

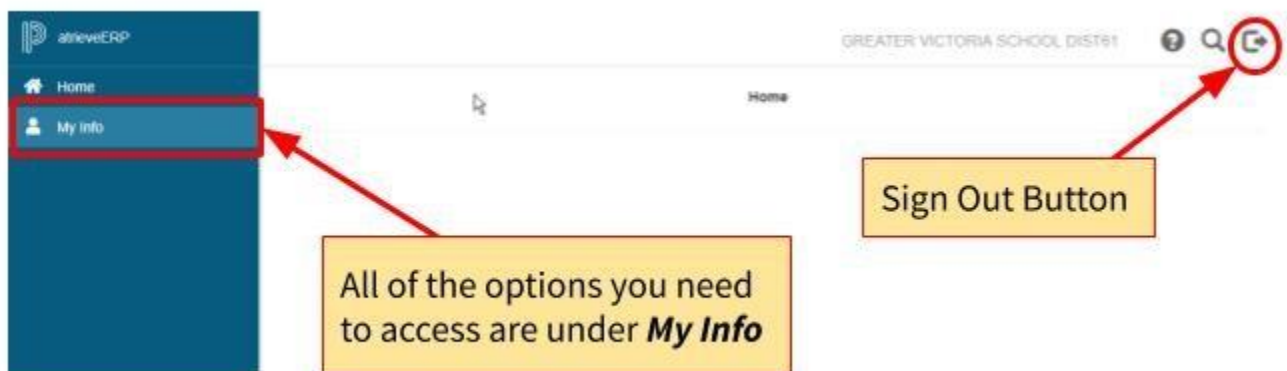
# ATRIEVE ABSENCE ENTRY INSTRUCTIONS – BUS DRIVERS

## How Do I Login to Atrieve?

Go to [www.prairiesouth.ca](http://www.prairiesouth.ca) and click on Staff then AtrieveERP/Powerschool. Staff still use their username and password to login; however, it is highly recommended that all staff use the desktop/laptop version of the **Google Chrome** browser (NOT *Internet Explorer, Firefox, Safari* or another Web Browser). It is possible to use Atrieve on mobile devices, however it may not be as easy to navigate and enter information on smaller screens.

## The Main Screen

The Main Screen displays the menu items to the left, instead of above. All of the options employees need to access are nested under the *My Info* Menu.

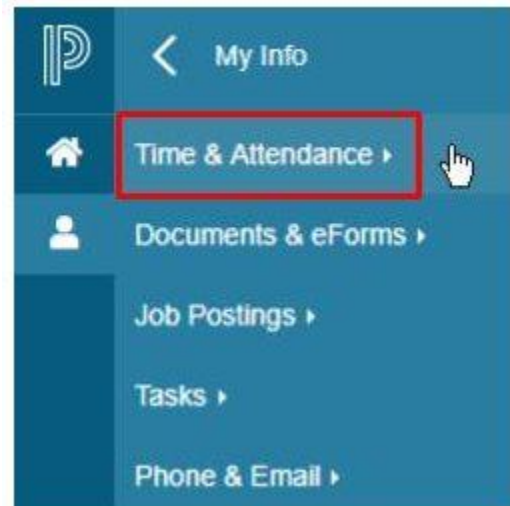


## Logging Absences

1. Click on the *My Info* Menu on the left-hand side of the screen.

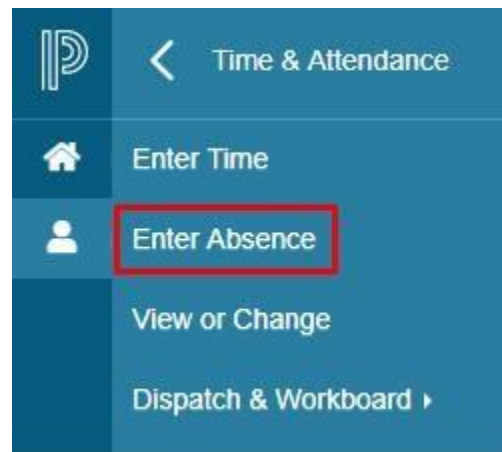


2. Click *Time & Attendance*.



## Entering Absences

Click on the *Enter Absence* link, second on the list of the *Time & Attendance* Menu.



