ATRIEVE WEB <mark>TIMESHEET ENTRY</mark> – BUS DRIVERS

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.
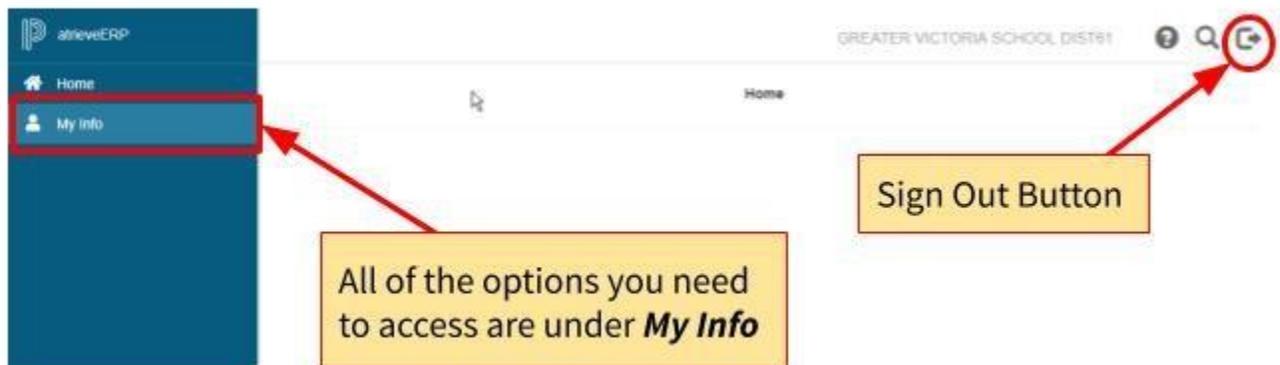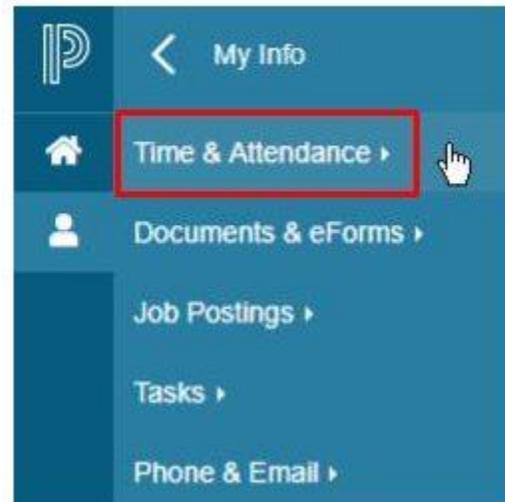

Completing Timesheets

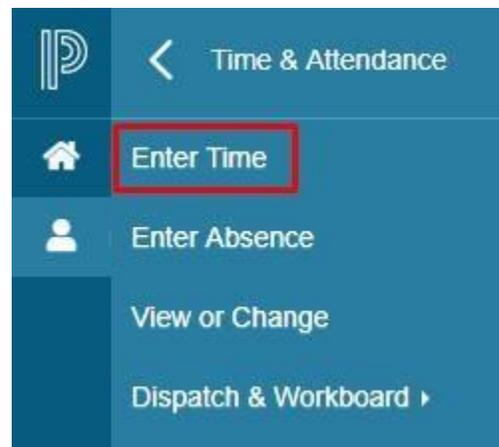Click on the *My Info* Menu on the left-hand side of the screen.

Click *Time & Attendance*.

Under *Time & Attendance* click *Enter Time*.

You would enter time for charter trips, service trips, and ride alongs here. Please round up to the closest half hour when submitting your time (e.g. put 2.5 hours for 2 hours 30 minutes instead of 2.15 for 2 hours and 15 minutes)

If you want to view time to see if you already entered it, you would select the date from the Date Selection area and then click View Time.

If you are entering time for a charter, service trip or ride along, you would complete the Payroll Selections area. Enter the date you did the trip, choose payroll (either Bus Driver or Casual Bus Driver) and the rest should auto fill but if not make sure location is Transportation Dept, Choose Auth Location is Trans.

Once you click Enter Time, you'll be taken to the Timesheet Entry page.

Enter your time under the date you did the trip and beside the Drive Time Hours, Standby Hours or put a 1 beside Service Trip if you did one. Click on the note icon beside the date and enter a brief description of the charter trip you did (i.e. Palliser to Kinsmen Pool). Include the number of KM you travelled in the description as the school is billed based on KM travelled. Hit submit once you're done.

If you are entering time when payroll is closed for processing, the screen will look different. But you can still enter your time. Enter your time under the Enter time adjustments section. Under Units put the hours (or a 1 for service trips) and enter the description under Comment (please include the number of KM you travelled in the comment area). Hit submit once you're done.