Saskatchewan Health Authority	Title: How to view an employee's leave request on sask.staffscheduling.ca Role performing Activity: Manager or Designate					
	Location: sask.staffscheduling.ca	Department/Unit: HR Systems and Analytics				
VVUKK	Document Owner:	Date Prepared:				
	HR Systems	June 7, 2023				
STANDARD	Last Revision:	Date Approved:				
	Related Policies/Documentation					

Work Standard Summary: How to view employee's leave request(s).

		Essential Tasks:
1.	Go to <u>sask.staffscheduling.ca</u> and using your manager profile at the Manager My Account Manager Home Switch Profile Scheduler Employee	e number and password. Ensure you are top right of the screen:
2.	Go to "Search" and "Absence Red Search V My Departments Employees Absence Requests	quests":

Enterth				<u> </u>							
Search	n Absenc	e Requ	iests								
Request ID											
e.g. 12345											
Employee											
Q.	employee number, e.g. Bob. 12	13.45									
Facility											
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Select A Fa	acility							~			
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