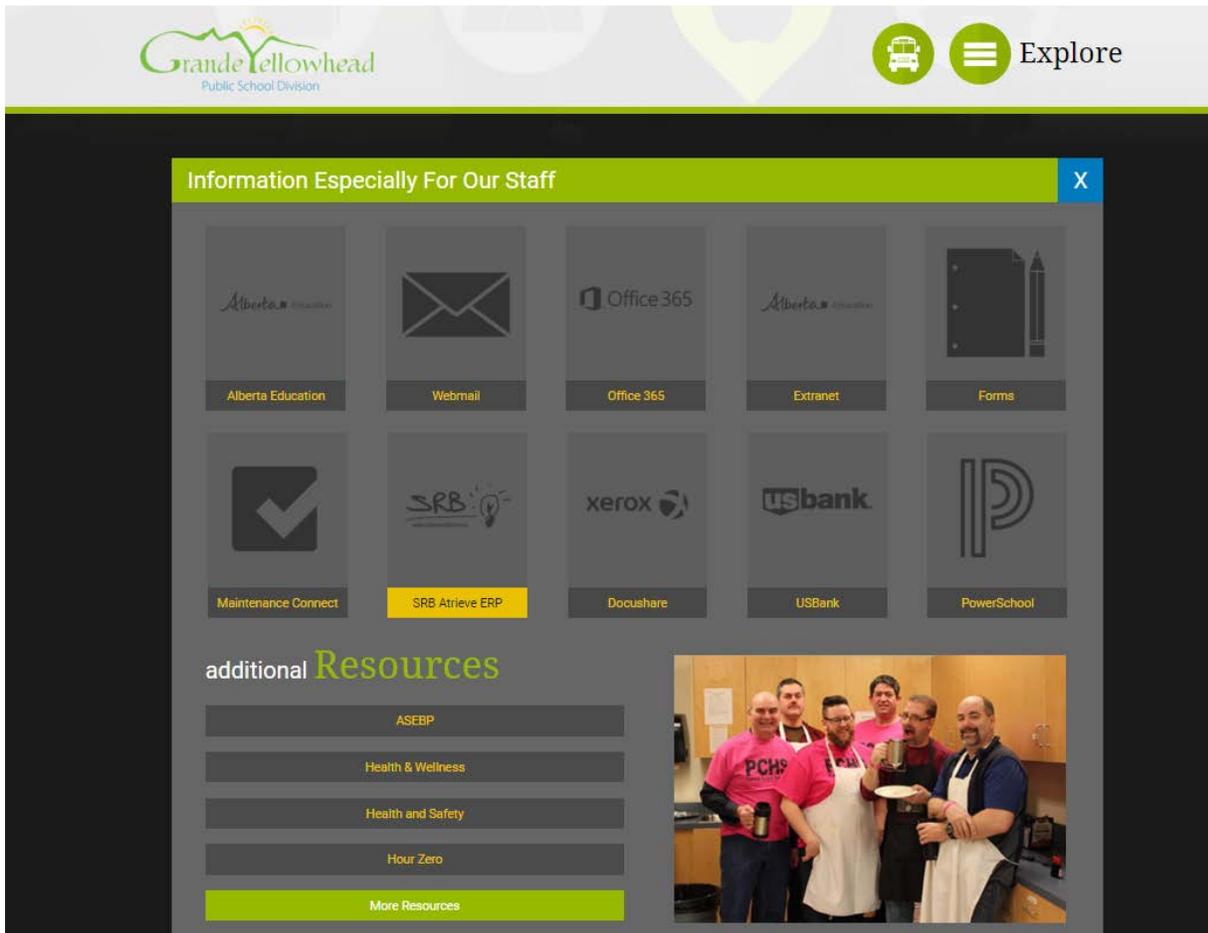


Viewing your Dispatches and Other Information

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.



