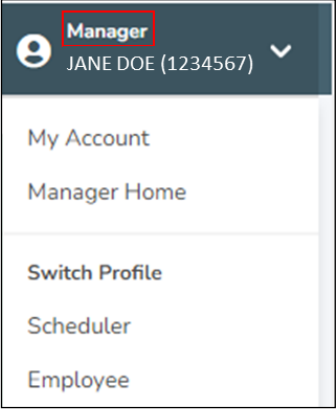
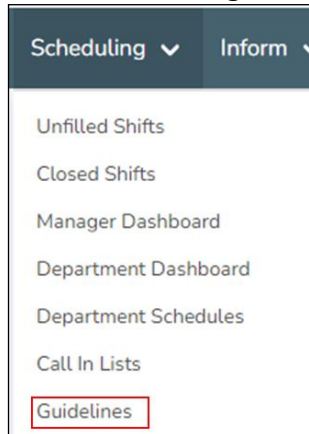
 <p>Saskatchewan Health Authority</p> <h1>WORK STANDARD</h1>	Title: Viewing Guidelines on sask.staffscheduling.ca Role performing Activity: Manager or Designate	
	Location: sask.staffscheduling.ca	Department/Unit: HR Systems and Analytics
	Document Owner: HR Systems	Date Prepared: June 8, 2023
	Last Revision:	Date Approved:
	Related Policies/Documentation	

Work Standard Summary: Use these steps to review your guidelines for shift replacement.

Essential Tasks:	
1.	<p>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:</p> 

2. There are two ways to find Guidelines. Way #1: Go to “Scheduling” and “Guidelines”:



3. Choose the unit from the drop down menu (“-----” will select “All”) and click “Search”:

Department Guidelines

Facility

Department

Scheduling team

4. Click on the name of the unit to see the guidelines (this screen also shows you the last time they were updated and by whom):

Search Results

Department	Active Guideline		Latest Guideline	
	Version	Created	Status	Created
Saskatoon - NAW ONSITE SCHEDULING	Version 002	Jun 07, 2023, 07:24 CST by JANE DOE	Version 003 Becomes Active At Midnight	Jun 08, 2023, 10:01 CST by JANE DOE

1 Previous Next

5. Click on “View/Copy” to the right of the Active Guideline (the green one):

Guideline History

Version	Created	Submitted	Reviewed	Active Period	
003				Becomes Active Jun, 09 2023	View/Copy
002				Jun, 08 2023 - Jun, 09 2023	View/Copy
001				Jun, 08 2023 - Jun, 08 2023	View/Copy
000				Jun, 07 2023 - Jun, 08 2023	View/Copy

Hidden for confidentiality.

6. Click on “Shift Baselines” and/or “Replacement Notes” to see what the guidelines say:

Guideline Details

Facility: Saskatoon - NAW

Department: ONSITE SCHEDULING

Contact Info

Created On: [Redacted]

Submitted On: Hidden for confidentiality.

Reviewed By: [Redacted]

Current Status: Currently Active (Jun 08 2023)

7. Way #2 – On a Quick Dial Message (see Work Standard on how to access Quick Dial messages) click on “Guideline” next to the shift under Shift Details.

Shift Details

Date	Requested Time	Shift Time	Hours	Time Class	Icon	Facility	Department	Occupation	Union	
Jun 7th	07:00 - 15:30 CST	07:00 - 15:30 CST	8	Day	D	Saskatoon - NAW	ONSITE SCHEDULING	SRSCHED (SR STAFF SCHED(SEIU))	SEIU	<input type="button" value="📄 Guideline"/>

8. Then choose an occupation and see what the baseline and steps are:

Saskatoon - NAW

ONSITE SCHEDULING

Select an Occupation

 Select an occupation to see its guideline.

Manager Contact

No contact info was provided.

Shift Baselines

Shift Class.	Time	Icon	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Stat
Day	08:00:00 - 16:00:00	d	1	1	1	1	1	1	0	0

Replacement Notes

Do not replace