

# Getting to know Atrieve/SRB 2023-2024

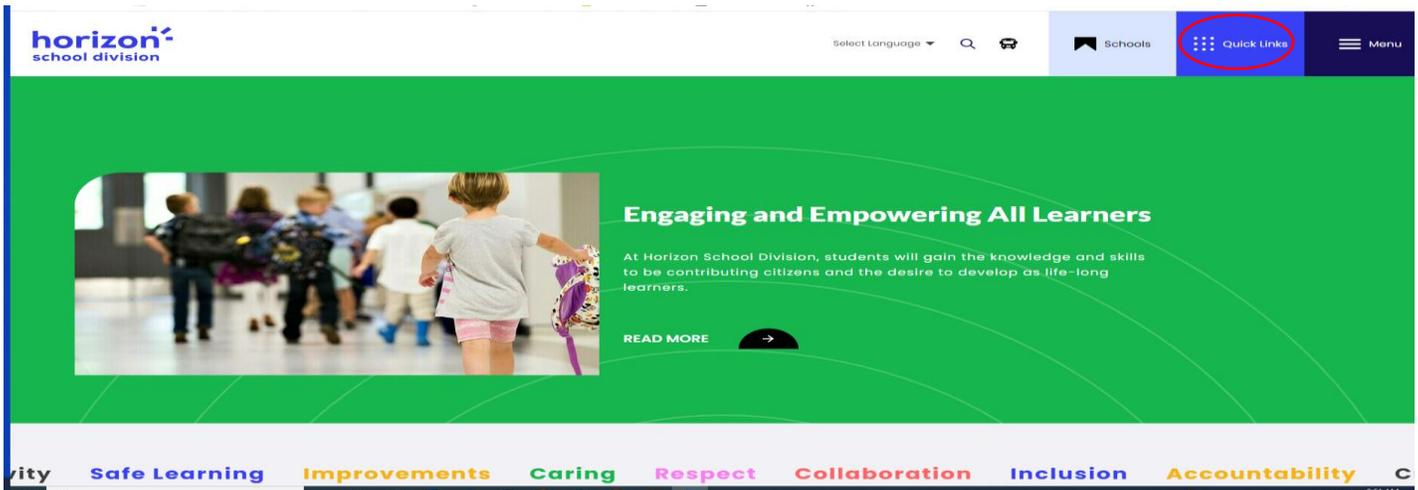
If you are a new hire Welcome Team Horizon!

If you are a current employee, this is an updated version of Getting to Know Atrieve/SRB

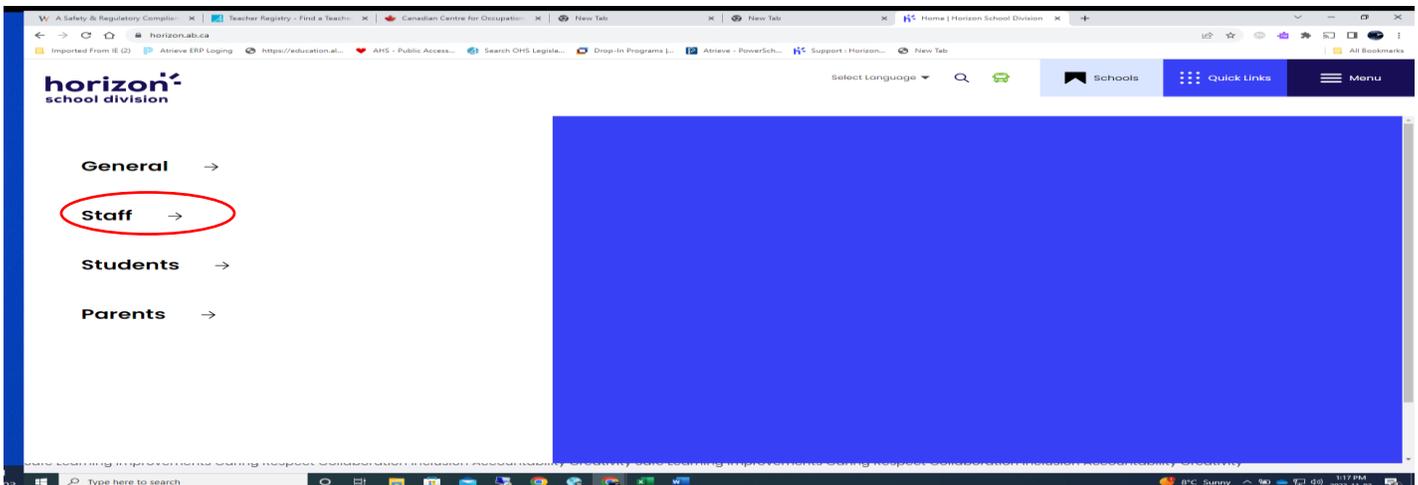
We hope you find this Atrieve/SRB guideline useful.

