

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 up to the max working hours/day for your classification.
 - ISE, IISE, CLERICAL = 7 hrs
 - ALL OTHER CLASSIFICATIONS = 8 hrs(NOTE: 2 "ADD" entries are required if working over the set 7 or 8 hours per day-one for extra hours and another for overtime hours).
2. **Add** entry for OT @ 1.5 for hours over max working hours (up to 2 hours over 7 or 8 depending on your classification).
3. **Add** entry for OT @ 2.0 for hours over the 2 you entered at OT @ 1.5.
4. **Add** entry for any OT hours you want to bank (you can only bank overtime hours). (NOTE: overtime hours must be converted to straight time hours for banking ie: 2 hours @1.5x = 3 hrs banked)
5. **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.
6. **Add** a **GL Code** to the comments so payroll knows where to code the extra time. (NOTE: Each instance of extra time/overtime worked must be approved by your supervisor and a GL code must be given to you by your supervisor to use on your eserve)
7. **Select** your regular location from the drop down menu - it will be at the top of the list).
8. **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).