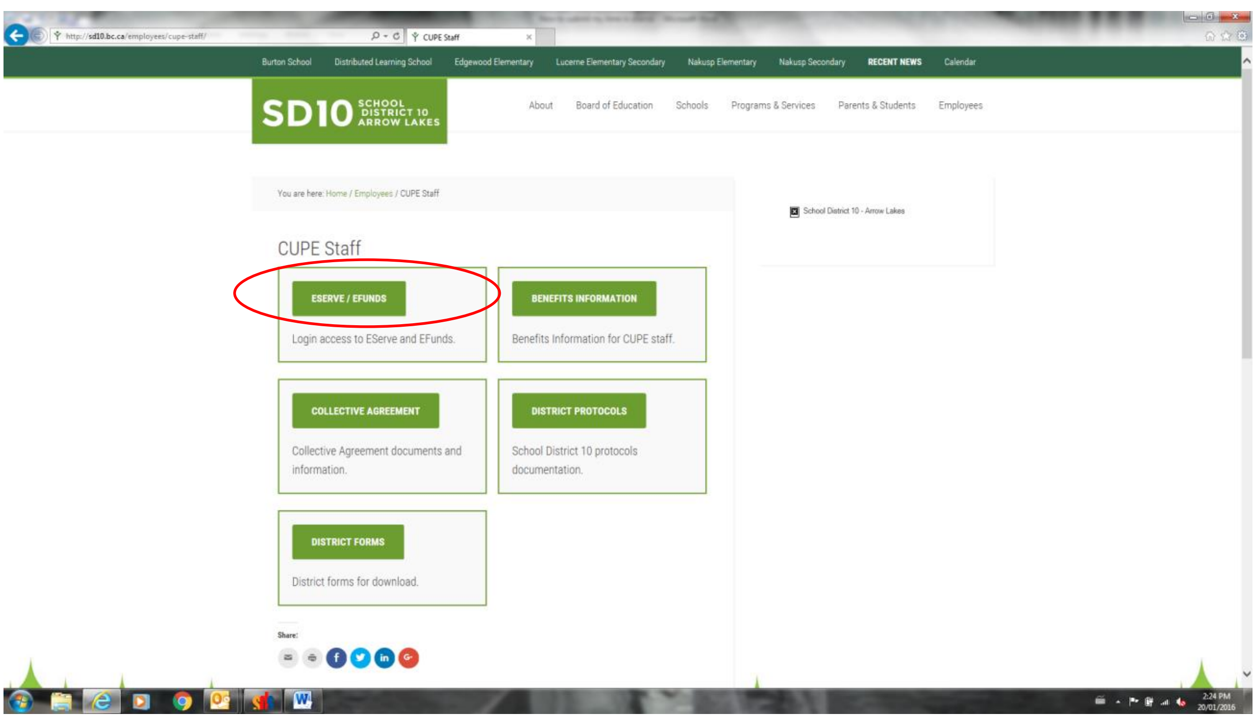
Step Five (5):

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):

