

Welcome to eServe

General Instructions
on how to review
and change your
eServe Profile.

eServe Profile

Welcome to our electronic Profile website! It's simple, convenient, and can be accessed from anywhere that you have internet access.

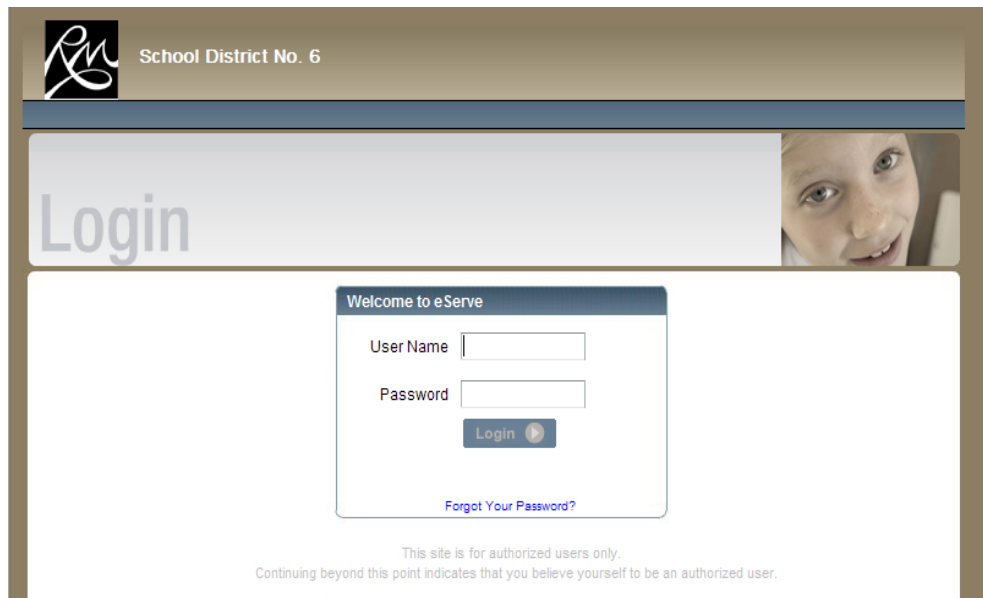
1. Type in the School District website: www.sd6.bc.ca

2. Click on the eServe icon.



A screenshot of a web browser displaying the website for Rocky Mountain School District No. 6. The browser's address bar shows 'http://www.sd6.bc.ca/'. The website has a header with a mountain landscape background, the district logo, and the slogan 'Quest for Quality'. Below the header is a navigation menu with links for Welcome, Board, Superintendent, Schools, Departments, Documents, and Contact. The main content area is titled 'Welcome' and includes sections for 'Our District' and 'Our Zones'. A sidebar on the right contains various utility icons. A yellow arrow with the number '2' points to the 'eServe' icon in the sidebar. Other icons in the sidebar include Webmail, Help!, Jobs, Calendar, SD6 IE, Dfnc, S. Serv., Maps, BCeSS, Databases, Links, Minutes, and H & S. Below the sidebar, there is a section for 'Our schools' with details for the Nicholson Elementary school.

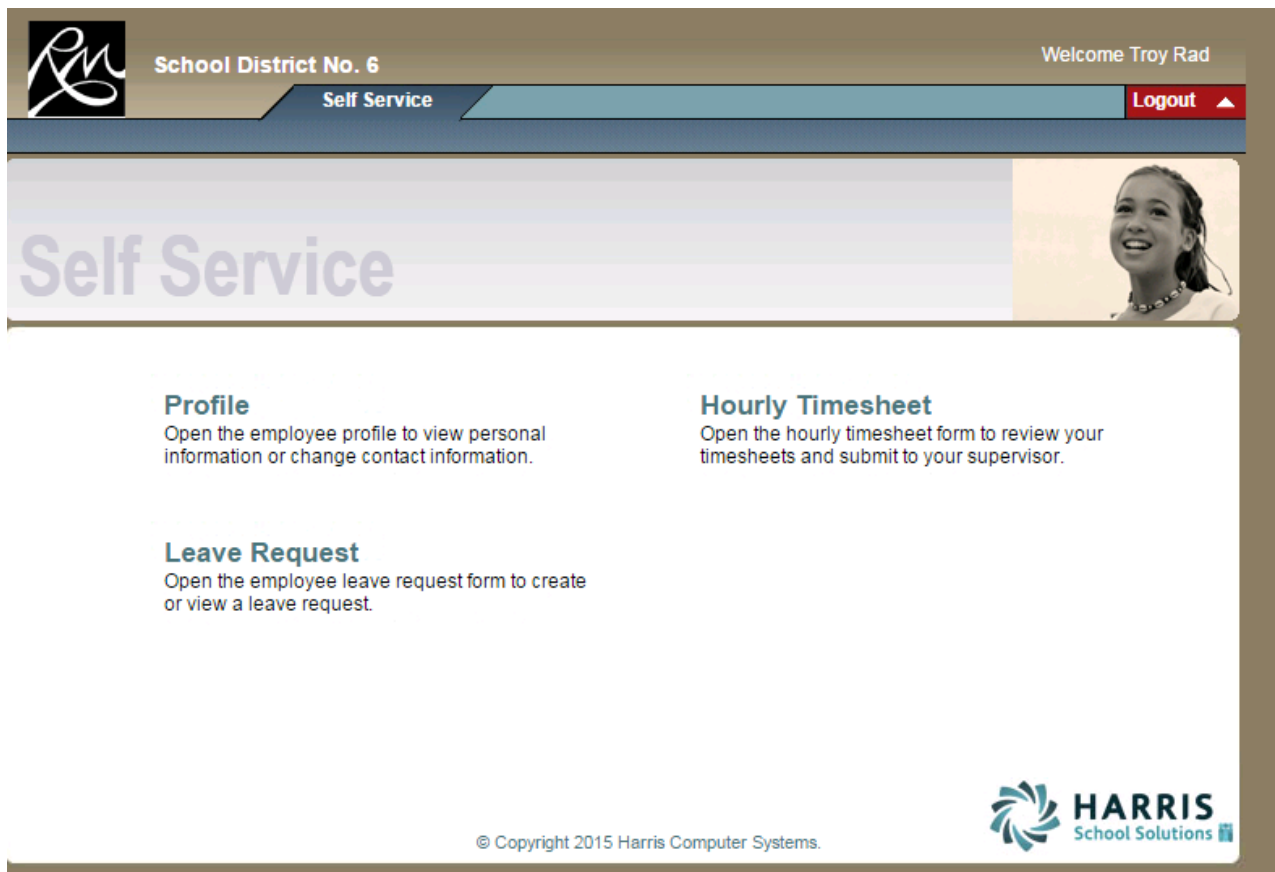
This is the eServe Login page.



