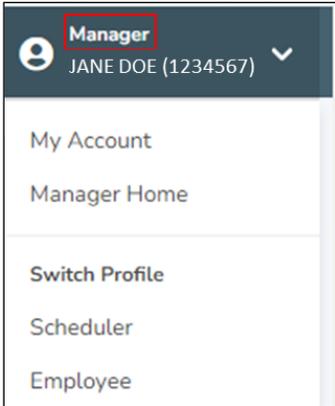
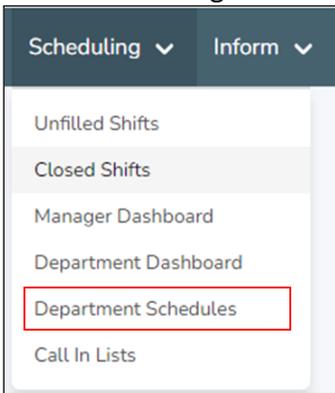


 <p>Saskatchewan Health Authority</p> <h1>WORK STANDARD</h1>	Title: How to view your unit schedule on sask.staffscheduling.ca Role performing Activity: Manager or Designate	
	Location: sask.staffscheduling.ca	Department/Unit: HR Systems and Analytics
	Document Owner: HR Systems	Date Prepared: June 6, 2023
	Last Revision:	Date Approved:
	Related Policies/Documentation	

Work Standard Summary: How to see your unit schedule.

Essential Tasks:	
1.	<p>Go to sask.staffscheduling.ca and enter your employee number and password. Ensure you are using your manager profile at the top right of the screen:</p>  <p>The screenshot shows a user profile dropdown menu for 'Manager JANE DOE (1234567)'. The menu items are: My Account, Manager Home, Switch Profile, Scheduler, and Employee. The 'Manager' label at the top is highlighted with a red box.</p>
2.	<p>Click "Scheduling" and "Department Schedules".</p>  <p>The screenshot shows a 'Scheduling' dropdown menu with the following items: Unfilled Shifts, Closed Shifts, Manager Dashboard, Department Dashboard, Department Schedules (highlighted with a red box), and Call In Lists. The 'Scheduling' and 'Inform' labels at the top of the menu are also highlighted with red boxes.</p>

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. You can leave Payroll Code, Union, Shift Classification, and Occupation Class unchanged, as they will default to "All" if you don't make a selection in the drop down menus. Click "Search".

Note: The purpose of this schedule is to enable managers 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.

4. Your unit schedule should look like this:

Occ.	Union	EENO	Employee	Last Activity	Icon	Date	Duration	Pay Code	Status
OOS				-	d	Jun 07, 2023	08:00:00 - 12:00:00 CST	ZZ - Regular Hours	Working
OOS				Jun 06, 2023, 11:07 CST	d	Jun 07, 2023	08:00:00 - 16:00:00 CST	ZZ - Regular Hours	Working
OOS				-	d	Jun 07, 2023	08:00:00 - 16:00:00 CST	ZZ - Regular Hours	Working
OOS				Jun 06, 2023, 13:12 CST	d	Jun 07, 2023	08:00:00 - 16:00:00 CST	ZZ - Regular Hours	Working
OOS				May 26, 2023, 13:57 CST	d	Jun 07, 2023	08:00:00 - 16:00:00 CST	ZZ - Regular Hours	Working

Schedules are color coded under "Status" for easy reference:

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