



EDULOG

Smarter Transportation.

ATHENA TIME AND ATTENDANCE

Employees Training Resource Guide



Employees

Training Resource Guide

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EMPLOYEES TRAINING RESOURCE GUIDE

PURPOSE OF THIS GUIDE

The Time and Attendance Employees Resource Guide will provide you with explanations of the basic tools within Athena, walk you through the procedure of creating a new employee profile within the software, as well as provide you with specific scenarios you may encounter as you begin to independently navigate the system within the User Stories section of this guide.

ATHENA EMPLOYEES INTRODUCTION

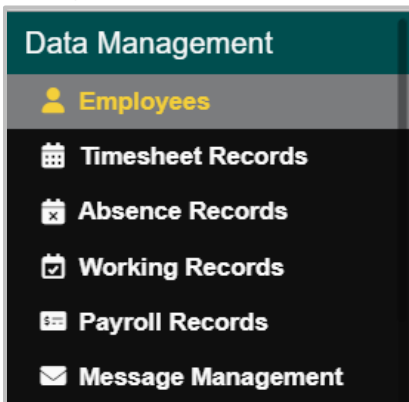
The Employees module within Athena Time and Attendance houses all employee information needed to create and run a school's payroll within the system. Following the creation of an employee profile, the user will find the additional capability of adding not only pay information (Pay type, frequency, rate, etc), but adding licensure, and training and certification information.

NAVIGATING THE EMPLOYEES MODULE

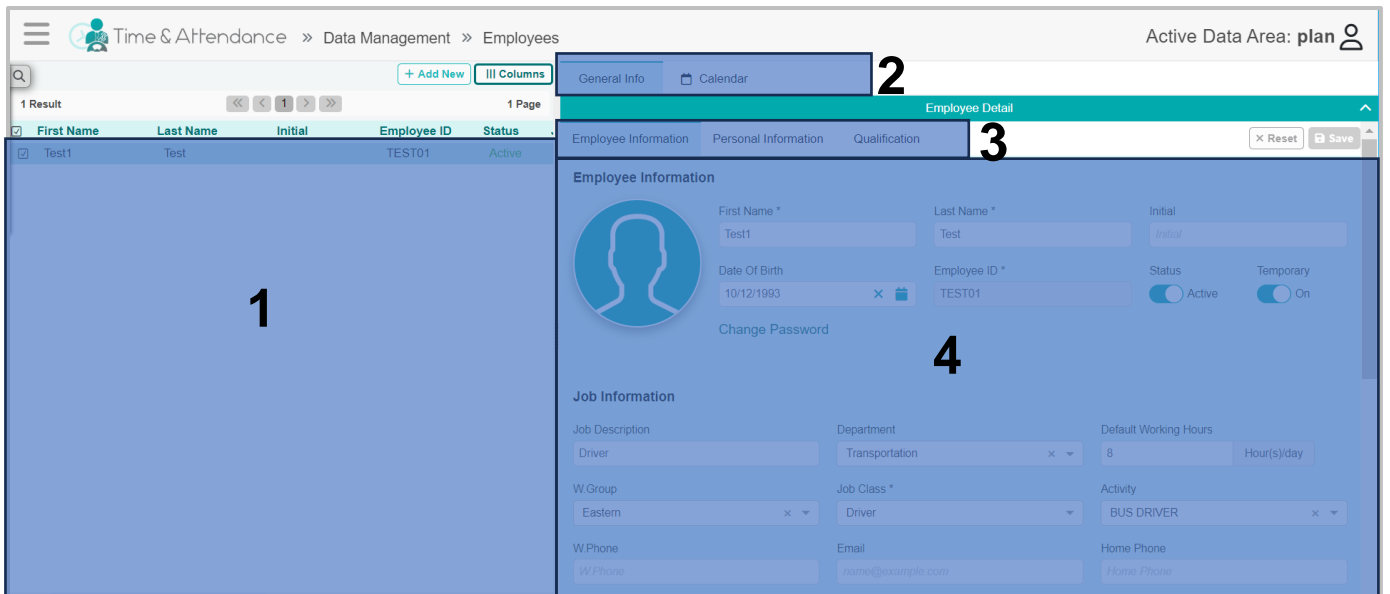
1. Enter the Time and Attendance Application.