Choose your reason for your absence. Remember that sick time cannot be used for anybody except yourself. Vacation time is under Leave Without Pay. If you have any questions about the types of leave you get, reference your agreement (Conditions of Employment or CUPE). If it is just one day, enter the date. If it's a range of dates, select that and enter the beginning and ending dates. Click Next

**Absence Entry: Absence Information**

Select your absence reason and dates and then click the Next button.

Choose the reason you are away:

-----Choose A Reason----- ▼

Select the type of absence:

single day  range of days

Enter the date of your absence:

09-Aug-2019

This is your working schedule during your absence. Once your schedule details are correct, click the Next Button.

You'll be taken to a screen to confirm the details are correct. If you just want the afternoon, you can uncheck the morning by clicking the checkbox to the left. Click Next

Include	Date	Day	Position	Location	St. Time	En. Time	Days
<input checked="" type="checkbox"/>	03-Sep-2019	Tue	Bus Driver - Regular School Ye	Transportation Dept	07:00	09:00	0.5000
<input checked="" type="checkbox"/>	03-Sep-2019	Tue	Bus Driver - Regular School Ye	Transportation Dept	15:00	17:00	0.5000
<input checked="" type="checkbox"/>	04-Sep-2019	Wed	Bus Driver - Regular School Ye	Transportation Dept	07:00	09:00	0.5000
<input checked="" type="checkbox"/>	04-Sep-2019	Wed	Bus Driver - Regular School Ye	Transportation Dept	15:00	17:00	0.5000
<input checked="" type="checkbox"/>	05-Sep-2019	Thu	Bus Driver - Regular School Ye	Transportation Dept	07:00	09:00	0.5000
<input checked="" type="checkbox"/>	05-Sep-2019	Thu	Bus Driver - Regular School Ye	Transportation Dept	15:00	17:00	0.5000
<input checked="" type="checkbox"/>	06-Sep-2019	Fri	Bus Driver - Regular School Ye	Transportation Dept	07:00	09:00	0.5000
<input checked="" type="checkbox"/>	06-Sep-2019	Fri	Bus Driver - Regular School Ye	Transportation Dept	15:00	17:00	0.5000

\* Note: Enter times using the 24 hour format. i.e. for 3:30 PM enter 15:30. Entering the colon character is not required.

Next

You'll be asked three questions on the next screen. Keep all three of these boxes checked as YES. The only time you would click NO is if you cannot get a spare driver. If you can't find a spare driver, you must let the office know. Click next

#### Absence Entry: Replacement Details

Select Yes or No to each of these questions and then click the Next button.

Do you require someone to replace you?

Yes  No

Is he/she required to work the same schedule as you?

Yes  No

Do you want to request employee(s) to replace you?

Yes  No

Next

You will need to enter the name of the person sparing for you. You MUST click the **binoculars** – do not enter anything into the box.

#### Absence Entry: Replacement Request



Click on the binoculars icon. A pop-up window will appear where you can search for and select your preferred replacement employee. When you are done, click on the Next button.

Requested Employee # 1:



Clear

Next

Another screen will open after you select the binoculars. Under **Step 1** enter the LAST NAME of the person sparing for you. ONLY the last name. And it can be part of the last name. After typing the last name, click **search**.

Name Search - Google Chrome

sk06.atriveer.com/prairiesouth/servlet/Broker?env=ads&templat...

#### Employee Search

Step 1: Enter a portion of the name you want to search for (Last name first), or the full Employee Number and press the Search Button. (Note: You may also do a wildcard search by entering an asterisk before or after a portion of the name).

wilson Search

Step 2: Select the employee you were searching for from the dropdown box below.

