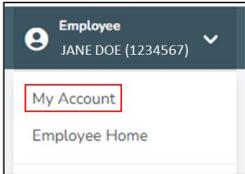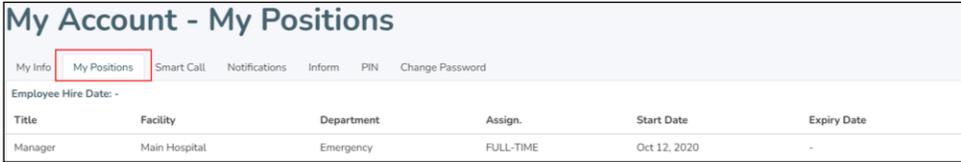|	
![Saskatchewan Health Authority logo] **Saskatchewan Health Authority**	**Title: How to check your positions on sask.staffscheduling.ca** **Role performing Activity: All Users**

WORK STANDARD	**Location:** sask.staffscheduling.ca	**Department/Unit: HR Systems and Analytics**
	Document Owner: HR Systems	**Date Prepared:** May 30, 2023
	Last Revision:	**Date Approved:**
	Related Policies/Documentation	

Work Standard Summary: How to see which units you can apply for shifts on, take time off of, and receive shift notifications for.

	Essential Tasks:
1.	Go to sask.staffscheduling.ca and enter your employee number and password.
2.	Click "My Account" at the top right of the page.
3.	On the "My Account" page, click on "My Positions".
3.	Your current positions will display below. If a position is missing, or should not be there, please contact your manager: