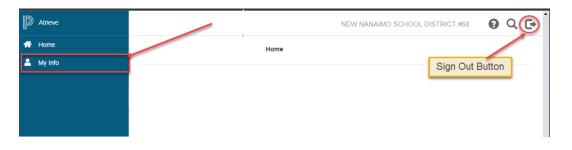
Atrieve Instructions

My Info menu on the main screen displays all the menu items



Time & Attendance Menu

Select My Info Menu

Select Time & Attendance



Complete Timesheets

Select Enter Time to fill in your timesheet



Log Absences

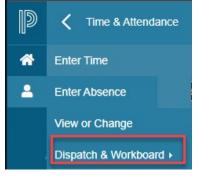
Select Enter Absence to log absences



Change Availability & ADS PIN

To change availability and/or reset your ADS PIN select Dispatch & Workboard





Change your Phone Number

Select Phone & Email to change your phone number



Documents & eForms Menu

Earning Statements

Earning statements are in the drop-down menu in the Employee Statement section

D	🕻 My Info				
*	Dashboard	Þ	C Documents & eFor	Employee Statement Viewe	er
-	Time & Attendance +	*	Employee Information +	Statement Type	Earnings Statements
	Documents & eForms >	-	eForms ►	Year to View	Earlings Statements T4 Statements Staffing Notifications
	Job Postings +		Employee Statement		Submit
	Phone & Email >				

Employee Information

Your employee Information (current assignment, contact information, seniority date, etc.) is available under Employee Information – My info



Employee Forms

Select eForms - My eForms List -- Employee Forms to see the forms available to you

