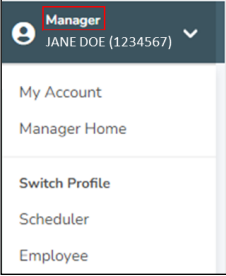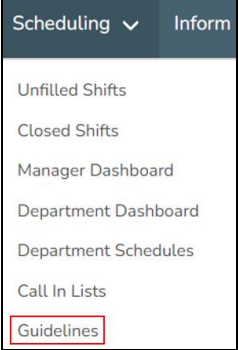|	
Saskatchewan Health Authority	**Title: How to create Guidelines on sask.staffscheduling.ca** **Role performing Activity: Manager or Designate**
WORK STANDARD	**Location:** sask.staffscheduling.ca / **Department/Unit:** HR Systems and Analytics
	Document Owner: HR Systems / **Date Prepared:** June 9, 2023
	Last Revision: / **Date Approved:**
	Related Policies/Documentation

Work Standard Summary: Guidelines are the steps Schedulers follow to replace shifts; ensuring they are up to date ensures we are using the correct steps.

	Essential Tasks:
1.	Go to sask.staffscheduling.ca 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) My Account Manager Home **Switch Profile** Scheduler Employee
2.	Go to "Scheduling" and "Guidelines": Scheduling Inform Unfilled Shifts Closed Shifts Manager Dashboard Department Dashboard Department Schedules Call In Lists Guidelines

3.	Enter the Facility or/and Department and click "Search":
	Department Guidelines Facility .... ⌄ Department --- Select A Facility --- ⌄ Scheduling team Testing Team ⌄ Search
4.	Find the department you would like to create, or edit, on the left hand side, and click on the name: | Department	Active Guideline		Latest Guideline	
	Version	Created	Status	Created
Saskatoon - HUMBOLDT DISTRICT HOSPITAL SCHEDULING	Version 000	.	Version 000 Active		
5.	The next screen shows the Guidelines In Progress and Guideline History. Click "Create A Blank Guideline" to create a new guideline or click "Guideline History" to view or create a new guideline using the previous version: **Guideline In Progress** There is no guideline that is currently being edited or reviewed. Create A Blank Guideline **Guideline History** Version Created Submitted Reviewed Active Period View/Copy Click "Create a Blank Guideline" to continue.
6.	The following page looks like this: **Guideline Management** Some shifts are commonly used in this department. This is the recommended first step in building your department's baseline. Your already created baselines will be unaffected. + Add Commonly Used Shifts Unhappy with this baseline? 🗑 Discard This Baseline Version Any changes you make to baselines are automatically saved. When you are finished, please Review & Send To Scheduling **Guideline Contact Info** Contact Info Up to 256 characters. + Save Contact Info

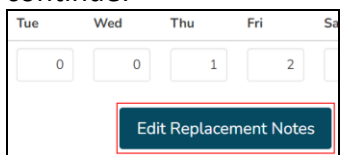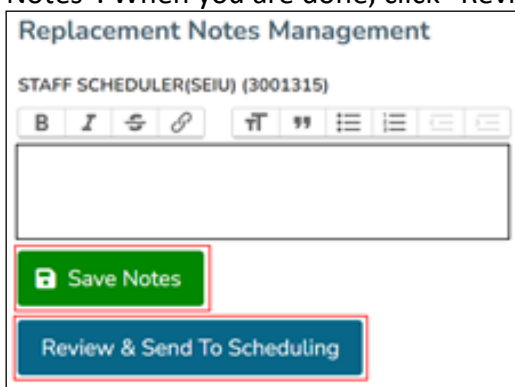| 7.	Contact info must be added or guidelines will be denied. To add contact, please follow these formats and click "+ Save Contact Info" when you are done: Manager (Start Time – End Time): ####, Unit (Open Time – Close Time): ####, Charge Phone* (When to Call Charge): 306-###-####, Manager on Call* (When to call MOC): 306-###-####. *Where Applicable **Guideline Contact Info** Contact Info Up to 256 characters. **+ Save Contact Info**
8.	To add baselines, you may click on "+ Add Commonly Used Shift" and/or create baselines manually with the "Add Baselines" drop down menus: **Guideline Management** Some shifts are commonly used in this department. This is the recommended first step in building your department's baseline. Your already created baselines will be unaffected. **+ Add Commonly Used Shifts** Unhappy with this baseline? **Discard This Baseline Version** Any changes you make to baselines are automatically saved. When you are finished, please Review & Send To Scheduling **Guideline Contact Info** Contact Info Up to 256 characters. **+ Save Contact Info** **Add New Baselines** 	Union	Title	Class	Icon	Time	
---	---	---	---	---	---
SEIU	----				+ Add Baseline	 If you click "+Add Commonly Used Shifts" you should get a list that looks like this: **Day Shift Baselines** — Your changes to baseline quantities will be saved as you work on them. 	Union	Occ	Title	Icon	Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Stat	
---	---	---	---	---	---	---	---	---	---	---	---	---	---
SEIU	SCHED (3001315)	STAFF SCHEDULER(SEIU)	D	05:15:00 - 13:45:00	0	0	0	0	0	0	0	0	🗑
SEIU	SCHED (3001315)	STAFF SCHEDULER(SEIU)	DX	05:15:00 - 17:32:00	0	0	0	0	0	0	0	0	🗑 | **Evening Shift Baselines** — Your changes to baseline quantities will be saved as you work on them. | Union	Occ	Title	Icon	Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Stat	
---	---	---	---	---	---	---	---	---	---	---	---	---	---
SEIU	SCHED (3001315)	STAFF SCHEDULER(SEIU)	E	13:30:00 - 22:00:00	0	0	0	0	0	0	0	0	🗑	 Enter the baseline numbers in the boxes – the baselines will save as soon as you click or tab to the next boox. Numbers may be different for each day of the week.

