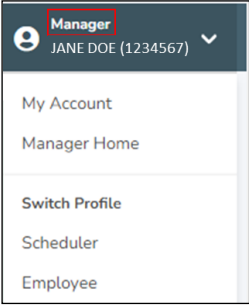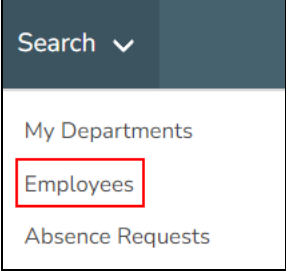|	
![Saskatchewan Health Authority logo]	**Title: How to select leaves for an employee on sask.staffscheduling.ca** **Role performing Activity: Manager or Designate**

WORK STANDARD	**Location:** sask.staffscheduling.ca	**Department/Unit: HR Systems and Analytics**
	Document Owner: HR Systems	**Date Prepared:** June 8, 2023
	Last Revision:	**Date Approved:**
	Related Policies/Documentation	

Work Standard Summary: If an employee calls to say they are having difficulties for leaves online, we can apply for on their behalf.

	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 "Search" and "Employees": Search My Departments Employees Absence Requests

3.	Enter the information about the staff member (typically last name) and then click "Search":
	Search Employees Employee Number Last Name First Name Facility --------- Department --- Select A Facility --- Union --------- Scheduling Phone ☐ Show Upcoming Employees ☐ Show Inactive Employees Search

4.	Find the employee you are looking for, and select the "Calendar" icon beside their name:
	Employee Search Results | Employee	Union	Last Activity			
User name hidden	SEIU	Jun 08, 2023, 10:42 CST	🗓 Calendar	☰ Shifts	✎ Contact Info	

5.	Choose "Request Absence" to the right of the shift the employee would like to book off (only select one date):
	‹ June 2023 › ☐ Show Working Shifts | Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	Jun 1	2	3
4	5	6	7	8	9	10
		05:15-17:32 CST				
	17:15-05:32 CST	17:15-05:32 CST	05:15-17:32 CST	05:15-17:32 CST		
11	12	13	14	15	16	17	 **June 14, 2023** SCHED Day Shift DX Working 05:15 - 17:32 CST VM SCHEDULING (Saskatoon - HUMBOLDT DISTRICT HOSPITAL) Request Absence

6.	Enter the First and Last Shift Date and click "Search". Select the shift employee wants the leave for and click "Select Partial Shifts":
	First Shift Date June 01, 2023 ✕ 📅 **Last Shift Date** June 21, 2023 ✕ 📅 **Search** 2 Shifts Selected **Clear Selection** **Select All** Select 1 or more shifts. |	Date	Time	Icon	Department	Pay Code
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☐	Jun 14	05:15 - 17:32 CST	DX	SCHEDULING Saskatoon - HUMBOLDT DISTRICT HOSPITAL	VM
☑	Jun 15	05:15 - 13:45 CST	D	SCHEDULING Saskatoon - HUMBOLDT DISTRICT HOSPITAL	ZM
☐	Jun 19	05:15 - 17:32 CST	DX	SCHEDULING Saskatoon - HUMBOLDT DISTRICT HOSPITAL	VM
☐	Jun 19	17:15 - 05:32 CST	NX #	SCHEDULING Saskatoon - HUMBOLDT DISTRICT HOSPITAL	TR
☑	Jun 20	05:15 - 17:32 CST	DX	SCHEDULING Saskatoon - HUMBOLDT DISTRICT HOSPITAL	VM	 **Select Partial Shifts**
7.	If you only want to request part of your shift, select the appropriate drop down and enter the time. Click "Select Absence Type" to proceed:
	Does this request include partial shifts? (Required) Yes ▾ Jun 15, 05:15 - 13:45 CST D Start: 05:15 End: 13:45 Back **Select Absence Type**
8.	This next page shows available banks ours the employee has left to use. Select a Reason of Absence for the leave from the drop down menu. Use the comment box (optional) to provide additional information and click "Review":
		Banks	Available
Stat Holiday Hours Balance ⓘ	14.47 hrs
Accumulated Vacation Hours Balance ⓘ	17.47 hrs | Show All **Reason for Absence** Vacation Paid ▾ **Additional Info** Vacation Paid **Comments (optional)** [ ] 120 Back **Review**

9.	Review the request with the employee. If they change their mind, you may click "Discard Request" to cancel a request. When you are finished, you must click "Submit " to proceed:

Banks	Available
Stat Holiday Hours Balance ❶	14.47 hrs
Accumulated Vacation Hours Balance ❶	17.47 hrs

Show All

Reason for Absence: Vacation Paid

Comments:
No comment provided

Requested Shifts	Requested Time Off	Department
Jun 15, 05:15 - 13:45 CST D	05:15 - 13:45	SCHEDULING Saskatoon - HUMBOLDT DISTRICT HOSPITAL

Back   Discard Request   Submit

10.	Ensure you receive this message for successful submission:

Thank you for submitting this request.

Your request ID is #126.