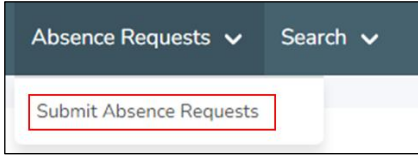
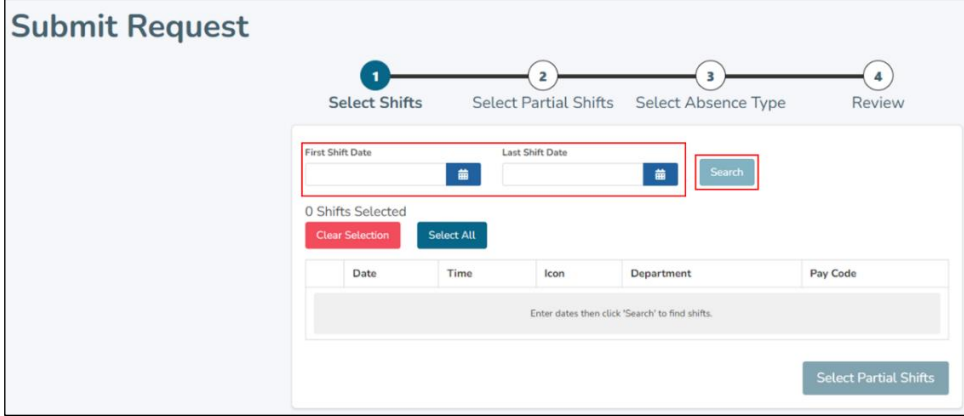
 Saskatchewan Health Authority	Title: How request trades on sask.staffscheduling.ca	
	Role performing Activity: Employees	
<h1>WORK STANDARD</h1>	Location: sask.staffscheduling.ca	Department/Unit: HR Systems and Analytics
	Document Owner: HR Systems	Date Prepared: June 9, 2023
	Last Revision:	Date Approved:
	Related Policies/Documentation	

Work Standard Summary: How to submit trade requests on sask.staffscheduling.ca.

Essential Tasks:	
1.	Log in to sask.staffscheduling.ca
2.	At the top of the page, click “Submit Absence Request” under Absence Requests. 
3.	You will be brought to a page that looks like this. Select the date range of the shift(s) you are requesting to trade in the “First Shift Date” and “Last Shift Date” boxes, then click “Search”: 

4. Details of any scheduled shifts within the date range you selected will appear below; click the box to the left of the shift you wish to trade. After you have selected your desired shift, click “Select Partial Shifts” at the bottom of the screen:

First Shift Date: June 12, 2023
Last Shift Date: June 12, 2023
Search

2 Shifts Selected
Clear Selection Select All

	Date	Time	Icon	Department	Pay Code
<input checked="" type="checkbox"/>	Jun 12	06:00 - 14:30 CST	D6R	ONSITE SCHEDULING Saskatoon - NAW	ZZ

Select Partial Shifts

5. You will be brought to a page that will ask whether your request includes partial shifts or not. Select “No” from the dropdown menu, you are not eligible to trade part of a shift.

Next click “Select Absence Type” at the bottom of the screen.

Does this request include partial shifts? (Required)
No

Back

A section will appear if you select “Yes” from the dropdown menu; nothing will appear if you select “No”

Click this button once you have made the appropriate selections

Select Absence Type

6. You will now have to select “Trade” from the dropdown menu under “Reason for Absence”. Ensure you include First Name, Last Name, and employee number of the person who is working your shift, and the date, unit, icon, start and end time of the shift you are picking up in return:

Reason for Absence

Trade ▼

Additional Info
Provide the First & Last Name of person working your shift. The Unit, Shift Date, Shift Icon, Start and End time, of the shift you are picking up in return

Comments (required)

Jane Doe (1234567) will work this shift. I will work SPH ER, June 25, NX, 1930-0747

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Review

NOTE: Completing this form assumes you have talked to your replacement – both parties must agree to each trade, both parties must be qualified for the trade, and traded dates must be within forty-two (42) days or each other.

7. After you click “Review”, you will be brought to a page that summarizes your request. Here, you can see your available balances, your selected reason for absence, your comments, and the shifts you are requesting to trade.

Once you have reviewed your request, click “Submit” at the bottom of the page. If you wish to cancel this request, click “Discard Request”; if you wish to change anything in your request, click “Back” at the bottom left of the page to return to the previous screen.

Banks	Available
Stat Holiday Hours Balance ⓘ	6.11 hrs
Accumulated Vacation Hours Balance ⓘ	13.36 hrs
Show All	

Reason for Absence: Trade

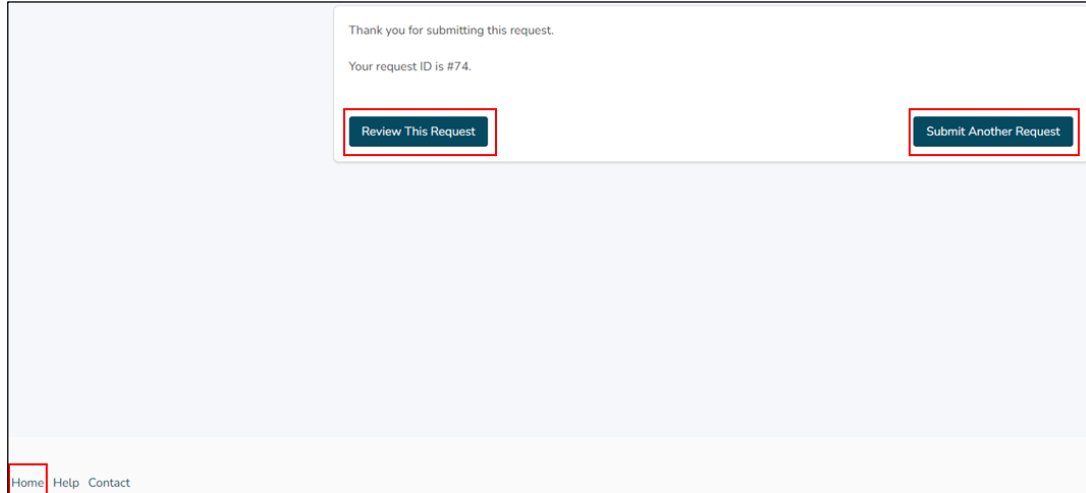
Comments (required):
Jane Doe (1234567) will work this shift. I will work SPH ER, June 25, NX, 1930-0747

Requested Shifts	Requested Time Off	Department
Jun 12, 06:00 - 14:30 CST D6R	06:00 - 14:30	ONSITE SCHEDULING Saskatoon - NAW

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Discard Request
Submit

8. After you have clicked “Submit”, your trade request will be submitted for review. You will be brought to a page confirming your submission. Click “Review this Request” to review what you just submitted, or click “Submit Another Request” to be brought to the page in Step 3. Alternatively, click “Home” at the bottom left of the page to be brought to your sask.staffscheduling.ca homepage:



Note: Absence requests will not appear in your sask.staffscheduling.ca calendar until they have been approved. To view your pending requests, click on “Search” then “Absence Requests” at the top of the page.

9. End.