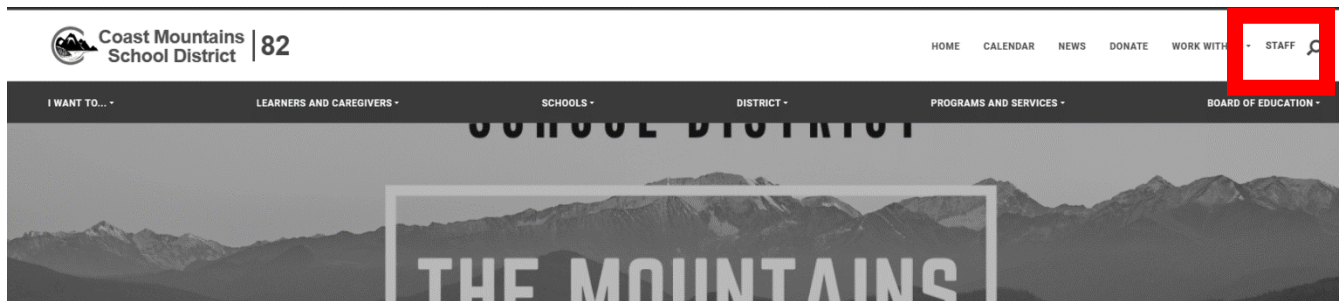


Payroll & eServe

Casual on-call employees are paid based on timesheets. If you are called in as a casual employee, you must ensure that you complete the timesheet correctly. Timesheets are located in the office and are often used as sign-in sheets as well. You will need to enter your name, employee number and the employee you are filling in for. Please ask the school secretary or principal if you require assistance completing the timesheet.

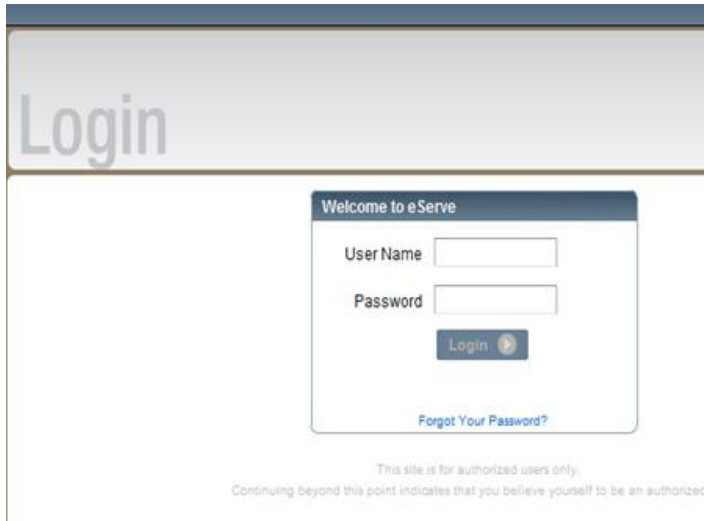
Employees who have posted into a Continuing or temporary position will be required to use the on-line electronic timesheet software known as eServe. eServe can be accessed via the district's website at www.cmsd.bc.ca under the **Staff** page or click here: [eServe Login \(msapproxy.net\)](http://msapproxy.net)



This page will offer you links to the Apps dashboard. Choose SDS eServe from the menu:

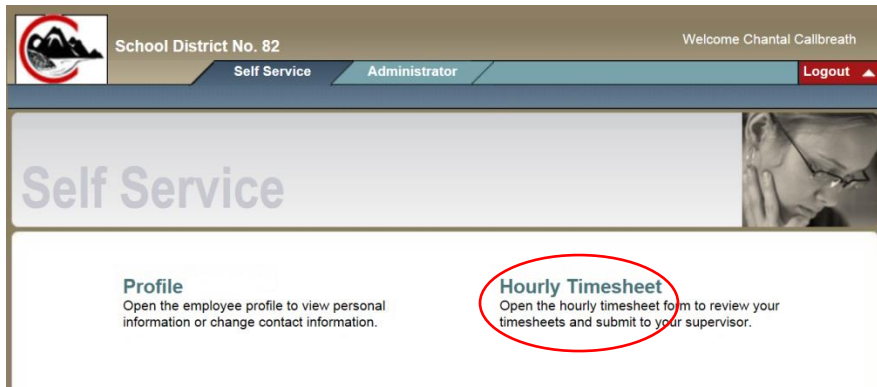


To login to eServe, you will need your employee number and a system generated password which will be provided to you upon processing of your completed employment forms.



