



How to update your personal information and request leaves in eServe

Please log into eServe at: <https://sdsweb.sd58.bc.ca/sds/eserve/login.xsp>

Your user name is your 4-digit employee number (or your 3-digit employee number with a zero in front) and your 5-digit password provided to you by the payroll department (the same password you will use to open your electronic paystub)

TTOC and Relief are still required to call into dispatch/call out as you normally would for your availability and absences!

You contact Dispatch/Call out
at: Wendy Farmer
SDdispatch@365.sd58.bc.ca
(250) 378-5161 extension 1150

A screenshot of the eServe login page for School District No 58 (Nicola-Similkameen). The page has a header with the school district logo and name. Below the header, there is a large "Login" text on the left and a small photo of a smiling person on the right. In the center, there is a "Welcome to eServe" box containing a "User Name" field, a "Password" field, a "Login" button, and a "Forgot Your Password?" link. At the bottom of the page, there is a disclaimer: "This site is for authorized users only. Continuing beyond this point indicates that you believe yourself to be an authorized user."

To update your personal information, click "Profile"

A screenshot of the eServe Self Service page for School District No 58 (Nicola-Similkameen). The page has a header with the school district logo and name. Below the header, there is a navigation bar with "Self Service" and "Supervisor" tabs. On the right side of the header, there is a "Welcome" message and an "Employee Name" field. Below the navigation bar, there is a large "Self Service" text on the left and a small photo of a smiling person on the right. In the center, there are two main sections: "Profile" and "Leave Request". The "Profile" section has a yellow highlight and a description: "Open the employee profile to view personal information or change contact information." The "Leave Request" section has a description: "Open the employee leave request form to create or view a leave request."

Under the “Personal” tab, you can

- update your home address and telephone number
- enter your emergency contacts (very important)

Profile Welcome Employee Name Close

Personal Compensation

Demographics

Address Update if needed Save Cancel

Merritt BC

Phone (250) - Employee No. Birth Date Start Date Marital

Alternate Phone employee@365.sd58.bc.ca

Emergency Contact Phone Alternate Phone Relationship

Please ensure this is completed with current emergency contact

Bank

Bank Transit Account Distribution

Please ensure your banking information is correct 100.00%

Canada Revenue Agency TD1 (Federal and Provincial)

Under the “Compensation” tab, you can view your earnings, benefits deductions, and your vacation and sick bank accruals.

To request time off, click “Leave Request”

Self Service

Profile Open the employee profile to view personal information or change contact information.

Leave Request Open the employee leave request form to create or view a leave request.

Click on the “New Leave” button at the bottom left of the screen

Leave Request Welcome Employee Name Close

Start Date	End Date	Request	Option	Position	Location	Status	Open
May 7, 2020	May 8, 2020						

Quick Search Location Clear

Page 1 of 6 Displaying 1 to 10 of 55 items

New Date To Show: Ready? Approved? Submitted? Denied? Revoked?

Print

Next you will need to choose your job category **{1}**, if the leave is more or less than 6 days off **{2}**, and click “Next” **{3}**

Leave Request

Welcome Employee Name Close

Request Options Details Submit

Please select a form.

1 2 3

Form SBO STAFF Please select

Next

Now you choose which type of leave you require (ie: Vacation, Sick, Compassion, Medical/Dental Appointment) **{1}** and click “Next” **{2}**

Request Options Details Submit

2

Staff – SBO Short Term Leaves (up to and including 5 days)

1

Back Next

Please Choose One Leave Reason

☐ SICK LEAVE
Sick Leave as per Article 9 of the CUPE Collective Agreement.

☐ MEDICAL/DENTAL APPOINTMENT
Leave granted with premium Sick Days Accumulated
See Article 19 (a)(b)(c) of the CUPE Collective Agreement.

☐ BANKED TIME
The Employer and the employee may mutually agree to take time off at premium rate in lieu of cash overtime. Any overtime that employees wish to bank must be recorded on their time sheets as banked overtime and approved in the pay period which it was earned. All accrued bank time may be taken at a mutually agreed upon time or be paid out as cash. All banked overtime will be paid out on January 1 unless the employee opts carry forward a maximum of seventy-five (75) hours. See Article 16 (f) of the CUPE Collective Agreement.

☐ VACATION
Vacation (Applicable to 12-month regular employees)
See Article 18 of the CUPE Collective Agreement.

☐ COMPASSIONATE FAMILY MEDICAL
Where no one other than the employee can provide for the needs of an immediate family member during an illness, medical or dental

Under the “Details” section, enter **ALL** of the following information.