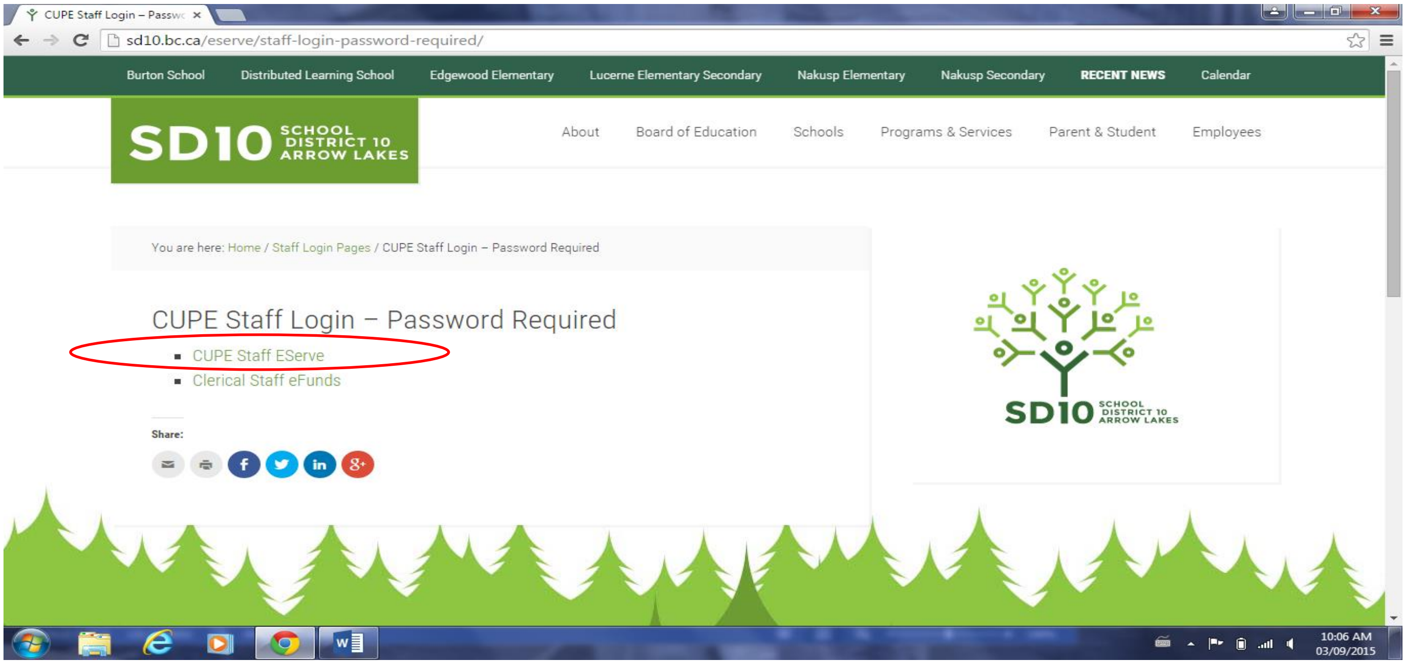
You should see the following Screen, Click on the eServe Link



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



Step Eight (8):

You should see the following login screen

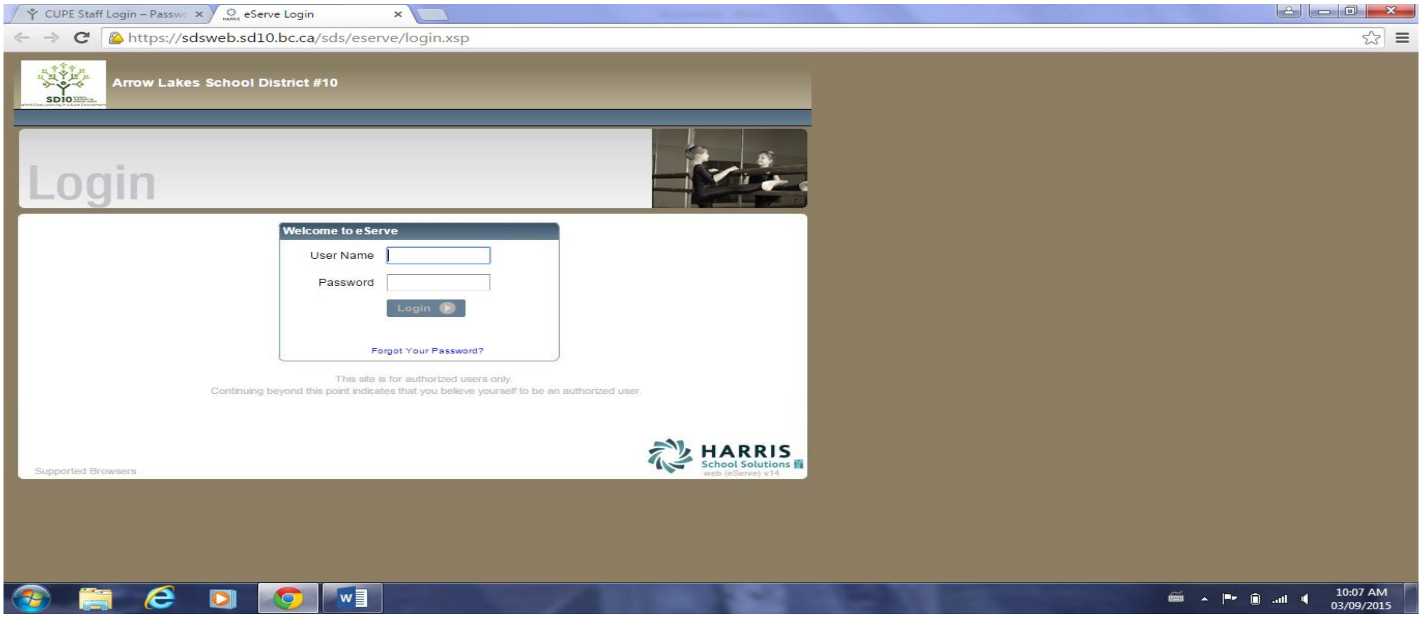
Use your mouse and click once in the box next to "User Name" as this will allow you to type in the box

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)

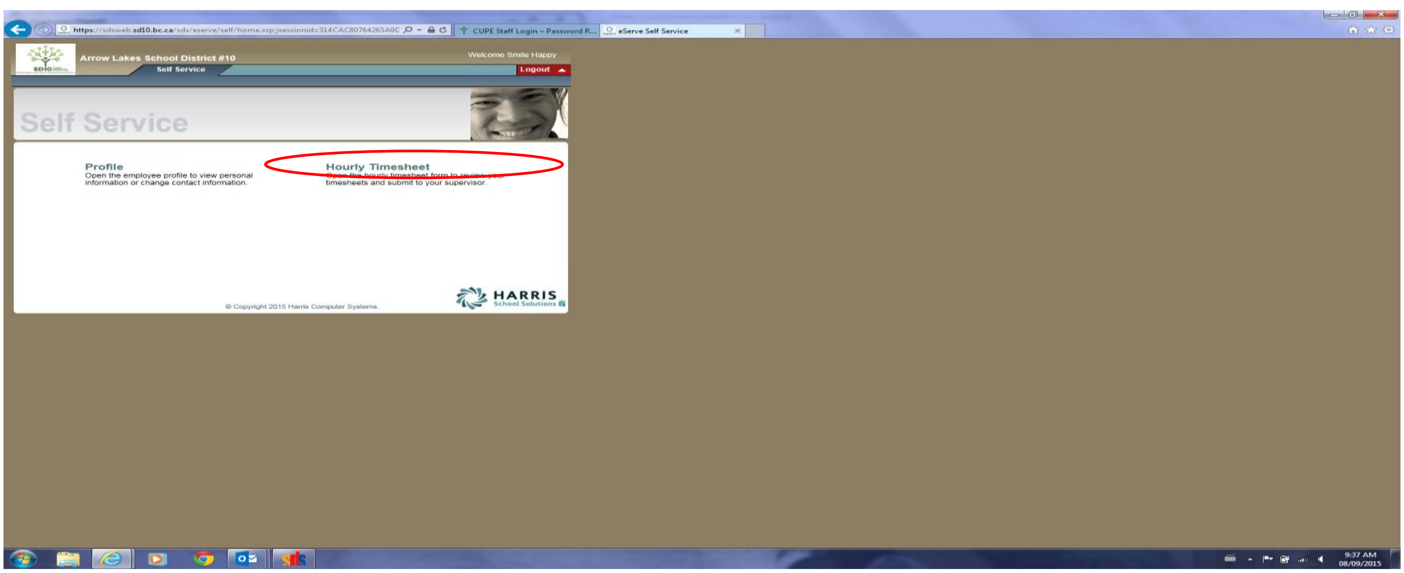
Use your mouse to click the "Login" button



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):

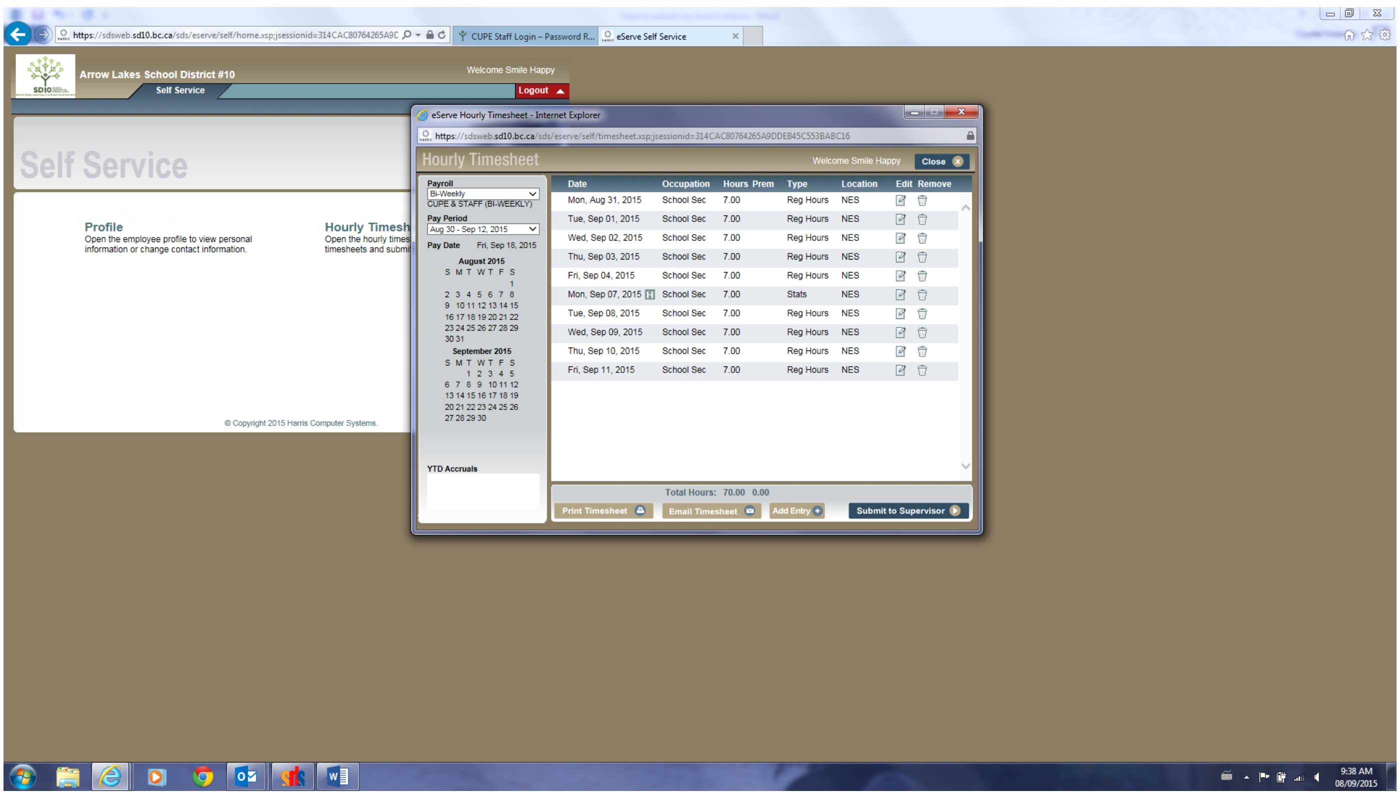
You should see the following screen

Review your hours, are they correct?

