New Employee Electronic Pay Statement Information

Prairie South Schools payroll is paid by direct deposit, we do <u>not</u> print earnings statements. You may access your information online by following the steps below.

Payroll deposit dates are by employee type:
Pay dates are as follow or the last day prior/weekend, whichever sooner

Contract teachers – 25th of the month
Substitute teachers – 10th of the month following service
Support staff – semi-monthly on the 15th and the second last calendar day of the month
Regular bus drivers – semi-monthly on the 15th and the second last calendar day of the month
Casual bus drivers – semi-monthly on the 15th and the second last calendar day of the month
Casual employees – semi-monthly on the 15th and the second last calendar day of the month

Employee Self Service

Quick Reference Guide for Atrieve

It is highly recommended you use Google Chrome

Step 1

- Access the internet and go to *the Prairie South School Division* home page *(www.prairiesouth.ca)*

Step 2

- Click on the Staff tab and then choose *AtrieveERP/Powerschool*

Step 3

- A Login Screen will appear:

   o Enter your user name *the same format and password you would use to log on to a Division computer.

- Eg: lastname.firstname

- Enter your password

- Select the "Login" button

Step 4

- Place your curser over "My Info"

- Select Documents and eForms, Employee Information and then My Info for personal information such as your address, and assignment history.

Step 5

- Place cursor over "My Info"

- Select Documents and eForms and Employee Statement

- Select "Earning Statements" to view pay information, "EFT Notifications" to view expense claims and "T4 Statements" to view T4's, once they have been issued.

- Choose the statement you would like to view by clicking on the date.