

Earning Statements, T4's and EFT Payments

1. You can access all of your earning statements, T4's and EFT payments in a tab called "My Info," in Atrieve.
2. The tab is located at the left hand side in your Atrieve menu.

Log an absence & leave

request (over the web):

1. In a web browser, navigate to: www.sjasd.ca *Employment *Atrieve
2. Enter your username (lastname.firstname) and password. Click Login.
3. From **My Absences** menu, choose **Absence Entry**. From Reason menu, choose a reason code. Select single day or range of days. Click Calendar icon(s) to select day(s). Click Next.
4. On the Absence Entry: Absence Schedule Details page, the absence time defaults to your schedule. Click AM, PM or Full Day. For specific absence times, enter a start & end time in 24 hour military style (3:00 PM = 1500). If you work at multiple positions or schools, de-select Include checkbox for positions or locations you will not be absent for. Click Next.
5. On the Absence Entry: Replacement Details page, indicate if you need a sub. Also indicate if your sub requires a different schedule. Also indicate if you wish to request subs. Click Next.
6. If you indicated you wish to request specific subs, click on the Binoculars icon for Requested Employee # 1. In the Employee Search box, for Step 1, enter a last name or * in the Search box and

- click Search. For Step 2, click the list of available subs and select one. Click Accept. Click Next.
7. On the Absence Entry: Replacement Instructions page, click Yes if you have contacted the requested sub. Click No if the system is to contact the sub.
 8. Under Subject, select a subject the sub must be able to teach. Under Level, select a level the sub must be able to teach at.
 9. Under Message, enter a message to be visible to any sub who is offered the job. Click Next.

Cancelling an Absence

Absences cannot be cancelled less than 5 hours before the start of the absence.

Cancelling an absence (over the phone):

10. If the Absence Entry: Leave Application Entry page appears, fill in the form. Enter/select any required fields and Application Comment. Click Next.
11. On the Absence Entry: Summary Page, review the absence/leave details. Click Back button to make modifications or click Submit Absence. If a leave form was filled, you will receive an email notification when your leave request is approved or denied.
1. Call ADS. Enter your employee number and PIN followed by the # key. Press 4 for Cancellation Options. Press 1 to cancel an absence.
2. Press 1 to search by absence ID or press 2 to search by date. Enter the absence ID or date in YYMMDD format, followed by the # key.
3. Press 4 to cancel the absence. Press 1 to finalize the cancellation. Hang up.

Cancelling an absence (over the web):

1. In a web browser, navigate to: www.sjasd.ca *Employment *Atrieve
2. Enter your username (lastname.firstname) and password. Click Login.
3. From My Absences menu, choose View Or Change.
4. On the View / Change: Absence and Dispatch Listing page, under ID No, click ID of an absence.
5. On the View / Change: Absence Details page, click Cancel Absence. On the View or Change: Cancel Absence page, click Submit Cancel to finalize the cancellation.



Absence Logging

Quick Reference Guide

MANTE Employees

St. James-Assiniboia School Division

Phone: 204.888.7951
 Fax: 204.831.0859
 Web: www.sjasd.ca

ADS Phone Number:

204.515.1059

ADS Website:

www.sjasd.ca *Employment *Atrieve

| | |
|---|--|
| Employee #: <small>(available on your pay stub)</small> | |
| ADS PIN: | |
| Website Username: | |
| Website Password: | |

Inquire on an Absence

Inquire on an absence (over the phone):

1. Call ADS. Enter your employee number and PIN followed by the # key.
2. Press 2 for Inquiry Options. Press 1 to inquire on an absence.
3. Press 2 to search by absence date.
4. Enter a date in the format of YYYYMMDD#.
5. Press 1 to confirm the date entered.
6. Write down the absence ID, listen to the absence details.
7. Press 1 to listen to the times and location. Press 2 to listen to the subjects and levels. Press 3 to listen to your message. Press 4 to listen to the dispatches.
8. Hang up.

Inquire on an absence (over the web):

1. In a web browser, navigate to:
www.sjasd.ca *Employment *Atrrieve
2. Enter your username (lastname.firstname) and password. Click Login.
3. From the **My Absences** menu, choose **View Or Change**.
4. On the **View / Change: Absence and Dispatch Listing** page, in the **ID No** column, click the **ID** of a previously logged absence.
5. On the **View / Change: Absence Details** page, review the absence details.

Register for ADS

To Register for ADS:

1. Call ADS. Enter your employee number and PIN number followed by the # key. When registering, your PIN and Employee Number are the same. If you do not know your Employee # or PIN, contact the Sub Placement Desk at 204.888.7951 Ext. 2025 or send an email to subfinder@sjasd.ca
2. If you have not previously registered for ADS, ADS will indicate 'your name has not been recorded'. When asked, record your name. If you are satisfied with the recording, press 1. Hang up.

To change your ADS PIN:

1. Call ADS. Enter your employee number and PIN number followed by the # key. Press 5 for General Employee Options.
2. Press 1 to change your PIN. PIN Numbers can be 4 digits or longer. Enter your new pin, followed by the # key. Press 1 to confirm you have entered a correct pin. Hang up.

FYI ABOUT ADS

- Enter Dates as YYYYMMDD or YYMMDD.
- Enter Time as HHMM using a 24 hour clock.
- Return to main menu: press * then 1.
- Increase ADS volume: press # then 3.
- Decrease ADS volume: press # then 2.