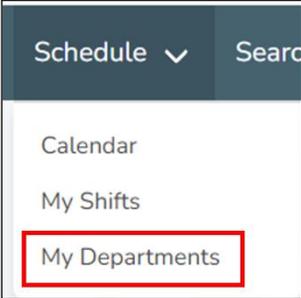


 <p><b>Saskatchewan Health Authority</b></p> <h1>WORK STANDARD</h1>	<b>Title: How to view your unit schedule on <a href="https://sask.staffscheduling.ca">sask.staffscheduling.ca</a></b> <b>Role performing Activity: All Users</b>	
	<b>Location:</b> <a href="https://sask.staffscheduling.ca">sask.staffscheduling.ca</a>	<b>Department/Unit: HR Systems and Analytics</b>
	<b>Document Owner:</b> HR Systems	<b>Date Prepared:</b> May 26, 2023
	<b>Last Revision:</b>	<b>Date Approved:</b>
	<b>Related Policies/Documentation</b>	

Work Standard Summary: How to see who is working over multiple days.

Essential Tasks:	
1.	Go to <a href="https://sask.staffscheduling.ca">sask.staffscheduling.ca</a> and enter your employee number and password
2.	Click “Schedule” at the top of the page – it will give you a drop down list, choose “My Departments” 
3.	On the next page, please enter the date range you wish to view (a calendar will pop up, click on the start and end date that you are interested in) and select your department from the drop down menu. Then click “Search”  Note – the purpose of this schedule is to enable users to see who is working, or who is booked off, and it populates a fair amount of information. A date range of one to two days is recommended.

### Search Department Schedules

Start date

End date

Union

Shift Classification

Department \*

Occupation Class

Required

These will default to all if nothing is selected

4. Your unit schedule should display as follows:

Start date

End date

Occupation Class

Shows the date range of your query

Displays the status of each shift; shows whether someone is working or not

Occ.	Union	Employee	Icon	Date	Duration	Status
OOS		Names hidden for confidentiality	D	May 10, 2023	09:00:00 - 17:00:00 CST	<input type="button" value="Working"/>
OOS			D	May 10, 2023	09:00:00 - 17:00:00 CST	<input type="button" value="Working"/>
OOS			D	May 10, 2023	09:00:00 - 17:00:00 CST	<input type="button" value="Working"/>
OOS			D	May 10, 2023	09:00:00 - 17:00:00 CST	<input type="button" value="Working"/>
OOS			D	May 10, 2023	09:00:00 - 17:00:00 CST	<input type="button" value="Working"/>
OOS			D	May 10, 2023	09:00:00 - 17:00:00 CST	<input type="button" value="Working"/>
OOS			D	May 10, 2023	09:00:00 - 17:00:00 CST	<input type="button" value="Working"/>
OOS			D	May 10, 2023	09:00:00 - 17:00:00 CST	<input type="button" value="Working"/>
OOS			D	May 11, 2023	09:00:00 - 17:00:00 CST	<input type="button" value="Working"/>
OOS			D	May 11, 2023	09:00:00 - 17:00:00 CST	<input type="button" value="Working"/>
OOS		D	May 11, 2023	09:00:00 - 17:00:00 CST	<input type="button" value="Working"/>	

5. Schedules are color coded on the right for easy reference:

<b>Working</b>	<b>Planned/Unplanned Leave</b>	<b>Premium</b>
ZZ, XO, XZ, etc	FL, HC, XF, AB, DB, ID, etc	OT, OX, VP, etc