Atrieve/SRB is where all employees access his/her pay vouchers and T4 slips. This is also where employees, with an assignment, will enter their own absences and will be able to see their absences from year to year. As well, Sub Teachers and Sub Support Staff will use the Workboard to accept sub jobs that have been posted to the Workboard and can see the jobs they have accepted either through the Automated Dispatch System (ADS) or the Workboard.

Let's get started. Please go to our website at horizon.ab.ca (colours change each time you land but the picture stays the same) and on the right-hand side of the webpage click on Quick Links (9 dots)



The next page will look like the picture below, click on the staff option.



A new page will open. In the first column click on the circled P with Atrieve/SRB beside it



You are now at the Atrieve sign in page (below). Use your school computer username and password to login.

**Welcome to Atrieve!**

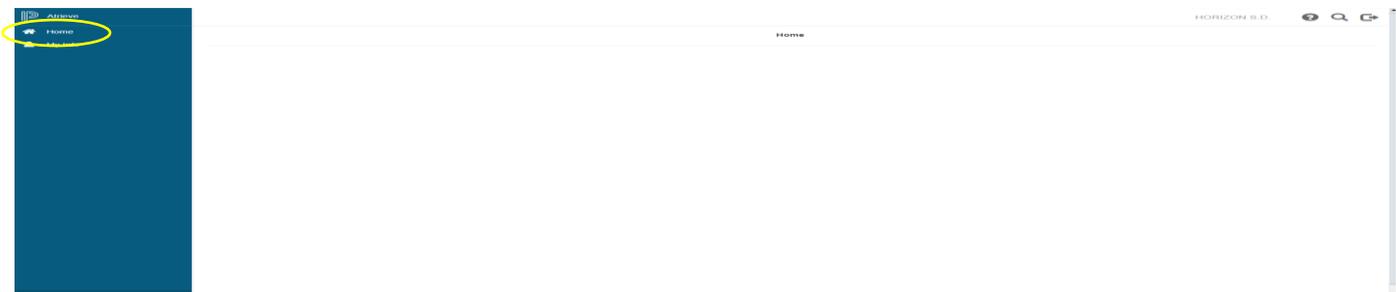
**Username**

**Password**

Remember My Login



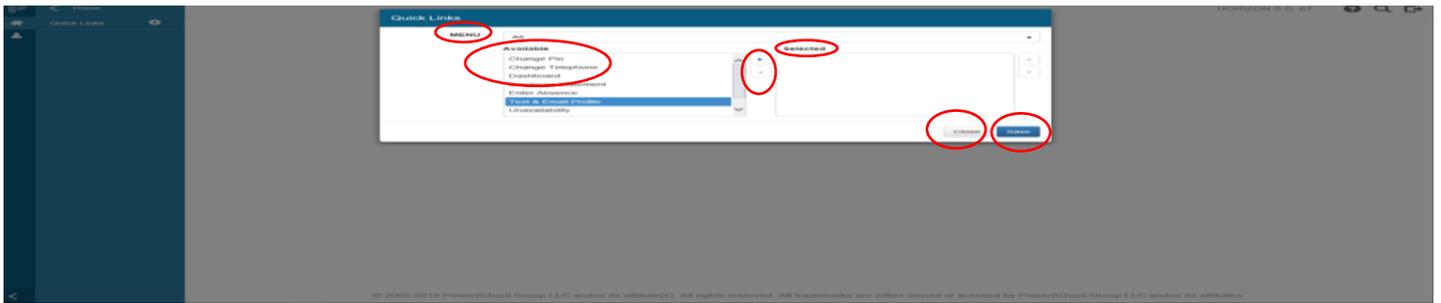
You are now in P Atrieve and will see Home and My Info on the left-hand side of the page, click on the Home button



