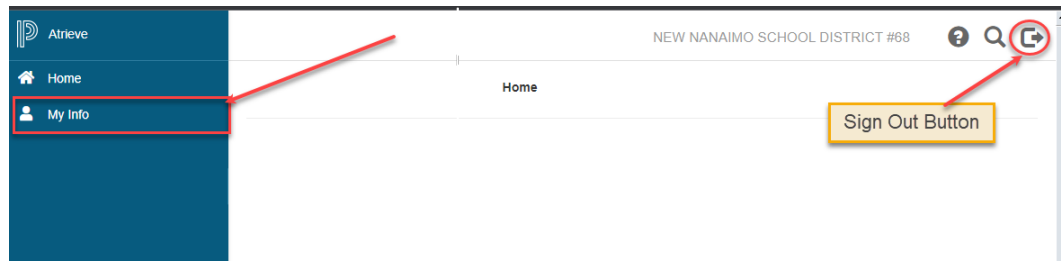


# Atrieve Instructions

[My Info](#) menu on the main screen displays all the menu items

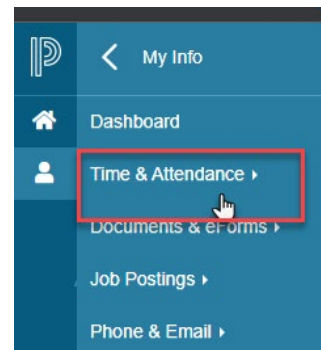


## Time & Attendance Menu

Select [My Info](#) Menu

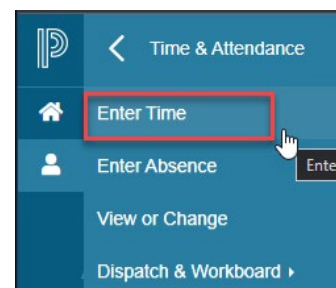


Select [Time & Attendance](#)



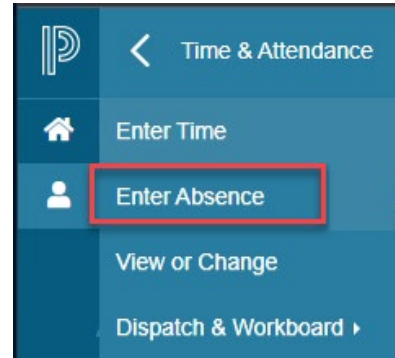
## Complete Timesheets

Select [Enter Time](#) to fill in your timesheet



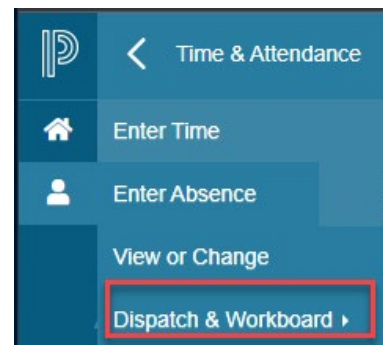
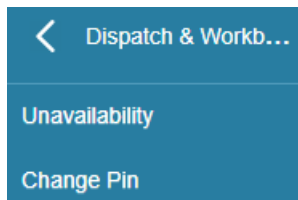
## Log Absences

Select [Enter Absence](#) to log absences



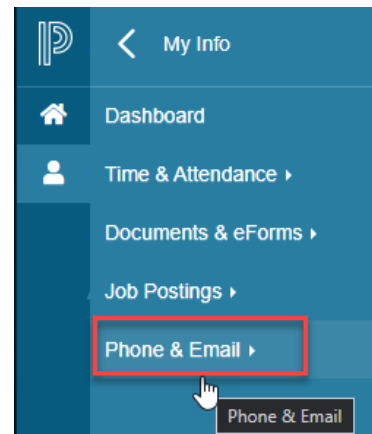
## Change Availability & ADS PIN

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

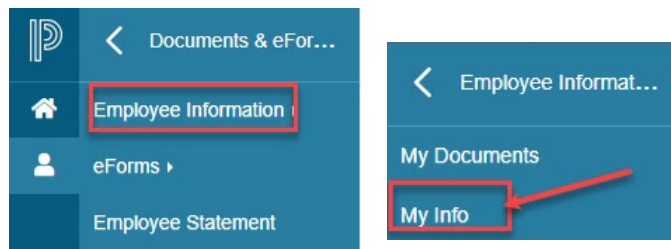
## Earning Statements

Earning statements are in the drop-down menu in the [Employee Statement](#) section



## 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

