Saskatchewan Health Authority	Title: How to check your positions on sask.staffscheduling.ca Role performing Activity: All Users			
	Location: sask.staffscheduling.ca	Department/Unit: HR Systems and Analytics		
WORK	Document Owner: HR Systems	Date Prepared: May 30, 2023		
STANDARD	Last Revision:	Date Approved:		
	Related Policies/Documentat	lated Policies/Documentation		

Work Standard Summary: How to see which units you can apply for shifts on, take time off of, and receive shift notifications for.

Essential Tasks:									
1.	Go to <u>sask.staffscheduling.ca</u> and enter your employee number and password.								
2.	Click "M Employee My Accoun Employee H	y Account" a t Home	at the top rig	ht of the pa	ge.				
3.	On the " My Acco My Info My Posi Employee Hire Date Title Marager	My Account ount - My I tions Smart Call Notificat Facility Main Hospital	" page, click Positions ions Inform PIN Chang Department Emergency	on "My Pos e Password Assign. FUL-TIME	Start Date Oct 12, 2020	Expiry Date			
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3.	Your cur contact My Acco My Info My Posit Employee Hire Date:	rrent position your manage ount - My F	ns will displater: Positions ns Inform PIN Change	y below. If a	position is n	nissing, or shou	ld not be there, please		
	Title Manager	Facility Main Hospital	Department Emergency	Assign. FULL-TIME	Start Date Oct 12, 2020	Expiry Date			