

ATRIEVE GENERAL INSTRUCTIONS – JUNE 2019

The *Atrieve* web application that employees use to complete their timesheets, log absences, review their pay, etc., has changed visually; however, the core functions remain the same. Employees will need to familiarize themselves with the updated locations of the tools they use regularly.

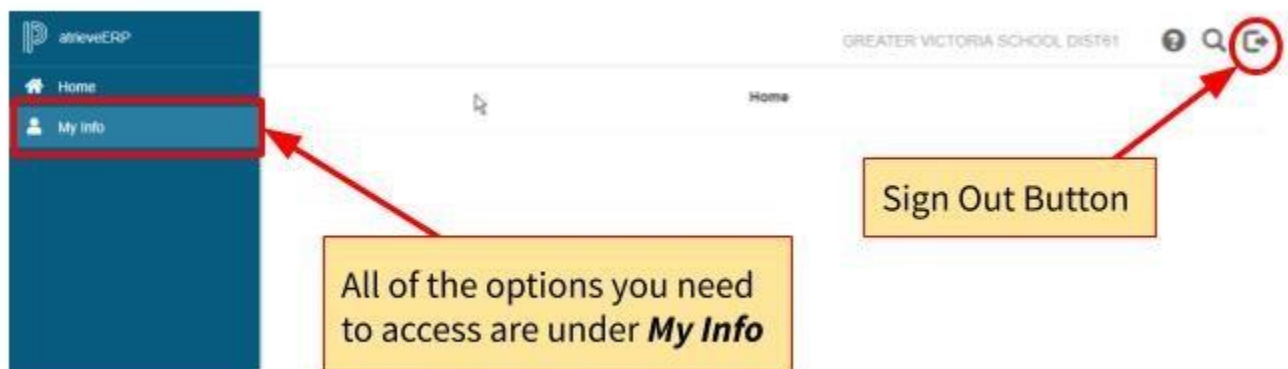
How Do I Login to Atrieve?

Go to 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.

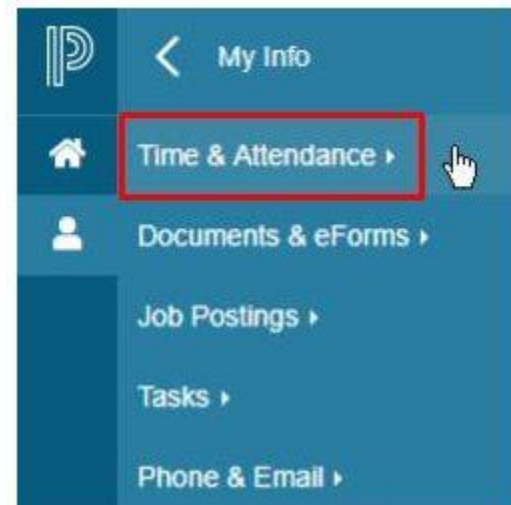


Completing Timesheets, Logging Absences & Changing Availability & PIN

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

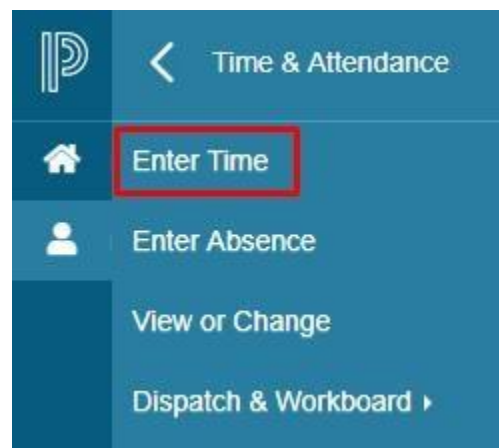


2. Click *Time & Attendance*.



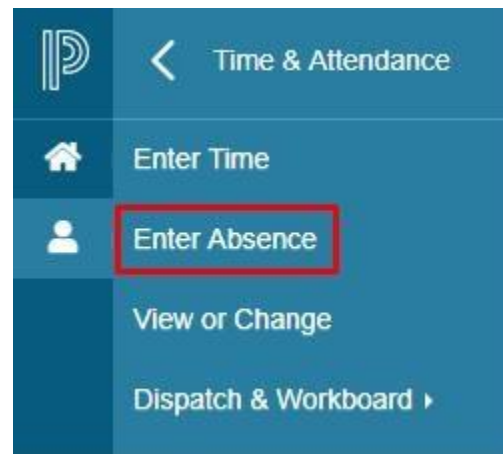
a. Completing Timesheets.