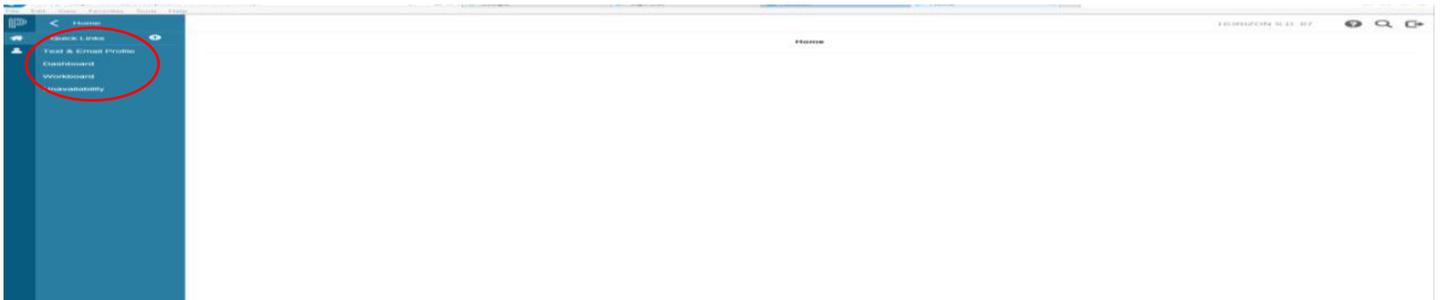
And a Quick Links button will appear with a plus sign in a circle



Click on the plus sign and a new window will appear. This window provides you with options that can be placed onto your quick links (blue) bar for easy access. In the first box "available" click on a link you would like quick access to in the future and then click on the right pointing arrow (between the two boxes) to move it over to the "selected" box. Once you have finished making your selection, push save and close.



Your quick Links list will update (picture below); note that this action can be reversed at any time.

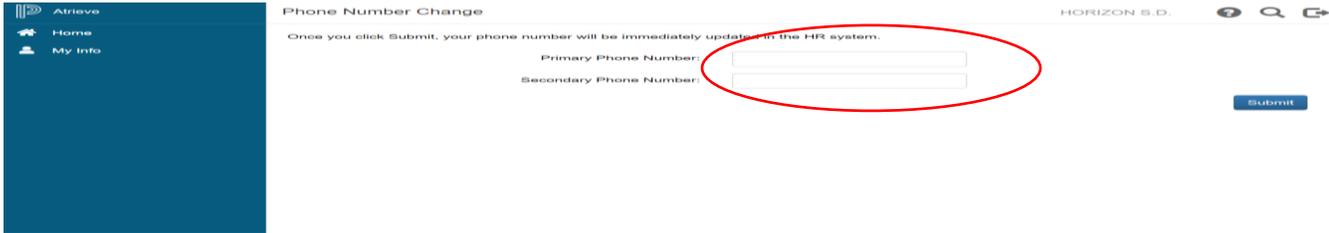


**The Quick Links list allows you to quickly link to specific areas in Atrieve, for example you can go to:**

**Change Pin (ADS)**– this PIN (upon first setup, is your employee #) is requested when the Automated Dispatch System calls you. The ADS PIN # can also be changed by going the long way, to My Info/Time and Attendance/Dispatch & Workboard/Change Pin



**Change Telephone - (all employees)**- if your telephone number changes you can independently update it in Atrieve using the quick link (no need to contact the HS Department we will see the change) or you can go to My Info/Phone & Email/ Change Telephone.



**Subs** (including sub teachers and sub support staff): You will see an additional option in this area. It is here that you can tell the Automated Dispatch System (ADS) **when or if** you want to receive calls. See picture below.

**Please note:**

**The ADS is very persistent** and when you think you can just not answer the questions and hang up, you will receive another call back and will receive calls repeatedly until the ADS has received the answers for the questions asked, or you unplug or turn off your phone.

That being said, you have options regarding the ADS call outs.

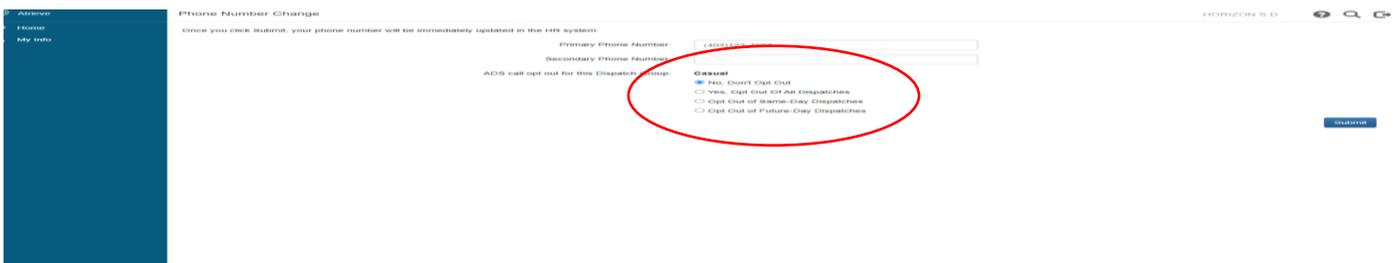
**You have a choice:**

**No, don't opt out** – which means you are willing to receive calls morning and evening.

**Opt out of all dispatches** – which means you will not receive any calls from the ADS and will instead check your workboard often.