2. Navigate to the Employees Module within the Data Management section of the menu.



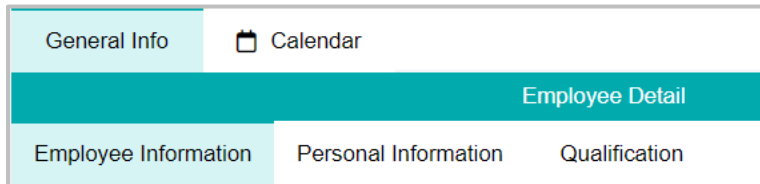
3. **Employees—Module Interface**



1. Employee List: On the left in the Data Panel is the employee list.
2. Workspace Panel Tabs: There are two tabs that display different types of data related to Employees: General Info and Calendar.
3. Employee Information Tabs: There are three employee informational tabs in the Workspace Panel: Employee Information, Personal Information, and Qualification.
4. Displayed Information: The information that displays in the Workspace Panel is dependent on the selected employee tab.

4. Employee Information Tabs:

Within the Workspace Panel the user can make changes to an employee's general records within the three informational tabs: Employee Information, Personal Information, and Qualification.



4.1. Employee Information:

The Employee Information tab provides the user with the selected employees job and license information

Employee Detail

Employee Information
Personal Information
Qualification
X Reset
Save

Employee Information

First Name *

Last Name *

Initial

Date Of Birth

Employee ID *

Status

 Active

Temporary On

[Change Password](#)

Job Information

Job Description

Department

Default Working Hours

 Hour(s)/day

W.Group

Job Class *

Activity

W.Phone

Email

Home Phone

Work Schedule *

License Information

License No.

State

Expiration

License Classification

Personal Classification

Fuel Card

Call-board

4.2. Personal Information:

Within the Personal Information tab, the user can find the selected employee's contact, employment, and pay information.

Employee Detail

Employee Information

Personal Information

Qualification

× Reset

Save

Contact Information

Address

Address

City

City

State

Zip Code

Zip Code

Employee Information

Employee

Employee

Supervisor

Supervisor

Union

Seniority

Date Hired

MM/DD/YYYY



Date Terminated

MM/DD/YYYY



SSN

SSN

Driver District ID

Driver District ID

Personal Classification

District

Grade

Level

Group

Sequence Number

Sequence Number

Pay Information

Pay Type

Frequency

Rate

0 <= Rate <= 1,000,000

Pay Per

Scale Hour

Leave Rate

0 <= Leave Rate <= 100

Pay Period Group

HOURLY

Additional Information

Emergency Contact Name

Emergency Contact Name

Emergency Address

Emergency Address

4.3. Qualification:

The Qualification tab allows the user to add any recorded Certifications or completed Training to an Employees record.

The screenshot shows the 'Employee Detail' interface with the 'Qualification' tab selected. At the top, there are tabs for 'Employee Information', 'Personal Information', and 'Qualification'. To the right of the tabs are 'Reset' and 'Save' buttons. Below the tabs is a 'Skill' section with a 'Selected Skill:' label and a dropdown menu. The 'Certification' section features a table with columns: Type, Number, Description, Issue Date, Expiry Date, and Comment. Above the table are buttons for '+ Add New', 'Edit', 'Remove', 'Export', and 'Columns'. The 'Training' section features a table with columns: Type, Class, Start Date, End Date, Repeat, and Frequency. Above the table are buttons for '+ Add New', 'Edit', 'Remove', 'Export', and 'Columns'.

ATHENA USER STORIES

The User Stories section of this guide will offer you scenarios that are applicable to some of the workflows you might encounter in your day-to-day tasks within Athena. Some scenarios that will be discussed include:

- [Add a New Employee](#)

1. Add a New Employee

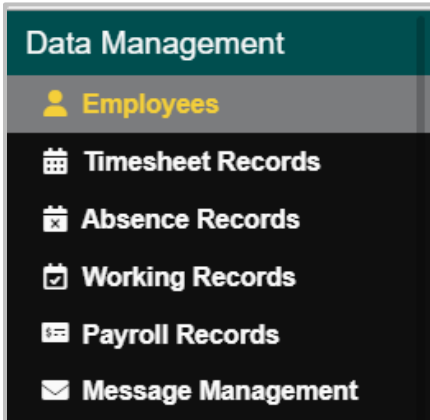
Your school has hired a new bus driver, and you need to add this employee to the Time and Attendance application.