Note

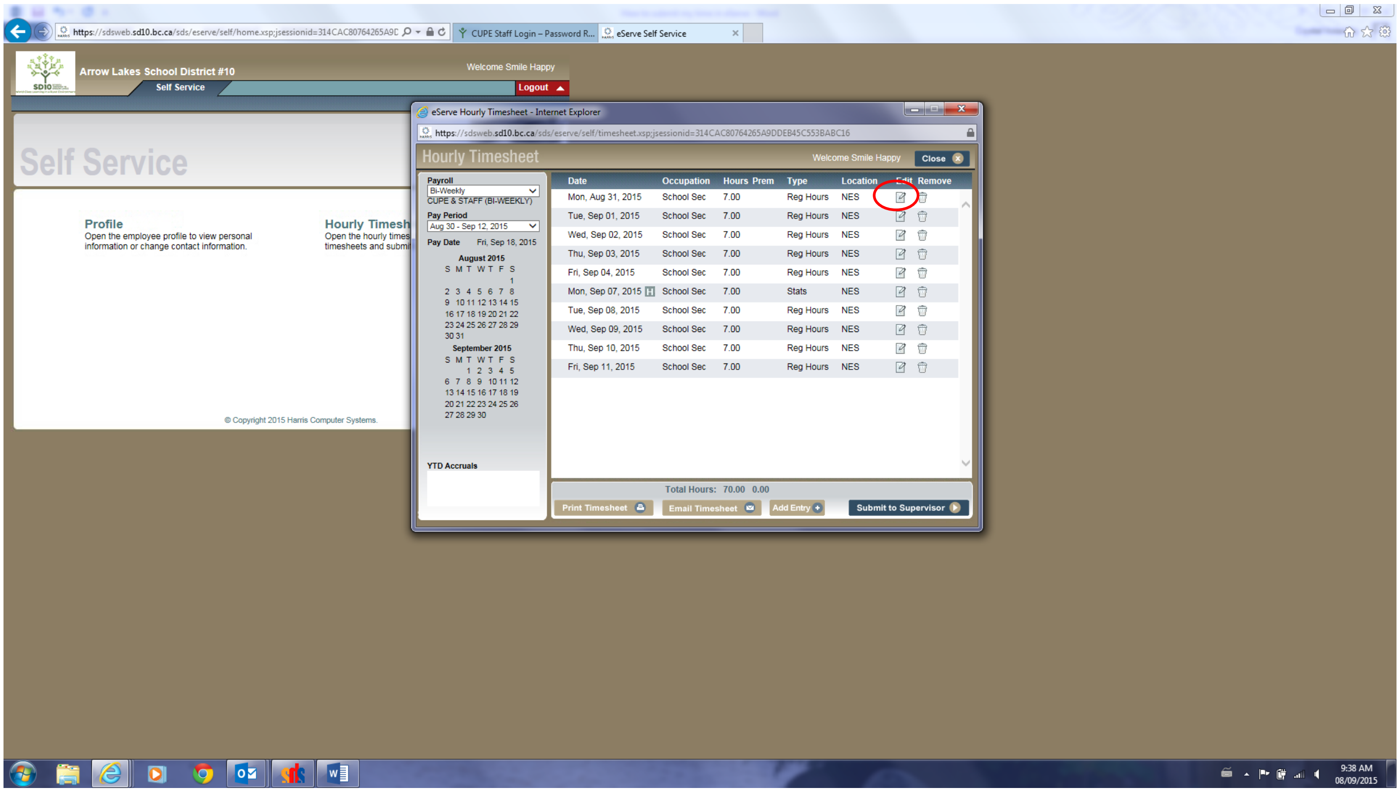
1. You will need to change the type of earnings when taking a sick day(s) or vacation.
2. If you worked a part day and took a part day as a sick day you will need to change the regular hours for that day to show the hours you worked, then and add an entry for the sick time for that day.
3. If you worked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