1. Your location.
2. Your position.
3. Start date and time, then end date and time using the 24 hour clock.
4. Manually enter in the FTE or hours of your day. ****Do not press the calculate hours button****
Teachers need to ensure the FTE box contains the proper FTE, as this is what will be deducted from sick banks, etc. To calculate your FTE take the number of hours of the leave and divide by 5. For example, you need to take 2 hours off for a medical leave. $2 \text{ divided by } 5 = 0.40 \text{ FTE}$.
For Staff please ensure the correct number of hours of your leave are reflected in the “Hours Box”. These hours will be deducted from your sick bank, banked time, etc. eServe will automatically include your lunch hour, so it is very important to watch this. Staff employees will always need to manually enter the hours and cannot use the “Calculate Hours” button.
5. Click the boxes of the days you are requesting (Monday, Tuesday, etc.)
6. Click the “Replacement Required” box if you need a TTOC or Relief Support to fill your position in your absence. **If you do not put a check mark in this box a replacement will not be arranged for you, it is extremely important that this box is checked when needing a replacement.**
7. Click if you will be away the full day, morning only or afternoon only.
8. Click “Next”

The screenshot shows the 'Details' tab of a web form titled 'Staff - SBO Short Term Leaves (up to and including 5 days)'. The form has tabs for 'Request', 'Options', 'Details', and 'Submit'. It includes a 'Back' and 'Next' button pair at the top right. The 'Location' field is a dropdown menu showing 'Merritt Board Office STAFF'. The 'Position Details' section includes a 'Position' dropdown, 'Start Date' and 'End Date' (both set to 'Sep 23, 2020'), 'Start Time' (08:30) and 'End Time' (15:30), and an 'Hours' field (7.0000). There is a 'Replacement Required?' checkbox which is checked. Below this are radio buttons for 'Full Day', 'AM Only', and 'PM Only'. A table shows days of the week from Sunday to Saturday, with the 'Wednesday' checkbox checked. At the bottom right, there is an 'Add Entry +' button and a 'Date Details ...' link. The 'Save' and 'Cancel' buttons are at the bottom.

1. Location: Merritt Board Office STAFF

2. Position: [Redacted]

3. Start Date: Sep 23, 2020; End Date: Sep 23, 2020

4. Start Time: 08:30; End Time: 15:30; Hours: 7.0000

5. Days: Sunday, Monday, Tuesday, Wednesday (checked), Thursday, Friday, Saturday

6. Replacement Required? (checked)

7. Full Day (selected), AM Only, PM Only

8. Next button

Please enter the reason for your leave (ie: medical appointment, ill child, out-of-town vacation, etc.) and click "Submit". Your supervisor will then receive your leave electronically. Once your supervisor approves your leave, it is electronically sent to the school board office for final approvals. Once reviewed by the school board office, you will receive notification if your leave has been approved or denied.

Request **Options** **Details** **Submit**

Staff – SBO Short Term Leaves (up to and including 5 days)

Back

Note from Employee

Specialist Medical Appointment

This is where you enter details about why you are requesting leave

The note section is very important. If you do not need a replacement, please indicate in the Notes section. Please provide all necessary details in the notes box of this section.