Accept

Under Step 2 you'll see all the spare drivers with that last name. Select the driver and then click ACCEPT.

#### Employee Search

Step 1: Enter a portion of the name you want to search for (Last name first), or the full Employee Number and press the Search Button. (Note: You may also do a wildcard search by entering an asterisk before or after a portion of the name).

Search

Step 2: Select the employee you were searching for from the dropdown box below.

Wilson, Arlene (Support Staff)-Active

Accept

The name of the driver will now appear in the Replacement Request screen. Click Next

#### Absence Entry: Replacement Request



Click on the binoculars icon. A pop-up window will appear where you can search for and select your preferred replacement employee. When you are done, click on the Next button.

Requested Employee # 1:

Wilson, Tanya



Clear

Next

When you get to the screen asking if you contacted the driver, click yes. Do not enter a message as the driver will not see the message. If you have instructions for them, please call or text them to the spare driver. Click Next

Absence Entry: Replacement Instructions

Have you already contacted Tanya Wilson about filling this absence?:  Yes  No

Enter a message for your replacement then click Next.

Message:

Next

If your absence reason was Leave Without Pay you'll be prompted to enter the reason. Select either Vacation or Alternate Work/Farming. If you select Vacation, under Additional Comments you just need to type Vacation. If you enter Alternate Work, please indicate what your work is (farming, RM office, etc.) Click Next

Absence Entry: Leave Application Entry

Enter the leave information below and press the next button.

LEAVE WITHOUT PAY - BUS DRIVERS

Start Date: 03-Sep-2019      End Date: 05-Sep-2019  
Absence Code: Leave Without Pay      Status: Requested

Absence And Dispatch Status Info  
Not yet submitted.

Details

Please select the applicable reason for this request:

Vacation

Additional comments:  
Vacation

Next

This is where you'll see a summary of what you entered. Review and if it looks good, click Submit Absence

Absence Entry: Summary Page

**You are not yet finished.**  
Confirm that these absence details are correct and then click the Submit Absence button at the top or bottom of this page.

Submit Absence

Absence Reason:  
Leave Without Pay

Absence Schedule						
Date	Day	Position	Location	St Time	En Time	Days
03-Sep-2019	Tue	Bus Driver - Regular School Ye	Transportation Dept	07:00	09:00	0.5000
03-Sep-2019	Tue	Bus Driver - Regular School Ye	Transportation Dept	15:00	17:00	0.5000
04-Sep-2019	Wed	Bus Driver - Regular School Ye	Transportation Dept	07:00	09:00	0.5000
04-Sep-2019	Wed	Bus Driver - Regular School Ye	Transportation Dept	15:00	17:00	0.5000
05-Sep-2019	Thu	Bus Driver - Regular School Ye	Transportation Dept	07:00	09:00	0.5000
05-Sep-2019	Thu	Bus Driver - Regular School Ye	Transportation Dept	15:00	17:00	0.5000
06-Sep-2019	Fri	Bus Driver - Regular School Ye	Transportation Dept	07:00	09:00	0.5000
06-Sep-2019	Fri	Bus Driver - Regular School Ye	Transportation Dept	15:00	17:00	0.5000

Replacement Schedule						
Date	Day	Position	Location	St Time	En Time	Days
You have indicated that the replacing employee's schedule is the same as your absence schedule.						
Requested Employees Tanya Wilson. Already Contacted. The system will NOT call this employee.						
Message For The Replacing Employee						

LEAVE WITHOUT PAY - BUS DRIVERS

Start Date: 03-Sep-2019      End Date: 05-Sep-2019  
Absence Code: Leave Without Pay      Status: Requested

Absence And Dispatch Status Info  
Not yet submitted.

Details

Please select the applicable reason for this request:

Vacation

Additional comments:  
Vacation

Submit Absence