**Opt out of same day dispatches** – which means you will not receive calls at 6:00 a.m. in the morning

**Or Opt out of future dispatches** – which means you do not want to receive the 5:00 p.m. calls for future absences

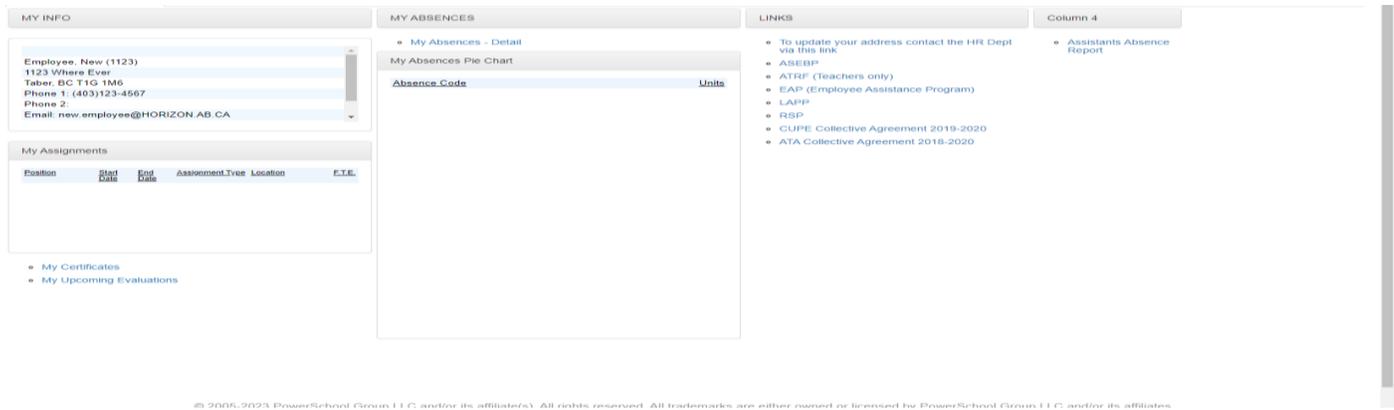


**Dashboard** – your employee dashboard provides the information we have in Atrieve such as your employee #, name, address, phone # and assignment. It is also where you will find links to specific documents or web sites, we feel might be of importance to you.

Check to make sure we have your correct information, if not, let either HS or Payroll know so we can update Atrieve.

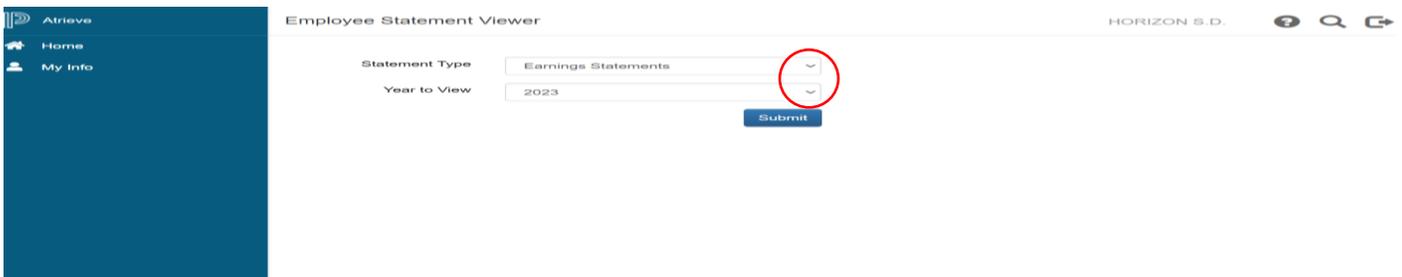
**Please note:** The number beside your name (top left box) is your employee number. The number below your contact information is your pin # for the ADS – upon initial setup these numbers are the same; make sure you change your pin.

Your dashboard can also be found by going to My Info/Dashboard.



**Employee Statement** – your earning statements and T4 statements are located here, remember to use the dropdowns to navigate through the information you are seeking. If you have any questions regarding your earning statement or T4 please contact the Payroll Department.

