

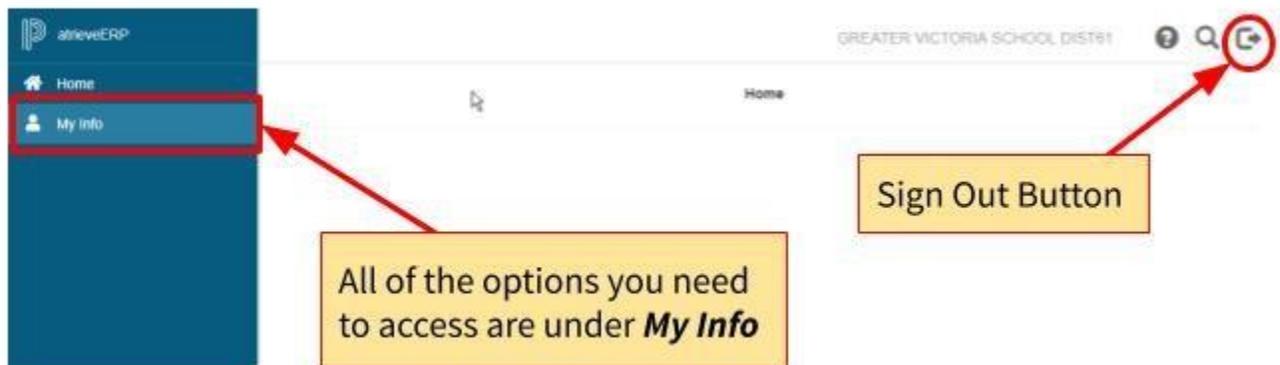
ATRIEVE WEB **TIMESHEET ENTRY** – BUS DRIVERS

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.

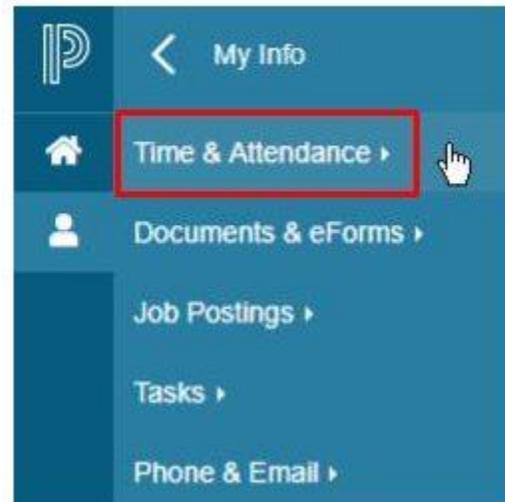


Completing Timesheets

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

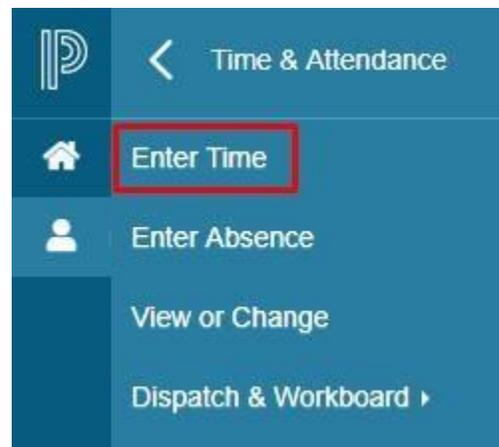


Click *Time & Attendance*.



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*.

Timesheet Entry: Payroll Selection

Select a date and click
View Time
to see current timesheet entries for that week.
OR
Select a date and options from the Payroll Selections area and click
Enter Time
to enter timesheets.

Each unique set of options from the Payroll Selections area will display on a different timesheet.

Two screenshots of the application's input forms. The top one, titled 'Date Selection', shows a 'Choose Date' field with '09-Aug-2019' and a 'View Time' button. The bottom one, titled 'Payroll Selections', shows a 'Choose Date' field with '09-Aug-2019', and dropdown menus for 'Choose Payroll', 'Choose Location', 'Choose Auth Location: (if applicable)', and 'Choose Position'. It also has an 'Enter Time' button.

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.

Timesheet Entry

No pay period could be determined for the date and employee selected. Please contact your payroll department to review the cycle code on the Master Function Line and the calendar.

Selections

Payroll: Busdriver Payroll
 Pay Period:
 Pay Date:
 Selected Date: 06-Aug-2019
 Position: Bus Driver - Regular School Ye
 Location: Transportation Dept
 Auth Location: Tran (Auth Loc)

Not in selected pay period
Selected Date
Total Units

Time Sheet

	Sunday 04-Aug-2019	Monday 05-Aug-2019	Tuesday 06-Aug-2019	Wednesday 07-Aug-2019	Thursday 08-Aug-2019	Friday 09-Aug-2019	Saturday 10-Aug-2019	Total
Drive Time Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Standby Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cupe Service Trip	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Service Trip	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mankota Service Trip	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

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.

Total units for

selected day only
 This total is the END RESULT of the original units, any previous adjustments and the new amendments entered for this day

Adjustment Time Sheet entries for 16-Jul-2019

Category	Units	Approved	Processed	Comment
Total	0			

Enter time adjustments +/- for 16-Jul-2019

Category	Units	Comment
DRIVE TIME HOURS	<input type="text"/>	<input type="text"/>
STANDBY HOURS	<input type="text"/>	<input type="text"/>
CUPE SERVICE TRIP	<input type="text"/>	<input type="text"/>
SERVICE TRIP	<input type="text"/>	<input type="text"/>
MANKOTA SERVICE TRIP	<input type="text"/>	<input type="text"/>
Total:	<input type="text"/>	