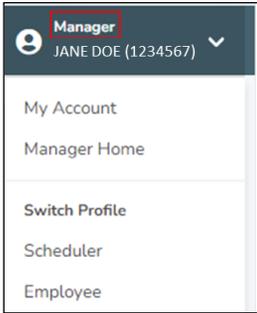
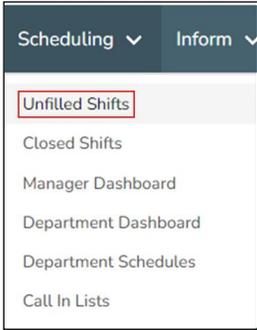
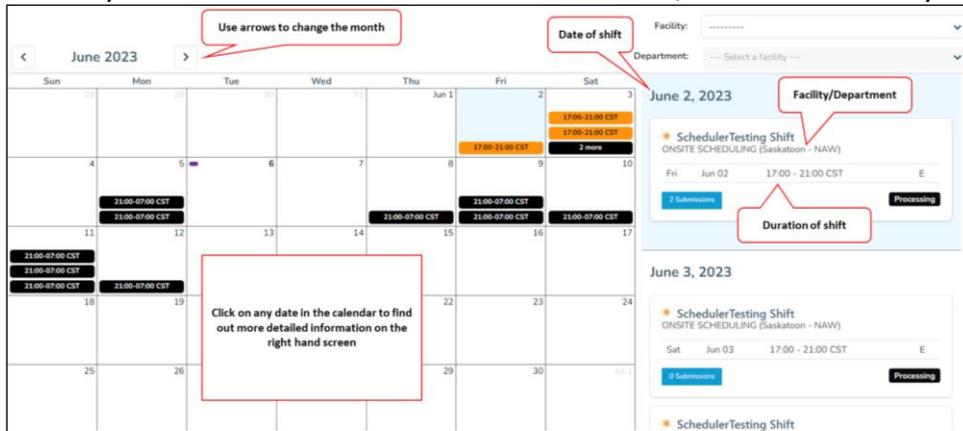


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|--|--|---|
|  <p><b>Saskatchewan Health Authority</b></p> <h1 style="font-size: 48px; margin: 0;">WORK STANDARD</h1> | <p><b>Title: How to view available shifts for your unit on <a href="http://sask.staffscheduling.ca">sask.staffscheduling.ca</a></b></p> <p><b>Role performing Activity: Manager or Designate</b></p> |   |
|  | <p><b>Location:</b><br/><a href="http://sask.staffscheduling.ca">sask.staffscheduling.ca</a></p>   | <p><b>Department/Unit: HR Systems and Analytics</b></p> |
|  | <p><b>Document Owner:</b><br/>HR Systems</p>   | <p><b>Date Prepared:</b><br/>June 6, 2023</p>           |
|  | <p><b>Last Revision:</b></p>   | <p><b>Date Approved:</b></p>                            |
|  | <p><b>Related Policies/Documentation</b></p>   |   |

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

| Essential Tasks: |  |
|------------------|--|
| 1.               | <p>Go to <a href="http://sask.staffscheduling.ca">sask.staffscheduling.ca</a> and enter your employee number and password. Ensure you are using your manager profile at the top right of the screen:</p>  |
| 2.               | <p>Click “Scheduling” and “Unfilled shifts”:</p>    |

4. You may use the arrows on the calendar to advance/return the month you are viewing.



Please note that the shifts display all pertinent information – Date, then Department/Unit, Occupation, Shift Hours, and Icon.

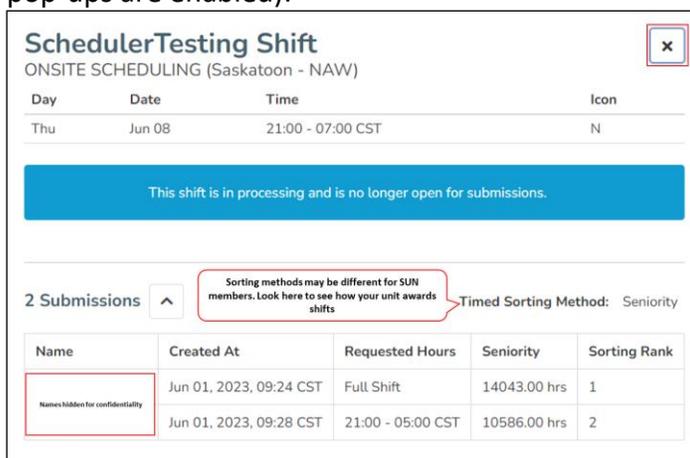
Shifts that are available at overtime have a yellow “\*” beside them, like this:



5. Click on the blue “Submissions” button below a shift.



Here, you can see who has submitted for a shift (this brings up a pop-up window, so ensure pop-ups are enabled):



Note: The default sort method for this window is by seniority – not all SUN units award shifts by seniority – see the Sorting Method for how your unit awards shifts.

To close the window, click the “X” at the top of the pop-up