Under *Time & Attendance* click *Enter Time*. Fill in your timesheet(s). This is only for those staff who have completed time sheets in the past.



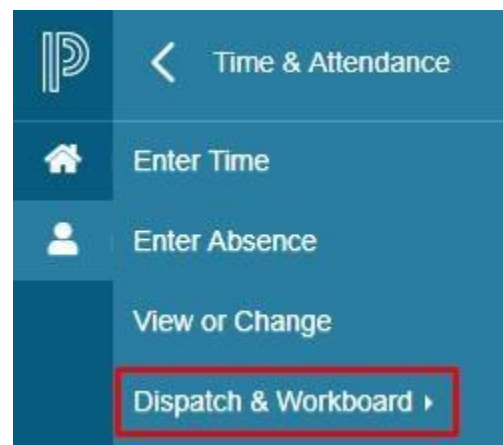
b. Entering Absences

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



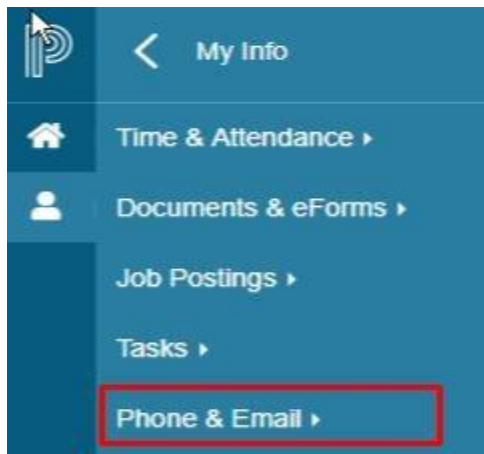
c. Changing Availability & ADS PIN

The options for changing availability and resetting your ADS PIN are under the *Dispatch & Workboard* link at the bottom of the *Time & Attendance* heading.



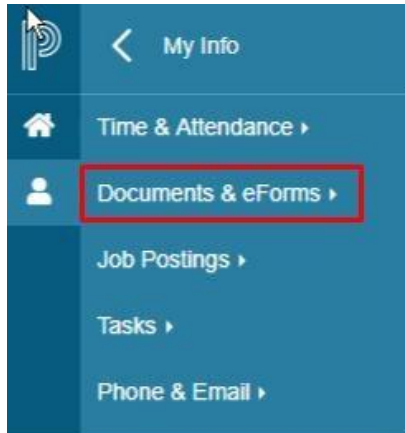
How Do I Change My Contact Information?

The link to change your phone number and email address are at the bottom of the *My Info* Menu.



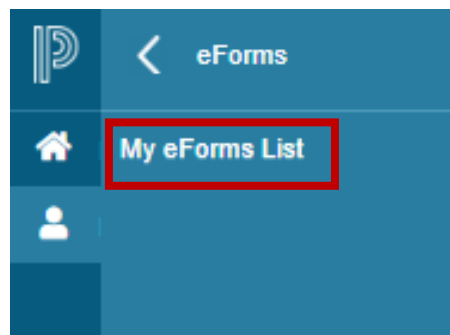
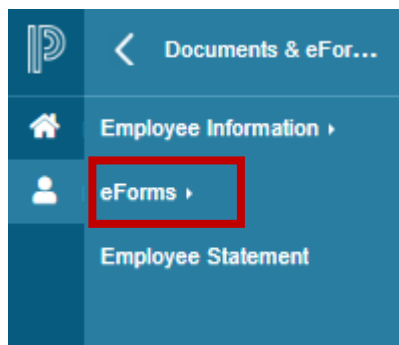
Where are my Pay Statements & Employee Information?

You can review your pay statements under the *Employee Statements* section of the *Documents & eForms* heading. Your employee Information (current assignment, contact information, seniority date, etc.) are also available under *Employee Information*.



How Do I Submit and Expense Claim Form?

Under Documents & eForms click on eForms then click My eForms List then click [Expense Claim](#) under Submit a New Form.



Only use this form for submitting meals for charters (under the per diem expenses section) and receipts for medicals/exams (under Other Expenses section and must attach receipts).