Your employee number will be your username, and your password will be system generated and cannot be changed. If you have problems logging in, please contact Payroll at 250-638-4419.

- Once you have logged in, you will be brought to your home screen. Click Hourly Timesheet:



- Here is where you will review, update and submit your timesheet to your supervisor. It is advised you complete this task daily, however you must submit your timesheet prior to the last Friday of the payroll period in order for your pay to be processed.

Select the current pay period

Payroll	Date	Occupation	Hours	Prem	Type	Location	Edit	Remove
CUPE	Mon, Sep 08, 2014	NHS	1.00		Reg Hours	Uplands		
BI WEEKLY	Tue, Sep 09, 2014	NHS	1.00		Reg Hours	Uplands		
Sep 07 - Sep 20, 2014	Wed, Sep 10, 2014	NHS	1.00		Reg Hours	Uplands		
	Thu, Sep 11, 2014	NHS	1.00		Reg Hours	Uplands		
	Fri, Sep 12, 2014	NHS	1.00		Reg Hours	Uplands		
	Mon, Sep 15, 2014	NHS	1.00		Reg Hours	Uplands		
	Tue, Sep 16, 2014	NHS	1.00		Reg Hours	Uplands		
	Wed, Sep 17, 2014	NHS	1.00		Reg Hours	Uplands		
	Thu, Sep 18, 2014	NHS	1.00		Reg Hours	Uplands		
	Fri, Sep 19, 2014	NHS	1.00		Reg Hours	Uplands		

Click Edit to make changes, including leaves of absence

Once you are certain your timesheet is correct, click Submit to Supervisor

Payroll	Date	Occupation	Hours	Prem	Type	Location	Edit	Remove
CUPE	Mon, Sep 08, 2014	NHS	1.00		Reg Hours	Uplands		
BI WEEKLY	Tue, Sep 09, 2014	NHS	1.00		Reg Hours	Uplands		
Sep 07 - Sep 20, 2014	Wed, Sep 10, 2014	NHS	1.00		Reg Hours	Uplands		
	Thu, Sep 11, 2014	NHS	1.00		Reg Hours	Uplands		
	Fri, Sep 12, 2014	NHS	1.00		Reg Hours	Uplands		
	Mon, Sep 15, 2014	NHS	1.00		Reg Hours	Uplands		
	Tue, Sep 16, 2014	NHS	1.00		Reg Hours	Uplands		
	Wed, Sep 17, 2014	NHS	1.00		Reg Hours	Uplands		
	Thu, Sep 18, 2014	NHS	1.00		Reg Hours	Uplands		
	Fri, Sep 19, 2014	NHS	1.00		Reg Hours	Uplands		

Select the current pay period

Click Edit to make changes, including leaves of absence

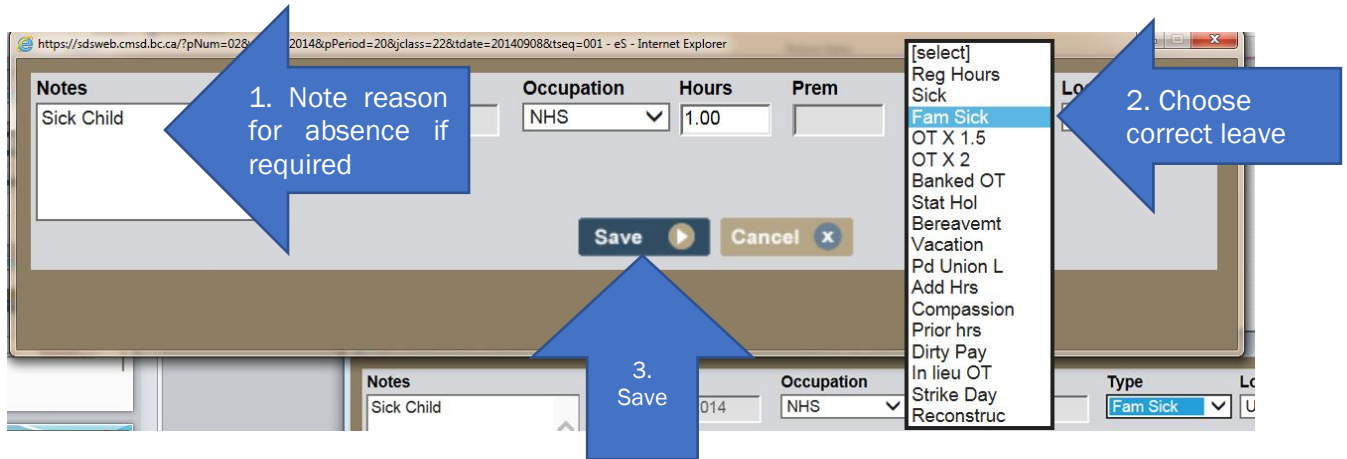
Once you are certain your timesheet is correct, click Submit to Supervisor

