

Atrieve – Self-Serve:

Employees can access common personnel file information through the “Atrieve Self-Serve” portal. You can access the portal under the “STAFF” tab on the St. Paul Education website.

<http://www.stpaueducation.ab.ca/>

The screenshot shows the St. Paul Education website. The navigation menu at the top includes HOME, ABOUT US, BOARD, PARENTS, STUDENTS, PROGRAMS, TRANSPORTATION, STAFF, DOCUMENTS, and CONTACT US. A red arrow points to the STAFF tab. Below the navigation menu is a search bar and social media icons for Facebook, Twitter, Instagram, and YouTube. The main content area features the St. Paul Education logo and tagline "Learning Together, Growing Together", a "Back to School 2021" button, and a "3 Year Education Plan AERR Summary" link. Below this, there are three columns of links under the "Staff" section. The first column contains "Employee Programs", "Atrieve Guides", "Atrieve - Self Serve" (highlighted with a red arrow), and "PowerSchool". The second column contains "Health and Safety", "Staff Forms", "Labor Relations", and "Collective Agreements". The third column contains "Substitute Teachers", "Work @ SPERD", and "Staff Celebration".

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Your login and password for Atrieve are the same as your computer network login. (see your school tech for any login assistance)

The “My Info” tab in Atrieve has information on your leave history (Time & Attendance), and also allows you to view/print your earnings statements and T4s (Documents & eforms) .

The screenshot shows the AtrieveERP interface. The main menu on the left includes Home, My Info (highlighted with a red arrow), HR, and Finance. The right sidebar shows the "My Info" section with sub-links for Dashboard, Time & Attendance, Documents & eForms, Tasks, and Phone & Email.

Atrieve how-to guides are also posted on the Division website under “STAFF”. If you need additional assistance, please contact Central Office at 780-645-3323.

This screenshot is identical to the one above, showing the St. Paul Education website with the STAFF tab highlighted and the "Atrieve - Self Serve" link in the Staff section also highlighted with a red arrow.