User Name: Type in your user name (first name.last name).

Password: Type in your 5 digit employee password.

Click on the Login button.



There are 2 sections to your Profile screen: Personal and Compensation.

The Personal tab:

The white data fields are displaying your HR details. The information in these boxes can be changed, by you, at any time.

Anytime you need to update your **Address, Phone number, Alternate Phone number, and Emergency Contacts** you are able to do that. Just type in the new information and click on the Save Button. Your records will be updated automatically.

Profile
Welcome
Close

Personal
Compensation

Demographics

Address

Phone () -

Alternate Phone () -

Email @sd6.bc.ca

Emergency Contact	Phone	Alternate Phone	Relationship
<input type="text" value="Jane Doe"/>	(<input type="text" value="250"/>) <input type="text" value="341"/> - <input type="text" value="9999"/>	(<input type="text" value="250"/>) <input type="text" value="427"/> - <input type="text" value="8888"/>	<input type="text" value="Spouse"/>
<input type="text" value="John Doe"/>	(<input type="text" value="250"/>) <input type="text" value="342"/> - <input type="text" value="7777"/>	(<input type="text"/>) <input type="text"/> - <input type="text"/>	<input type="text" value="Father"/>

Employee No. 5454

Birth Date Aug 28, 1987

Start Date Mar 12, 2012

Marital Common Law

Bank

Bank	Transit	Account	Distribution
Bank of Montreal	08280	30***67	100.00%

Canada Revenue Agency TD1 (Federal and Provincial)

Federal Tax Credit	11327.00	Dependants (ON & MB Only)	0
Provincial Tax Credit	9938.00	CPP Exempted	<input type="checkbox"/>
Authorized Deduction	0.00	EI Exempted	<input type="checkbox"/>
Prescribed Area Deduction	0.00	Tax Exempted	<input type="checkbox"/>
Other Federal Tax Credit	0.00	Status Indian	<input type="checkbox"/>
Other Provincial Tax Credit	0.00	Status Indian Exempt %	0.00

Beneficiary

Benefit	Name	Relationship	%Allocation
Basic Life	<input type="text"/>	CL Spouse	100.00
MSP	Couple Coverage	n/a	100.00
PBC- EHC & Dental	Couple Coverage	n/a	100.00
Pension	Contributing	n/a	100.00

The Compensation tab:

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Personal
Compensation

Earnings				
Occupation	Salary	Rate		
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>			

Benefits				
Deduction	Employee	Employer	Total	Coverage
LIFE INS	0.00	18.79	18.79	\$186,000.00
LIFE INS	0.00	0.00	0.00	\$0.00
LTD	89.88	0.00	89.88	\$3,094.00
UNION DUES	0.00	0.00	0.00	
MSP	0.00	130.50	130.50	COUPLE
DENTAL	0.00	71.94	71.94	COUPLE
EHB	0.00	75.64	75.64	COUPLE
OPT LIFE	18.00	0.00	18.00	
EFAP	0.00	0.00	0.00	
EI REBATE	7.11-	0.00	7.11-	
CRS	0.00	0.00	0.00	

Accruals		
Plan	Benefit	Balance
BANKED		0.0000 Hrs, \$0.00
FAM.SICK	10 Days / Year	0.0000 Hrs
FLOATER	2 Days / Year	0.0000 Days
SICK	0 Days / Year	1.0000- Days
SICK	1.5 Days / Month	0.0000 Hrs
VACATION	1.6667 Days / Month	7.2939 Days
VACATION	0 Days / Pay Prd	0.0000 Hrs