Payroll: CUPE
 BI WEEKLY
 Pay Period: Sep 07 - Sep 20, 2014
 Pay Date: Fri, Sep 26, 2014
 August 2014
 S M T W T F S
 1 2
 3 4 5 6 7 8 9
 10 11 12 13 14 15 16
 17 18 19 20 21 22 23
 24 25 26 27 28 29 30
 31
 September 2014
 S M T W T F S
 1 2 3 4 5 6
 7 8 9 10 11 12 13
 14 15 16 17 18 19 20
 21 22 23 24 25 26 27
 28 29 30
 YTD Accruals
 Banked — 0.0000 Hrs, \$0.00
 Sick Leave — 233.9398 Hrs
 Vacation — 0.7754 Hrs
 Vac Pay OT — \$0.00

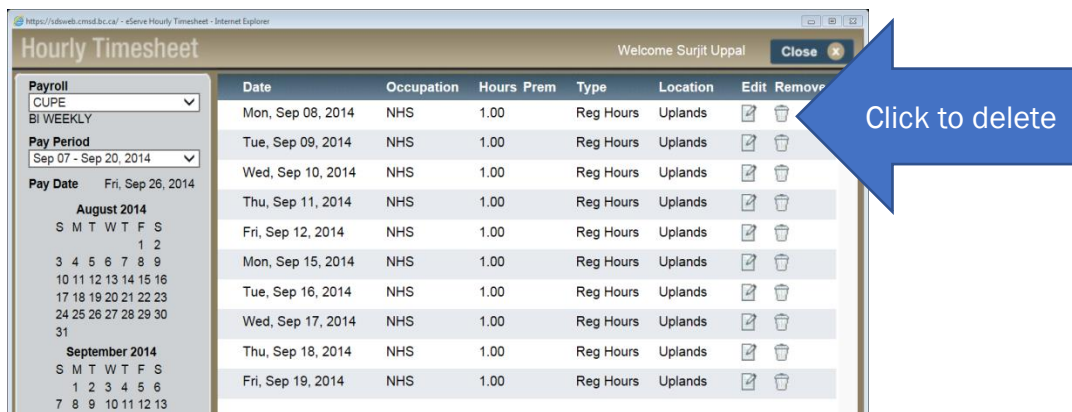
Total Hours: 10.00 0.00

Print Timesheet | Email Timesheet | Add Entry | **Submit to Supervisor**

- Click Edit to make any changes to your timesheet, including reflecting any absences:



- If you did not work a paid day, ensure you delete the day by clicking the trash can icon:



Please note that **you must ensure your timesheet is accurate.** Submitting an inaccurate timesheet may be grounds for discipline up to and including termination.

Your pay will be deposited electronically into your bank account according to the information you provided us from your employment package. Paystubs are also sent out electronically to your Outlook email account. For a payroll schedule, please call 250-638-4419.

School-based positions are employed on a 10-month basis from September to June of each year. These positions are paid for 10 of 12 months of a year and are therefore eligible to apply for Employment Insurance in the summer months.

During the periods of Christmas and Spring Break you may use your accumulated vacation hours to make up your pay for this time off. During these periods you will be paid only for eligible statutory holidays that occur. The balance of the time is leave without pay, unless you choose to use your vacation. In June, you will receive the balance of your vacation pay as a pay-out of dollars.

New employees to the district will accumulate sick leave hours at the rate of 1.5 days per month and vacation hours at a percentage in accordance with the Collective Agreement based on years of service. This time is pro-rated by the percentage of your assignment. Casual employees are not entitled to paid vacation time, rather are paid each pay period at a rate of 4%.