Login

Enter your username and password:

Username:

Password:

Viewing your Dispatches

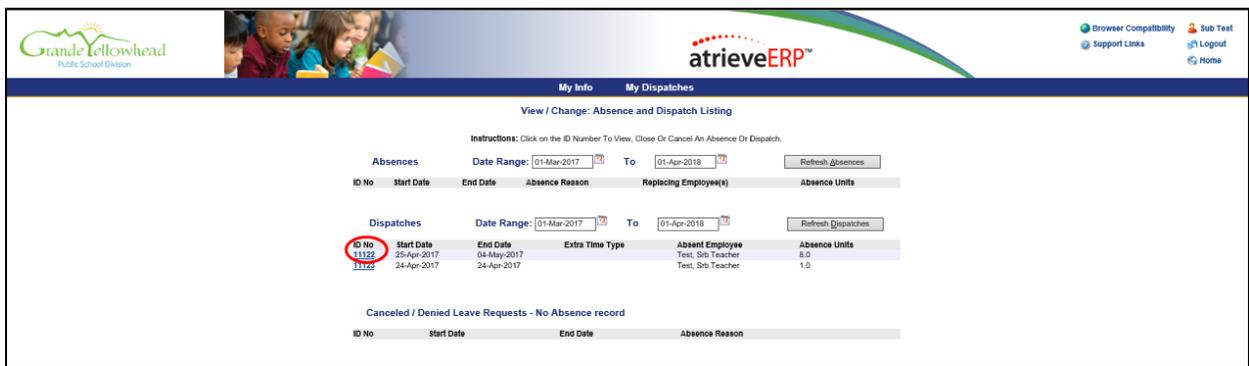
From the My Dispatches Menu select View Dispatches.



The screenshot shows the 'My Dispatches' menu with 'View Dispatches' highlighted by a red circle. Other options include 'Unavailability'.

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 underlined in blue, you will be able to view individual dispatches in detail.



The screenshot shows the 'Dispatch Summary Information' page. It includes a date range selector (01-Mar-2017 to 01-Apr-2018) and a table of dispatches. The ID number 11122 is circled in red in the original image.

ID No	Start Date	End Date	Extra Time Type	Absent Employee	Absence Units
<u>11122</u>	25-Apr-2017	04-May-2017		Test, SIB Teacher	8.0
11222	24-Apr-2017	24-Apr-2017		Test, SIB Teacher	1.0

Below the table, there is a section for 'Canceled / Denied Leave Requests - No Absence record' with a table header: ID No, Start Date, End Date, Absence Reason.

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.**



View / Change: Dispatch Details for ID 11122

ID Number: 11122
 Dates: 25-Apr-2017 To 04-May-2017
 Replacing: Srb Teacher Test
 Employment(s):
 Subjects/Levels:
 Message: You can find the Sub plans in the top left hand drawer. Dress warm for second period as we are playing soccer outside. You can park in Parking Spot 8 on the West side. Thank you.

Date	Week Day	Position	Location	Start	End	Absence Units
25-Apr-2017	Tuesday	Substitute Teacher	Unknown Location	08:00	15:00	1.0
26-Apr-2017	Wednesday	Substitute Teacher	Unknown Location	08:00	15:00	1.0
27-Apr-2017	Thursday	Substitute Teacher	Unknown Location	08:00	15:00	1.0
28-Apr-2017	Friday	Substitute Teacher	Unknown Location	08:00	15:00	1.0
01-May-2017	Monday	Substitute Teacher	Unknown Location	08:00	15:00	1.0
02-May-2017	Tuesday	Substitute Teacher	Unknown Location	08:00	15:00	1.0
03-May-2017	Wednesday	Substitute Teacher	Unknown Location	08:00	15:00	1.0
04-May-2017	Thursday	Substitute Teacher	Unknown Location	08:00	15:00	1.0

Buttons: Close (Shorfen), Cancel Dispatch, Return to List

Unavailability

Under the My Dispatches Menu select Unavailability.