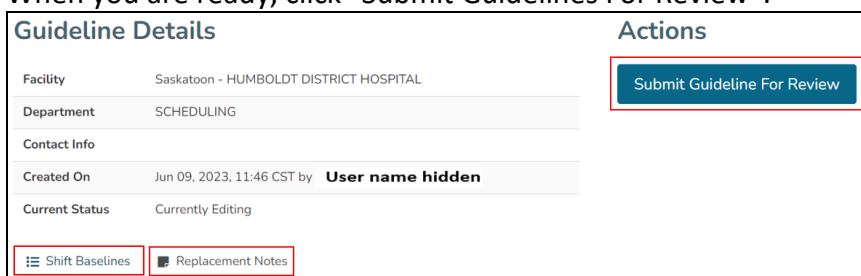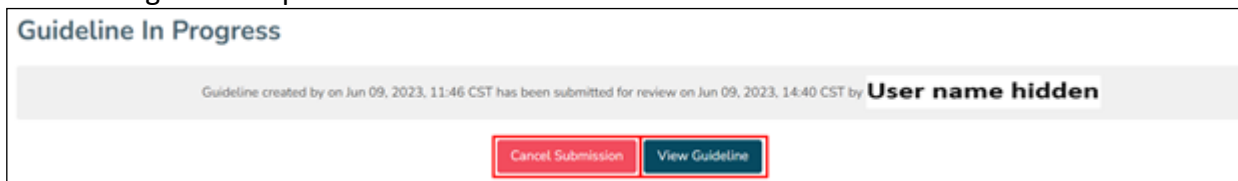|	
9.	When you have added all of your icons and baselines, click "Edit Replacement Notes" to continue:
10.	Replacement Guidelines must follow Standard steps attached to this document for each job that requires replacement. If steps are not easily understood, violate the Collective Agreement(s), or require further clarification, guidelines will be sent to managers for clarification. Add any notes (optional) in the Replacement Notes Management text box and click "Save Notes". When you are done, click "Review & Send to Scheduling" at the bottom of the page:
11.	You may click on "Shift Baselines" or "Replacement Notes" to confirm what you have entered. When you are ready, click "Submit Guidelines For Review":
12.	After submitting the guidelines it gives the confirmation the guidelines been submitted. Two options are provided either to View Guideline that been submitted, or to Cancel Submission of more changes are required: Once Guidelines have been submitted, they will be sent to the Scheduling Coordinators to review. Guidelines will be reviewed and accepted or sent back with 12 business hours.

Standard Replacement Guidelines
Nursing Units*
1. Replace with **Extra, Float or Relief [Occupation]** 2. Replace with **Extra, Float or Relief [Alternative Occupation]** if Applicable 3. Replace shift to meet baseline overtime approved within 48 hours (**award at Regular and then Overtime**) 4. Broadcast to Float Pool **[Occupation]** at overtime if within 48 hours (Award at Regular than Overtime) 5. **Assessment by Unit (If Switching Occupations):** Offer Shift **[Occupation]** at overtime if within 48 **(award at Regular and then Overtime)** Contact Senior Scheduler/Charge (after senior scheduler hours) if unable to fill the shift for further direction
***Please note not all steps may be applicable to your unit**
Appendix I
Sample Format 1
1. Replace with Extra **or Float** (Occupation) 2. Replace shift to meet baseline overtime approved within 48 hours **(award at Regular and then Overtime)** 3. Broadcast to Float Pool (Occupation) at overtime if within 48 hours **(award at Regular then Overtime)** 4. If unable to fill try to Replace 1st 8 hours of Day shift or last 8 hours of Night shift 5. Contact Senior Scheduler/Charge (after senior scheduler hours) or manager if unable to fill the shift
Sample Format 2
1. Replace with **Extra or Relief** 2. Offer Shift at Regular (Overtime approved within 48 hours) 3. Offer Shift at overtime if within 48 **(award at Regular and then Overtime)** 4. Contact Senior Scheduler/Charge (after senior scheduler hours) or manager   if unable to fill the shift
Sample Format 3
1. Replace with **Extra or Relief [Occupation]** 2. Replace with **Extra or Relief [Occupation]** 3. Offer Shift **[Occupation]** at overtime if within 48 **(award at Regular and then Overtime)** 4. **Assessment by Unit (if switching occupation):** Offer Shift [**new occupation**] at overtime if within 48 **(award at Regular and then Overtime)** 5. Contact Senior Scheduler/Charge (after senior scheduler hours) or manager if unable to fill the shift