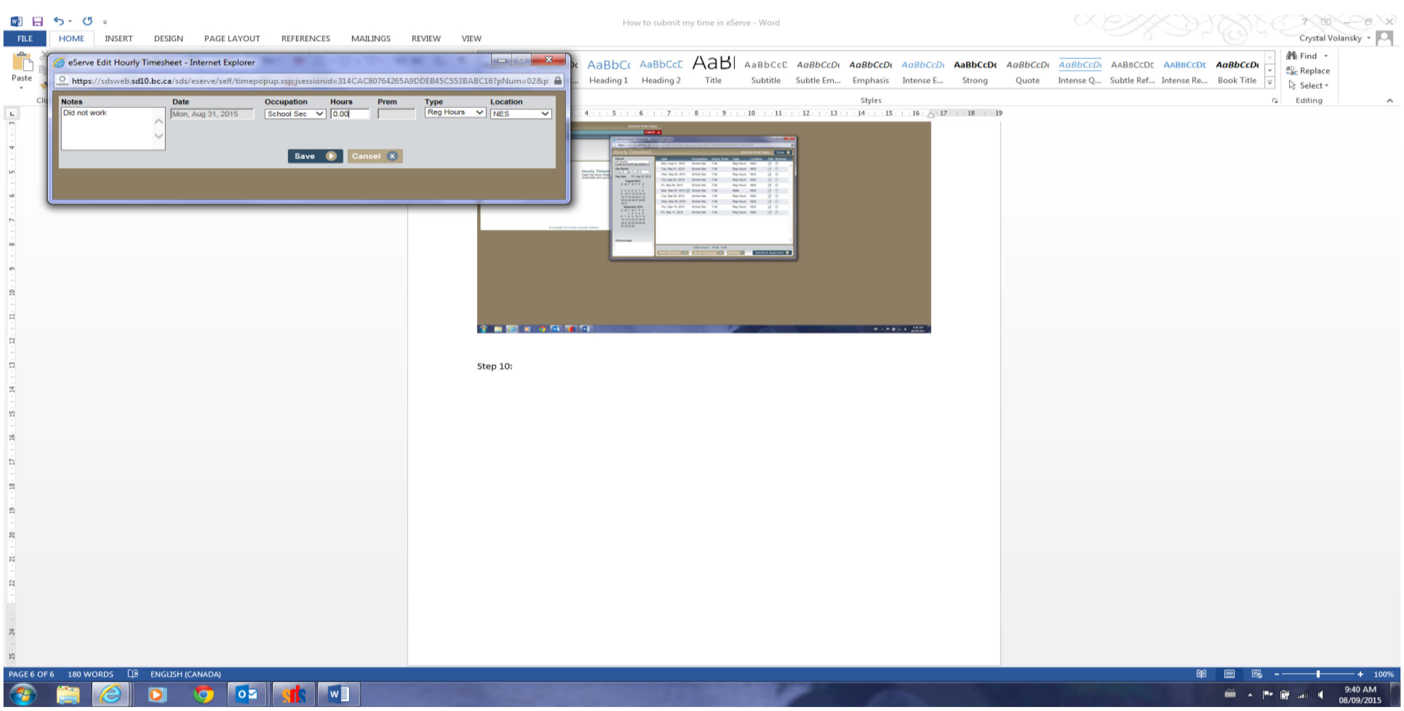
Step Eleven (11): Adjustments to your timesheet

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



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



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)

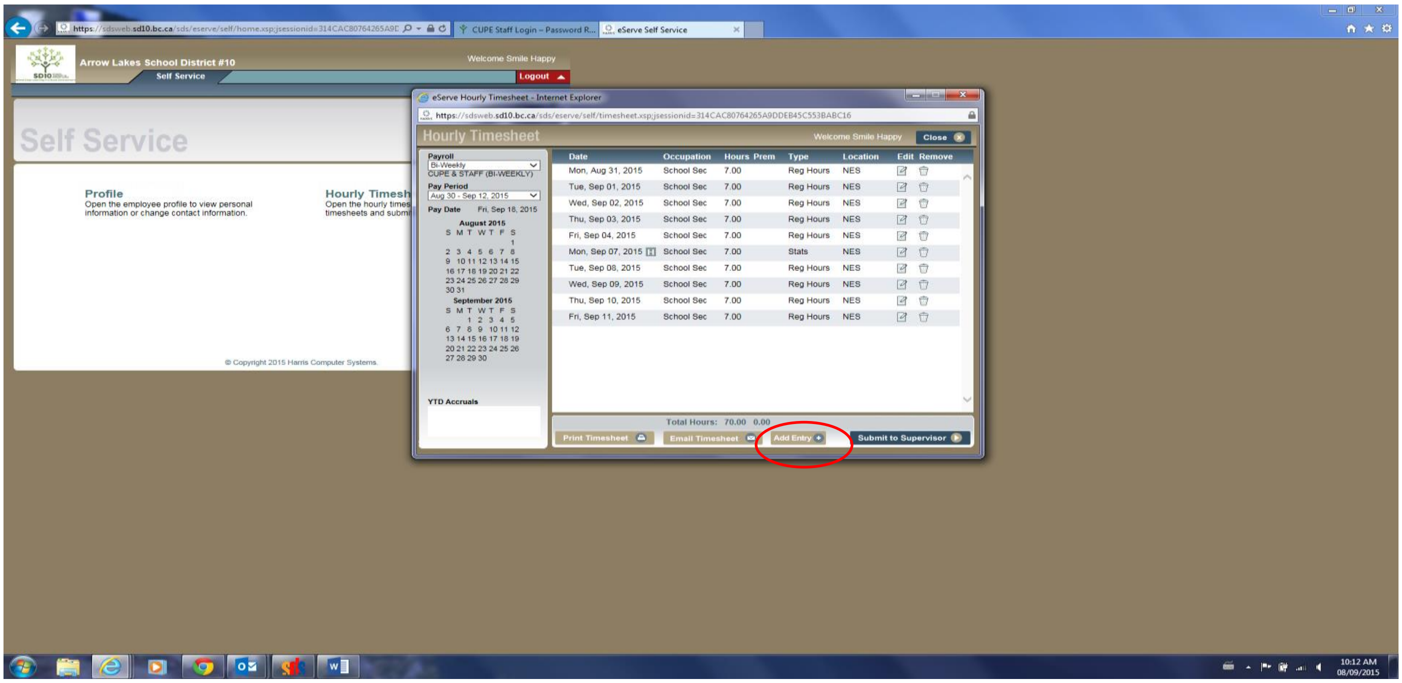
Hours: If you need to edit the hours – type in the correct hours

