

ATRIEVE – Employee Guide

1. Select “atriveeERP” on the district web page: WWW.GPCSD.CA



2. Enter your username and password provided to you.

Welcome to Atrivee!

Username

Password

Remember My Login

Login

Once in ATRIEVE, you will have the option to:

- View your earnings statement/T4
- Log an absence/request a sub (see separate attachment)
- View or change your absence(s)
- Update: address, benefits, banking info., tax forms, and name change
- Submit expense reimbursement

VIEW YOUR EARNING STATEMENT/T4:

- My Info
- Documents & eForms
- Employee Statement

VIEW OR CANCEL YOUR ABSENCE(S):

- My Info
- Time & Attendance
- View or Change
- Click on the ID No. of the absence you wish to cancel
- Scroll down to the bottom of the page and click on “cancel”.

UPDATE INFORMATION and SUBMIT EXPENSE CLAIM:

- My Info
- Documents & eForms
- eForms
- My eForms list
- Drop down “Creation/Update of Employee Information” or drop down “Expense Reimbursement”.