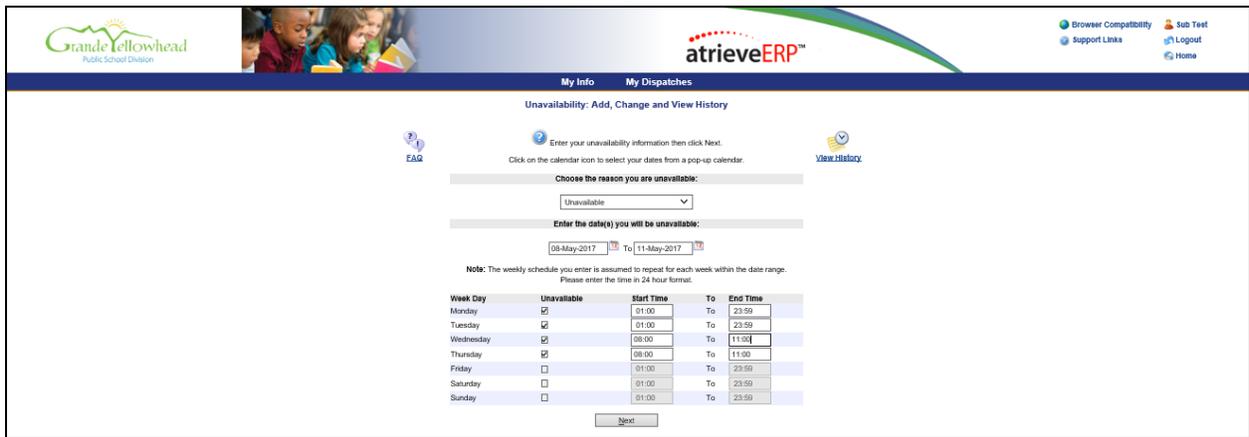


My Info | **My Dispatches**

- View Dispatches
- 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.



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My Info | **My Dispatches**

Unavailability: Add, Change and View History

Enter your unavailability information then click Next.
Click on the calendar icon to select your dates from a pop-up calendar.

Choose the reason you are unavailable:

Enter the date(s) you will be unavailable:
 To

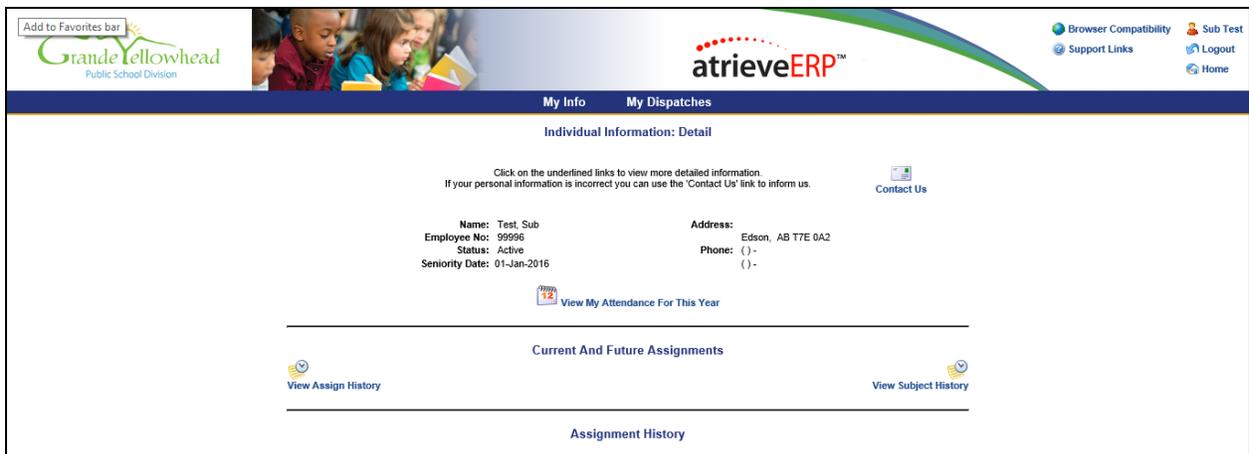
Note: The weekly schedule you enter is assumed to repeat for each week within the date range. Please enter the time in 24 hour format.

Week Day	Unavailable	Start Time	To	End Time
Monday	<input checked="" type="checkbox"/>	01:00	To	23:59
Tuesday	<input checked="" type="checkbox"/>	01:00	To	23:59
Wednesday	<input checked="" type="checkbox"/>	08:00	To	11:00
Thursday	<input checked="" type="checkbox"/>	08:00	To	11:00
Friday	<input type="checkbox"/>	01:00	To	23:59
Saturday	<input type="checkbox"/>	01:00	To	23:59
Sunday	<input type="checkbox"/>	01:00	To	23:59

Next

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.



Add to Favorites bar | Grande Yellowhead Public School Division | atriaveERP™ | Browser Compatibility | Sub Test | Support Links | Logout | Home

My Info | **My Dispatches**

Individual Information: Detail

Click on the underlined links to view more detailed information.
If your personal information is incorrect you can use the 'Contact Us' link to inform us.

Contact Us

Name: Test_Sub | Address: Edson, AB T7E 0A2
 Employee No: 99996 | Phone: (-) - (-)
 Status: Active | Phone: (-) - (-)
 Seniority Date: 01-Jan-2016

 View My Attendance For This Year

Current And Future Assignments

[View Assign History](#) | [View Subject History](#)

Assignment History