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

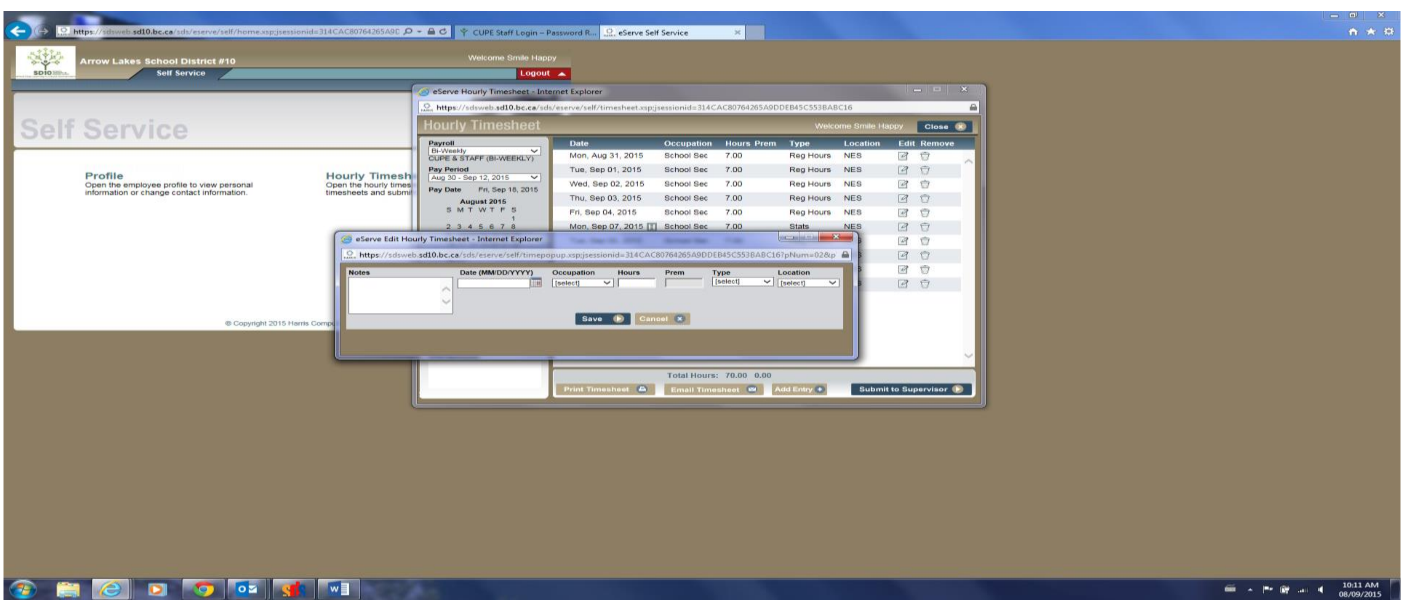
Location: DO NOT change this field, please use the location linked to your timesheet (this field is linked to your supervisor)