Your pay voucher and T4 statements can also be found by going to My Info/Documents & eForms/Employee Statement



**Enter Absence** – Teachers and Support employees can enter their own absences here but can also do so by going to My Info/Time & Attendance/ Enter Absence. A reminder that when selecting a sub (dispatch) if the person's name does not show up as a choice, then he/she is either not active as a sub or has not indicated that specific school to sub for; contact Human Services with any questions.



**Text & Email Profile** – (requested subs and notification that your job has been picked up) this action sets up how you would like to receive notifications (text or email) and during what time of the day. Can also be found by going to My Info/ Phone & Email/Text & Email Profile.

**Subs:** It is here (picture above) you tell the system how you would like to receive notification when you have been “requested” for a job. You decide, if you want to receive a text message or email when you have been requested to sub. You decide what times of the day would you like to receive notification of being “requested” for a job (the system will not accept an open 24-hour option (eg. 0000 to 0000) but you could indicate 23 hours and 59 minutes per day). Here you input your cell number and your cell phone provider. If you prefer an email then enter your times of day and email address. Finally, choose submit and a test notification will be sent to you through the method you chose.

Teachers and support staff can enter up to 5 “Requested” subs, so, if you receive notification you have been requested to sub and sign into your workboard and there is nothing listed there, someone else has gotten there before you.

**Teachers and Support Employees:** Setting up a text & email profile sets up how you receive notification that someone has picked up a job you have posted. Follow the set-up procedures indicated for subs.

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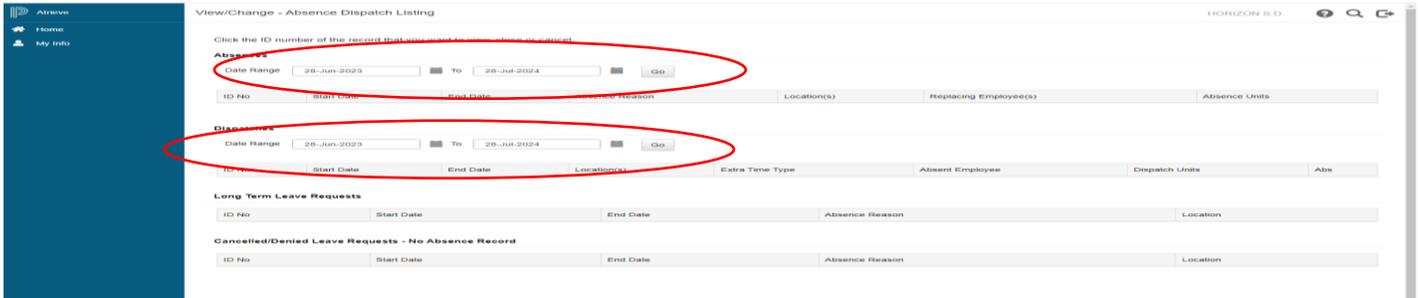
**Unavailability** – Subs and employees who also sub: Should you ever be temporarily unavailable or have a part time job that conflicts with subbing a whole school day, it is here that you tell the system the times and days you are unavailable. Please note that even though you indicate you are unavailable, if a school should print off a sub list your name and phone number will still appear and you may receive a call from someone because, you are a sub of Horizon.

You can also find this option by going to My Info/Time & Attendance/ Dispatch & Workboard/Unavailability

| Unavailability | Start Time | End Time |
|----------------|------------|----------|
| Sunday         |            |          |
| Monday         |            |          |
| Tuesday        |            |          |
| Wednesday      |            |          |
| Thursday       |            |          |
| Friday         |            |          |
| Saturday       |            |          |

**View or Change – Teachers and Support staff:** can see absences, dispatches, long term leave requests and cancelled or denied requests. **Subs:** can see accepted and cancelled jobs. If you do not see a job you have accepted, please reach out to the person that asked you to cover as they may have forgotten to enter you in as the sub. **Make sure to use the date range option.**

You can also find this option by going to My Info/Time & Attendance/View or Change



**Workboard – Subs:** It is here that you will see employment opportunities for you to accept or decline. If you are unable to work a specific job please decline so Atrieve can continue to look for another sub.

**FYI** the ADS and workboard work together: Each day both a.m. and p.m. the ADS will notify subs of any cancellations and place his/her name back into the queue. The ADS then removes a job from the workboard and begins to call out to available subs. If a replacement is not found the ADS will place the job back onto the workboard and move on to the next open job. It will repeat this process with each job on the workboard. So, if you receive more than one call (unless you hung up before answering the questions) in a morning or evening just know that it is a different job the ADS is calling about.



I hope this information was useful in getting you familiar with Atrieve/SRB.

If you have any questions, feel free to contact the Human Services Department.

Have a great day!