Approval

Level
001

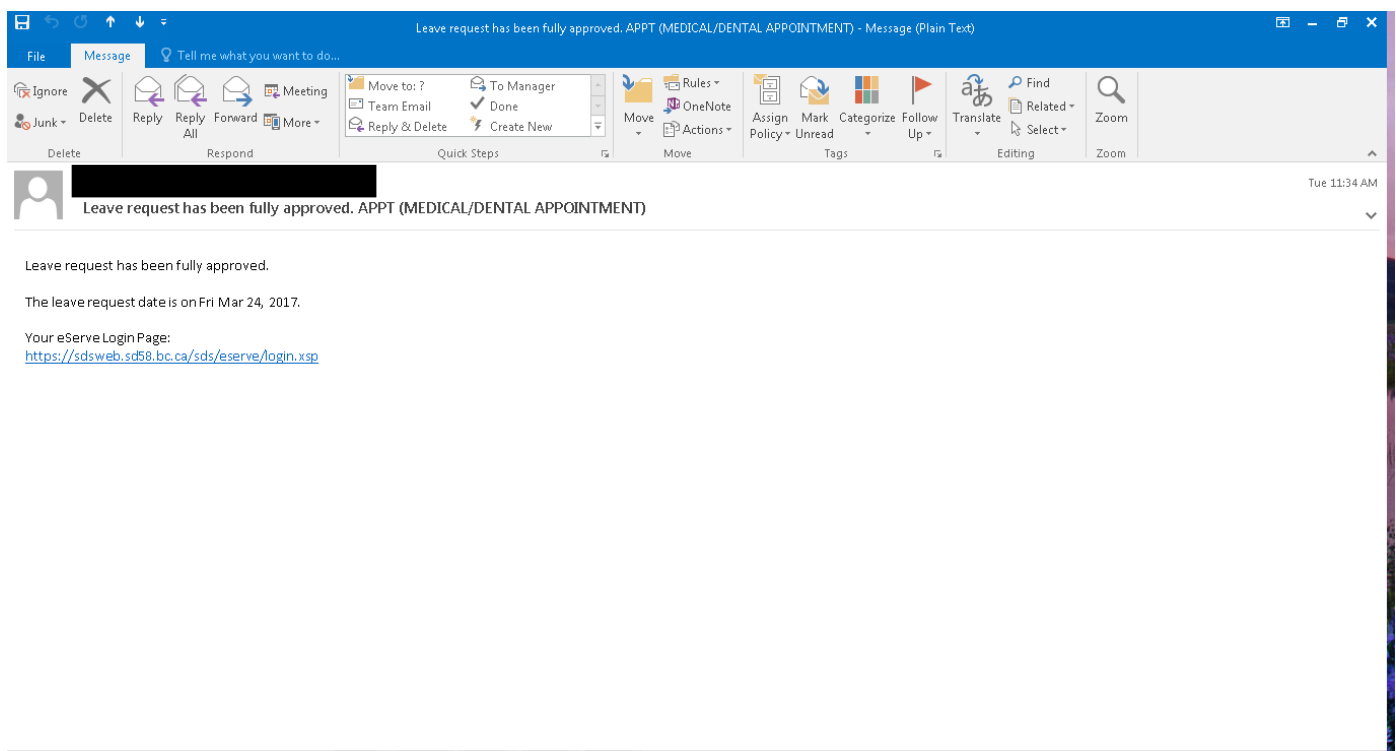
Approver

Your supervisor's name will be here and this is who will receive your leave first when you hit "Submit"

Submit

After you submit your request you cannot make any changes. Please contact Payroll or Dispatch to make any required changes.

Once your leave has gone through the approval process you will receive an email indicating the outcome of your request. The email will specifically tell you if it has been approved or denied and the date of the leave requested.



All leaves saved or submitted will remain on your screen when you log in, the only thing that may change is their status from “Submitted” to “Approved” or “Ready” to “Submitted”. It is not required that you print your leaves, the information will be stored in eServe.

Leave Request - Google Chrome

Secure | <https://sdsweb.sd58.bc.ca/sds/eserve/self/leaverequest.aspx?sessionid=1A8C4B1081B3CF106F66C6FEE6258D0?SelfService=1>

Leave Request Welcome [Name] Close

Start Date	End Date	Request	Position	Location	Status	Open
Mar 31, 2017	Mar 31, 2017	Staff – SBO Short Term Lex		Merritt Board Office STAFF	Denied	
Mar 30, 2017	Mar 30, 2017	Staff – SBO Short Term Lex		Merritt Board Office STAFF	Denied	
Mar 30, 2017	Mar 30, 2017	Staff – SBO Short Term Lex		Merritt Board Office STAFF	Submitted	
Mar 29, 2017	Mar 29, 2017	Staff – SBO Short Term Lex		Merritt Board Office STAFF	Submitted	
Mar 29, 2017	Mar 29, 2017	Staff – SBO Short Term Lex		Merritt Board Office STAFF	Submitted	
Mar 28, 2017	Mar 28, 2017	Staff – SBO Short Term Lex		Merritt Board Office STAFF	Approved	
Mar 24, 2017	Mar 24, 2017	Staff – SBO Short Term Lex		Merritt Board Office STAFF	Approved	
Mar 14, 2017	Mar 14, 2017	Staff – SBO Short Term Lex		Merritt Board Office STAFF	Approved	
Mar 9, 2017	Mar 9, 2017	Staff – SBO Short Term Lex		Merritt Board Office STAFF	Approved	
Mar 8, 2017	Mar 8, 2017	Staff – SBO Short Term Lex		Merritt Board Office STAFF	Approved	

Quick Search [] Location [] Clear

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New + Date [] To [] Show: ☒ Ready? ☒ Approved? ☒ Submitted? ☒ Denied? ☒ Revoked?

Print

If you need assistance of any kind regarding your eServe or leave requests, this includes log in information, please contact:

Kassey Buckland
Executive Assistant to HR – kbuckland@sd58.bc.ca
250.315.1100

Kristi Morrison
Payroll Clerk I
SDpayroll@365.sd58.bc.ca
(250) 378-5161 extension 1135

You are still required to call into dispatch/call out as you normally would for absences.

You can contact Dispatch/Call
out at: Wendy Farmer
SDdispatch@365.sd58.bc.ca
(250) 378-5161 extension 1150