Saskatchewan Health Authority	Title: How to see who was awa sask.staffscheduling.ca Role performing Activity: All U	arded shifts on Users		
	Location: sask.staffscheduling.ca	Department/Unit: HR Systems and Analytics		
	Suskistariseneduningied			
VVUKK	Document Owner:	Date Prepared:		
	HR Systems	June 5, 2023		
STANDARD	Last Revision:	Date Approved:		
	Related Policies/Documentation			

Work Standard Summary: How to see who was awarded a shift.

	Essential Tasks:							
1.	Go to <u>sask.staffscheduling.ca</u> and enter your employee number and password. Ensure you are using your manager profile at the top right of the screen: • Manager • Manager Home switch Profile Scheduler Employee							
2.	Click "Scheduling" and then "Closed Shifts": Scheduling V Inform V Unfiled Shifts Closed Shifts Manager Dashboard Department Dashboard Department Schedules Call In Lists							

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Search Shifts						
Facility *						
		~				
Department *						
Select A Facility		~				
Smart Call/Shift Prebooking						
		~				
Time Until Start All / None						
 24-48 hours 						
☑ 2-7 days☑ 1-7 weeks						
7+ weeks						
the state						
Groups containing shifts on this date.						
Union						
		•				
Search						
Closed Shifts						
OT Department Unio	on Class Availability Wind	dow Shift Ran	ge	Shifts	Status	Subs # Granted
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- ONSITE SCHEDULING SEIU	J SCHEDTEST Jun 01, 2023 10:0	00 - 14:00 CST Jun 03, 20	023 21:00 - 07:00 CS	т 1	Closed For Submissions	2 1
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