Saskatchewan Health Authority	Title: How to view available shifts for your unit on sask.staffscheduling.ca Role performing Activity: Manager or Designate				
	Location:	Department/Unit: HR Systems			
	Saskistarischeudingita				
VVURN	Document Owner:	Date Prepared:			
	HR Systems	June 6, 2023			
STANDARD	Last Revision:	Date Approved:			
	Related Policies/Documentation				

Work Standard Summary: How to see open shifts for your unit.

	Essential Tasks:								
1.	Go to <u>sask.staffscheduling.ca</u> and enter your employee number and password. Ensure you are using your manager profile at the top right of the screen: • Manager JANE DOE (1234567) • Switch Profile Scheduler Employee								
2.	Click "Scheduling" and "Unfilled shifts": Scheduling V Inform V Unfilled Shifts Closed Shifts Manager Dashboard Department Dashboard Department Schedules Call In Lists								

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