

Bus Drivers - Eserve Do's & Do Not's

DO NOT

1. **Edit/Delete** (pencil icon to the right) the **Regular Hours** line (this is generated based on scheduled hours and **should not be edited** to add/delete time).
2. **Edit the day** for time off as this is **no longer required**. Payroll will adjust.
3. **Select** the **location** the extra hours were worked at when adding an entry. The location changes which supervisor sees the time submitted so it **should never be changed**.
4. **Delete (garbage can) any lines** (payroll will delete for unpaid days).

DO

1. **Add** entry for **extra hours** worked (all hours above scheduled hours are extra hours **UNLESS** it is out of your control – e.g. road work delays).
2. **Add** entry for **OT @1.5 for** hours worked that is out of your control.
3. **Add** a **comment in Notes** to explain what the extra time/OT is for-please don't use initials and abbreviations as we won't know what they mean.
4. **SFE**-ensure that **all absences have been entered** into SFE (even partial days; days that don't require a replacement; unpaid days etc. ALL absences).
5. **Select your regular location from the drop down menu - it will be at the top of the list).**
6. **NOTE:** charters may require different entries so please refer to the collective agreement or confirm with your supervisor if unsure.