

Click the MySD68 Staff link to Login.

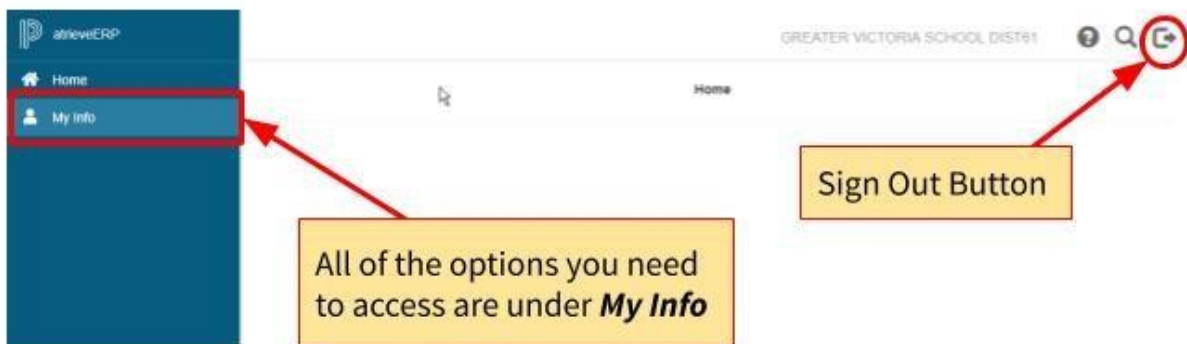
[My SD68 - Atrieve](#)

My SD68 – Atrieve Will Be Updated as of June 17, 2019.

The *My SD68 – Atrieve* web application that employees use to complete their timesheets, log absences, review their pay, apply for internal jobs, etc., will have changed visually; however the core functions remain the same. Employees will need to familiarize themselves with the updated locations of the tools they use regularly.

The Main Screen

The Main Screen displays the menu items to the left, instead of above. All of the options employees need to access are nested under the *My Info* Menu.

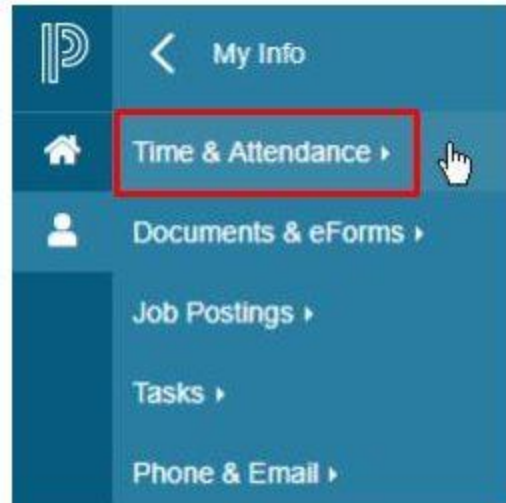


Completing Timesheets, Logging Absences & Changing Availability & PIN

1. Click on the *My Info* Menu on the left-hand side of the screen.

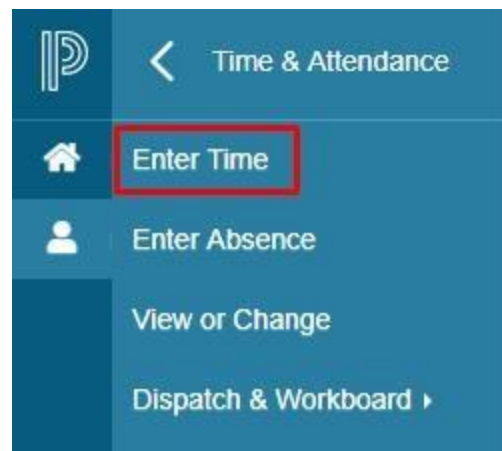


2. Click *Time & Attendance*.



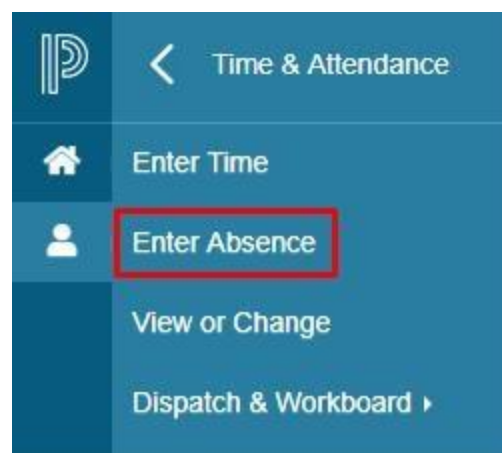
3a. Completing Timesheets.

Under *Time & Attendance* click *Enter Time*. Fill in your timesheet(s).



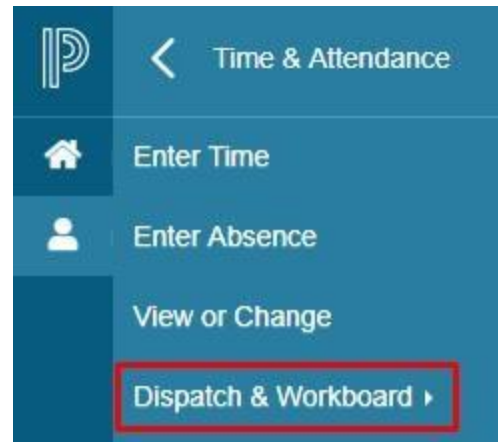
3b. Entering Absences

Click on the *Enter Absence* link, second on the list of the *Time & Attendance* Menu.



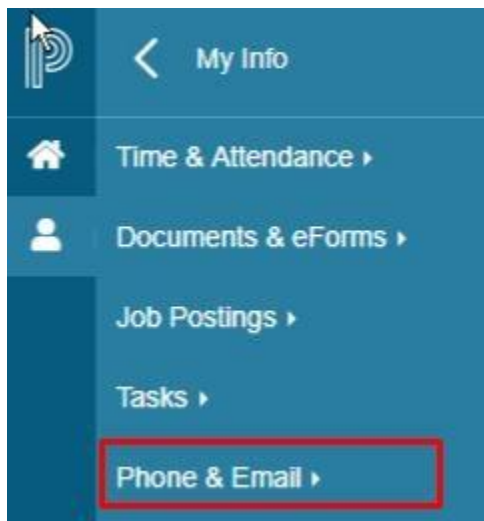
3c. Changing Availability & ADS PIN

The options for changing availability and resetting your ADS PIN are under the *Dispatch & Workboard* link at the bottom of the *Time & Attendance* heading.



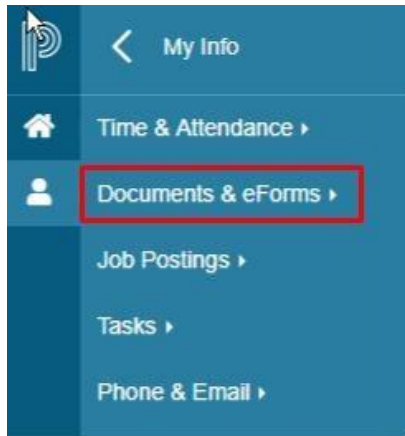
How Do I Change My Contact Information?

The link to change your phone number and email address are at the bottom of the *My Info* Menu.



Where are my Pay Statements & Employee Information?

You can review your pay statements under the *Employee Statements* section of the *Documents & eForms* heading. Your employee Information (current assignment, contact information, seniority date, etc.) are also available under *Employee Information*.



More Information

PowerSchool—the company that develops *Atrieve* – has detailed documentation about using the application [here](#).

This [5 minute video](#) provides an overview of the updated version of the application.