Here's How:

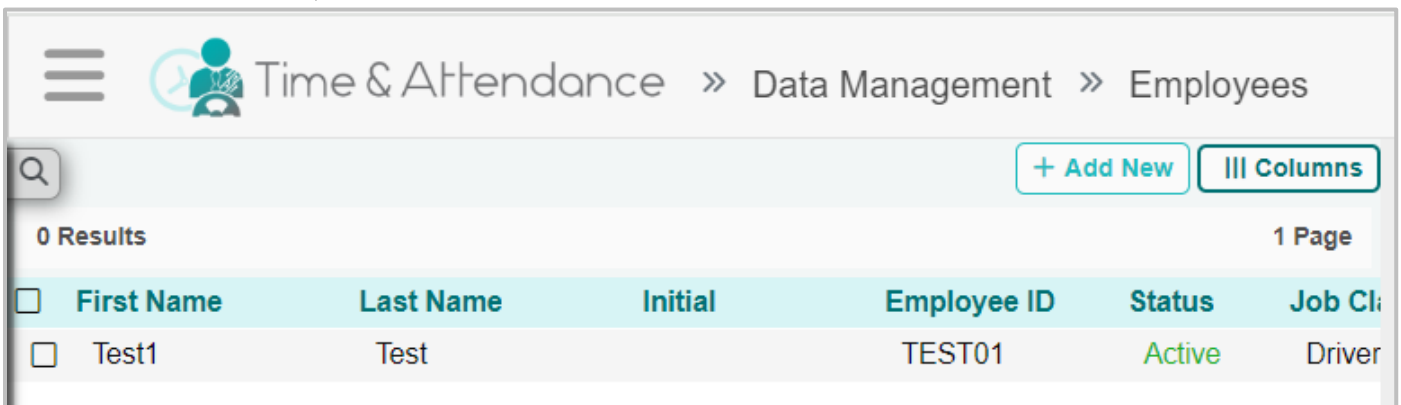
1. Navigate to the Time and Attendance Application.



2. Select the Employees Module.



3. Within the Data Panel, select the "Add New" tool.




3.1. Create Employee Window:

The Create Employee window will populate upon the selection of the "Add New" button, where the user can complete the employee's Athena Time and Attendance profile.

- **Note:** The user is only required to fill in fields that are starred (*) in order to create a new employee record; fields that are not starred are optional for completion.

Create Employee


Employee Information



First Name *

Last Name *

Initial

Date Of Birth 

Employee ID *

Status Active


Temporary On

Job Information

Job Description <input type="text" value="Bus Driver"/>	Department <input type="text" value="Transportation"/> X	Default Working Hours <input type="text" value="7"/> Hour(s)/day
W.Group <input type="text"/>	Job Class * <input type="text" value="Driver"/>	Activity <input type="text" value="BUS DRIVER"/> X
W.Phone <input type="text" value="W.Phone"/>	Email <input type="text" value="name@example.com"/>	Home Phone <input type="text" value="Home Phone"/>
Work Schedule * <input type="text" value="Regular"/>		

Note

License Information

License No. <input type="text" value="License No."/>	State <input type="text"/>	Expiration <input type="text" value="MMDDYYYY"/> 
License Classification <input type="text"/>	Personal Classification <input type="text"/>	Fuel Card <input type="text" value="Fuel Card"/>
Call-board <input type="text"/>		

Retrictions

Cancel Save

Selecting "Save" in the Create Employee window will save the employee record within the system.


1 Result + Add New III Columns General Info Calendar

First Name	Last Name	Initial	Employee
Test	Test		123456

Employee Detail

Employee Information Personal Information Qualification

Employee Information

 First Name * Last Name * Initial

Test Test Initial

Date Of Birth Employee ID * Status

MM/DD/YYYY 12345678 Active

Temporary On

[Change Password](#)

Job Information

Job Description Department Default Working Hours

Bus Driver Transportation X 7 Hour(s)/day

W.Group Job Class * Activity


 Driver BUS DRIVER X

4. Following the creation of the Employee record the user can then navigate to the “Personal Information” and “Qualification” tab to complete the Employee profile.

Employee Detail

Employee Information Personal Information Qualification

Employee Information

 First Name * Last Name * Initial

Test Test Initial

Date Of Birth Employee ID * Status

MM/DD/YYYY 12345678 Active

Temporary On

[Change Password](#)