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

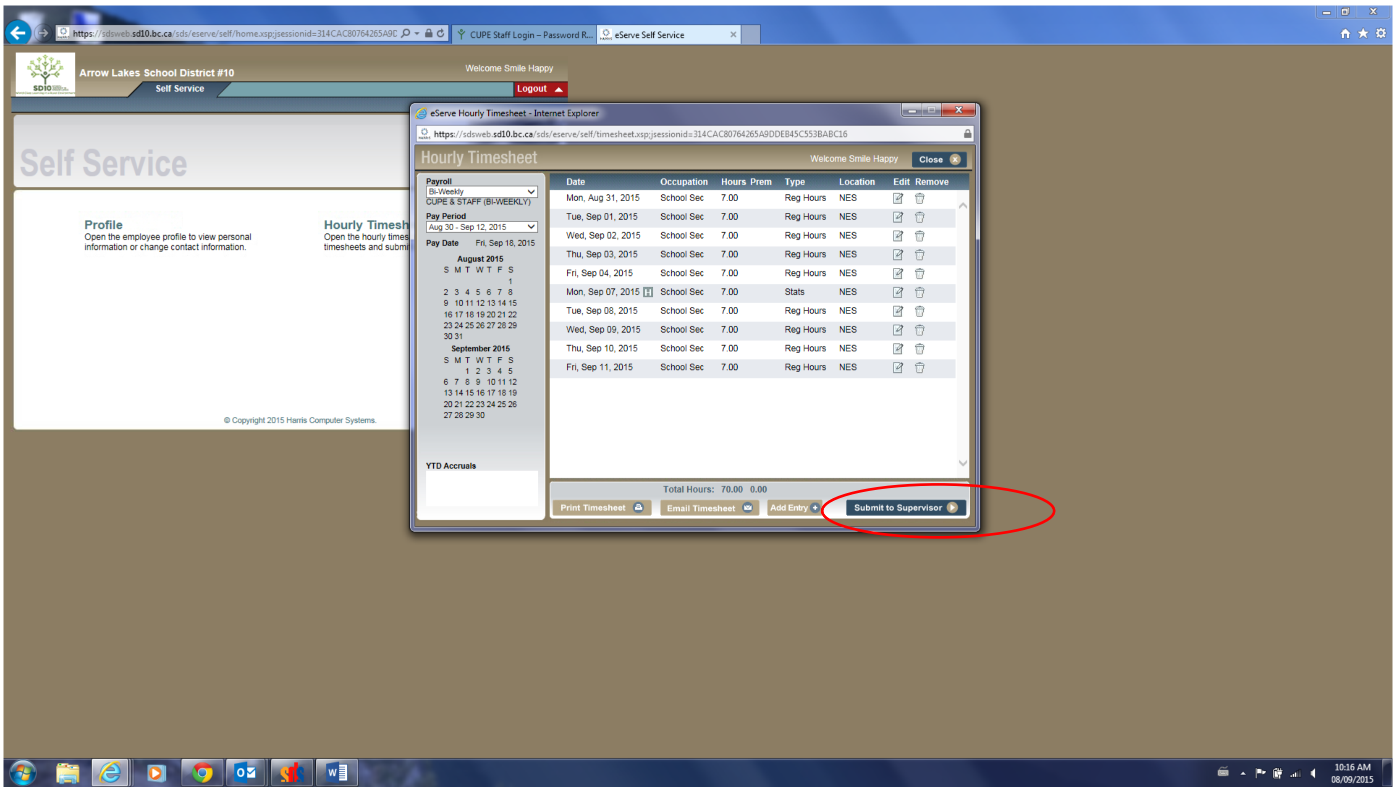
Hours: enter the extra hours

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



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