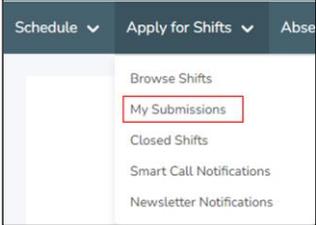|	
![Saskatchewan Health Authority logo]	**Title: How to see your submissions on sask.staffscheduling.ca** **Role performing Activity: All Users**
WORK STANDARD	**Location:** sask.staffscheduling.ca | **Department/Unit: HR Systems and Analytics**
	Document Owner: HR Systems | **Date Prepared:** June 5, 2023
	Last Revision: | **Date Approved:**
	Related Policies/Documentation

Work Standard Summary: How to see which shifts you've applied for.

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

3.	Enter in any relevant information regarding the submission you are searching for, then click "Search". Alternatively, just click "Search" without adjusting any of the fields to be given a full list of your submissions: **Search My Submissions** Resolution status ---------- Submission method --- ANY --- Facility --------- Department --- Select A Facility --- Shift start date Omit submissions for shifts before this date. Shift end date Omit submissions for shifts after this date. Search
4.	The results will display as follows: **My Submissions** <table><tr><th>OT</th><th>Date</th><th>Occ</th><th>Department</th><th>Close</th><th>Shift Info</th><th>Resolution</th><th>Method</th><th></th></tr><tr><td>-</td><td>Jun 01, 2023 21:00 - 07:00 CST Full Shift</td><td>SCHEDTEST</td><td>Saskatoon - NAW ONSITE SCHEDULING</td><td>Start: May 29, 14:04 CST Timed End: 18:04 CST Closed</td><td>Night (N)</td><td>Denied ></td><td>Web</td><td></td></tr><tr><td>✱</td><td>Jun 02, 2023 17:00 - 21:00 CST Full Shift</td><td>SCHEDTEST</td><td>Saskatoon - NAW ONSITE SCHEDULING</td><td>Start: Jun 02, 14:00 CST Timed End: 14:15 CST Closed</td><td>Evening (E)</td><td>Pending</td><td>Web</td><td></td></tr><tr><td>-</td><td>Jun 10, 2023 21:00 - 07:00 CST Full Shift</td><td>SCHEDTEST</td><td>Saskatoon - NAW ONSITE SCHEDULING</td><td>Start: May 29, 14:04 CST Timed End: Jun 01, 02:04 CST Closed</td><td>Night (N)</td><td>Denied ></td><td>Web</td><td></td></tr><tr><td>-</td><td>Jun 11, 2023 21:00 - 07:00 CST Full Shift</td><td>SCHEDTEST</td><td>Saskatoon - NAW ONSITE SCHEDULING</td><td>Start: Jun 03, 10:00 CST Timed End: Jun 05, 22:00 CST Open for Submissions</td><td>Night (N)</td><td>Pending</td><td>Web</td><td>Withdraw</td></tr><tr><td>-</td><td>Jun 11, 2023 21:00 - 07:00 CST Full Shift</td><td>SCHEDTEST</td><td>Saskatoon - NAW ONSITE SCHEDULING</td><td>Start: May 30, 10:01 CST Timed End: Jun 01, 22:01 CST Closed</td><td>Night (N)</td><td>Pending</td><td>Web</td><td></td></tr><tr><td>-</td><td>Jun 12, 2023 21:00 - 07:00 CST Partial: Jun 12, 2023 21:00 - 01:00 CST</td><td>SCHEDTEST</td><td>Saskatoon - NAW ONSITE SCHEDULING</td><td>Start: May 31, 10:00 CST Timed End: Jun 02, 22:00 CST Closed</td><td>Night (N)</td><td>Pending</td><td>Web</td><td></td></tr></table> 1 Previous Next If you wish to remove a shift request, you may click the "Withdraw" button, or you may remove it from the shift selection page (See the Standard of Work on How to Select Shifts). Please note that it will not ask you to confirm your cancelation – the shift will immediately change to "Withdrawn". This page will also display shifts that you've applied for in the past and whether or not they were awarded to you.