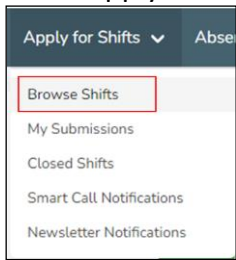|	
![Saskatchewan Health Authority]	**Title: How to request shifts on sask.staffscheduling.ca** **Role performing Activity: All Users**

WORK STANDARD	**Location:** sask.staffscheduling.ca	**Department/Unit: HR Systems and Analytics**
	Document Owner: HR Systems	**Date Prepared:** June 5, 2023
	Last Revision:	**Date Approved:**
	Related Policies/Documentation	

Work Standard Summary: How to bid on shifts.

	Essential Tasks:
1.	Go to sask.staffscheduling.ca and enter your employee number and password.
2.	Click "Apply for Shifts" and then "Browse Shifts":

3.	The available shifts will look like this. To view different shifts, either scroll in the right-hand window, or click on the date in the calendar. Once you have found a shift you would like to apply for, click "Request Shift" for that shift in the right-hand window:

Note: Black shifts indicate regular shifts; orange shifts indicate premium shifts; blue bars at the bottom of the date cells indicate that you are already scheduled for a shift that day.

| 4. | Clicking "Request Shift" opens a pop-up window that looks like this.

Here, you can see the date and time of the shift, how many people have bid on the shift, your seniority, and the sorting method of the shift. Under "Actions", select either "Request Full Shift" or "Request Partial Shift".

If you select "Request Partial Shift", you will be able to adjust the start and end times you are applying for by either typing into the boxes next to "Start" and "End", or by adjusting the slider. Once you have made the selections you want, click the "Request Partial Shift" or "Request Full Shift" button – the button will change automatically depending on which shift type you have selected:

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. |

5.	When you request a shift, the pop-up window will change to look like this – the green banner indicates that you have successfully applied for the shift. Note that the row with blue text under "Submissions" is your own submission:
	If you change your mind, you may click the "Withdraw Submission" button to remove your application. Please note the time that the shift closes as you may only apply for each shift until it closes. Click the "X" at the top of the pop-up window to return to the calendar.
6.	When the shifts have been processed, you will receive an email notification that will look like this: