Viewing your Dispatches and Other Information

This brochure will assist in viewing your Dispatches, booking Unavailability, and reviewing your Personal information.

This process will allow you to see the days that you have been dispatched for. *Listed are the days you will be paid for. If you have worked for someone and the day or days are not showing, please contact the school as you will not be paid for days not listed.*

1. A link has been provided on your home page under "for Staff" to access the Portal Login through the SRB Atrieve ERP menu option.
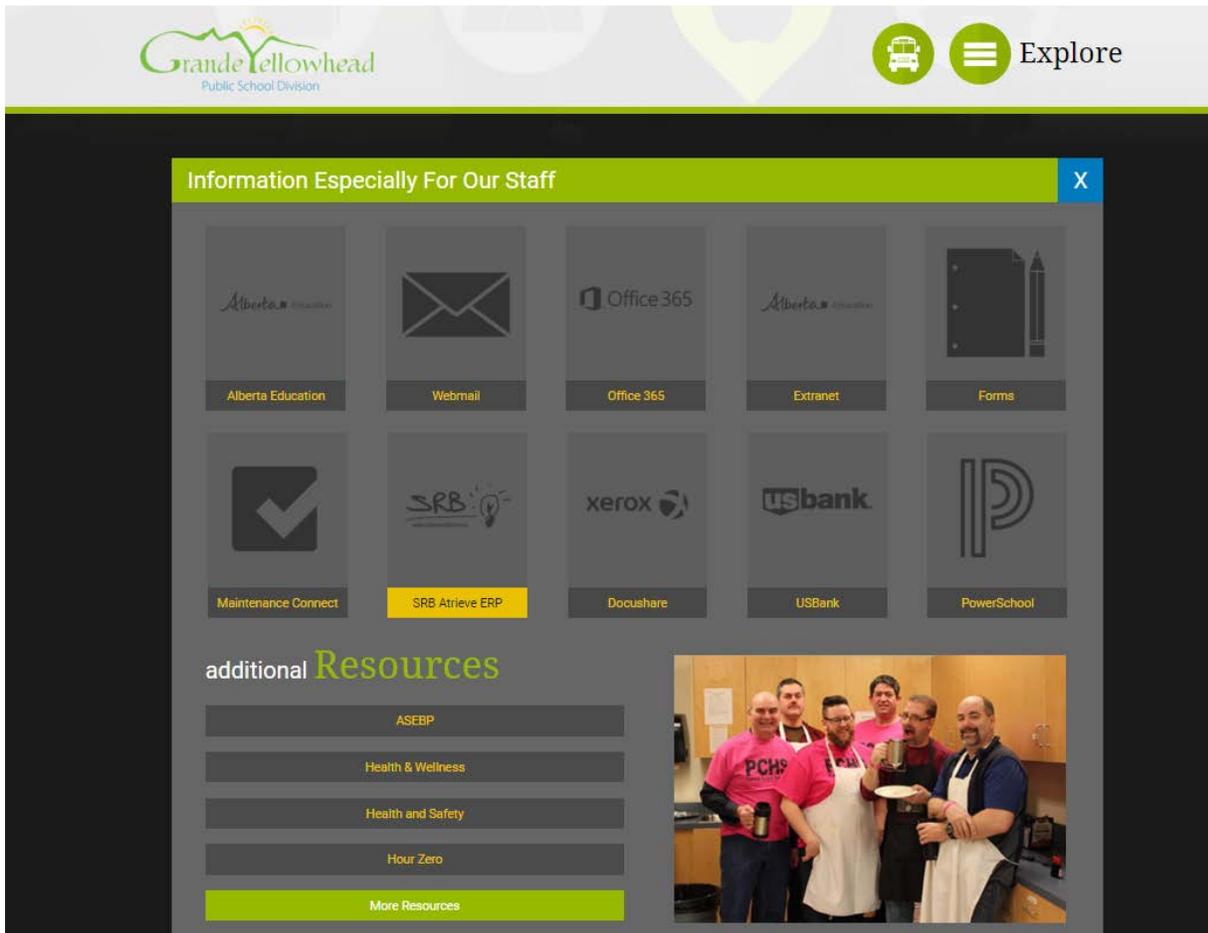
2. Enter your username and password provided to you. It is the same username and password that was provided to you by Hazel Shearer at 780-723-4471 ext. 142 for your GYPSD email.

Viewing your Dispatches

From the My Dispatches Menu select View Dispatches.

Dispatch Summary Information

The next screen will give you a summary of your dispatches. You have the ability to extend or shorten the date range of the dispatches you would like to view. By clicking on the ID No that is in underlined in blue, you will be able to view individual dispatches in detail.

Dispatch Detail Information

This screen will show you the details of your dispatch. *Listed are the days you will be paid for. If you have worked for someone and the day or days are not showing, please contact the school as you will not be paid for days not listed.*

Unavailability

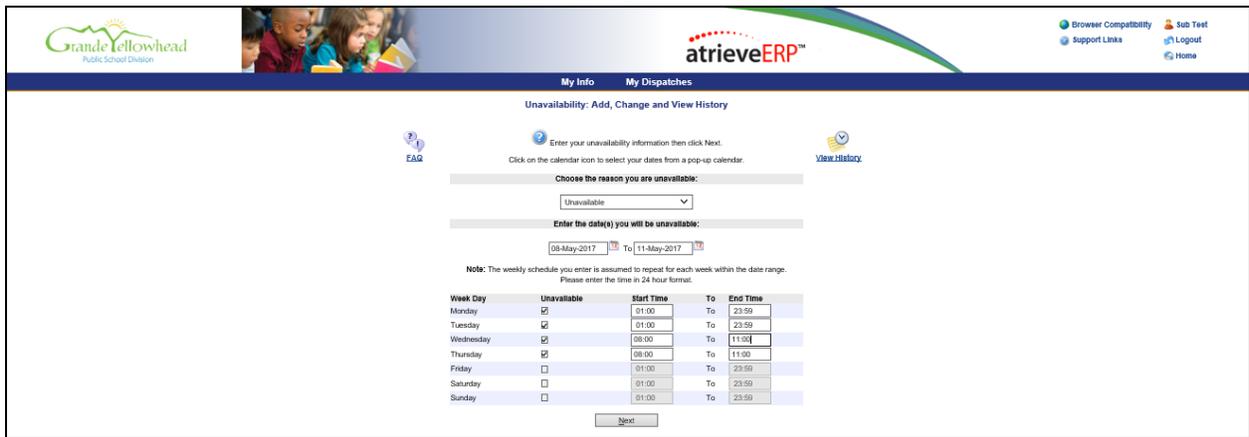Under the My Dispatches Menu select Unavailability.

Entering Unavailability

This screen Allows you to chose an reason as to why you are marking yourself unavailable. You can enter an absence for one day or a date range. If you are entering a date range, you can change the times of certain days you are unavailable. For instance you may only be unavailable for the morning of a particular day in that date range, but full days for others.

My Info

Select My Info, and it will bring up your individual information. If there is a change to be made, please send an email to the payroll mailbox at payroll@gypsd.ca to submit the change of the information that needs to be corrected.