mySchedule Manager Guide – Annual Vacation – Assigning Approver Access

Introduction

The Annual Vacation module on mySchedule allows Managers to define which members of their management team will be able to approve vacation requests for each group of employees.

What is an Approver?

- Approvers can access the vacation group, process requests, and enter applications on behalf of employees
- An Approver cannot assign other approvers, edit vacation groups, or edit quotas
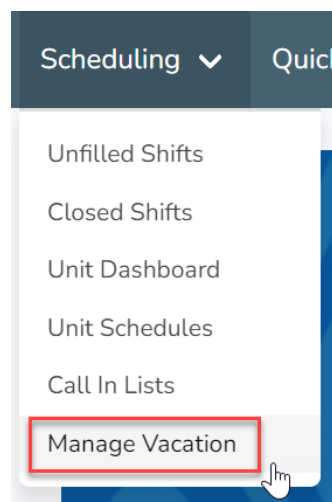- Employees can be assigned Approver access without having Manager access

Accessing the Annual Vacation Module

1. Login to mySchedule.northernhealth.ca with your Northern Health user account.

2. Click on the **Scheduling** menu item located in the top left of the screen
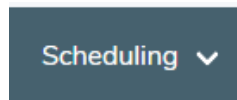
3. Click on **Manage Vacation**

Viewing Your Vacation Groups

1. The **Manage Vacation Groups** page displays all of the groups you have access to. This includes processes for groups where you are a manager, a delegated manager, the manager's manager, or an approver.

Manage Vacation Groups

Disclaimer: Must be logged in as a Manager in order to edit a vacation group.

Name	Current Round	Employee Submissions ⓘ		
421 - UHN PACU DC1j (20000-DC1 Nurse)	N/A	0	Process	Edit Group
423 - GTW HK & Laundry HKCb (10001-Cleaner)	Round 1	0	Process	Edit Group
IMU Unit Clerks	N/A	0	Process	Edit Group
002 - CO HR-Staffing Coordinator E762 (52079-Coord,Trng & Dvlpmt-Stfng Sv...	Round 2	0	Process	Edit Group
631 - BVH Nursing DC1j (20000-DC1 Nurse)	N/A	0	View	Edit Group

2. By default, you will be assigned Approver access for vacation groups in units where you are the primary manager.

3. If the button indicates **Process**, you are already an Approver for this group.

[Process] [Edit Group]

4. If the button indicates **View**, you have manager access, but are not currently an Approver. As a manager, you can assign yourself Approver access if necessary.

[View] [Edit Group]

5. To add or remove Approvers, select the **Edit Group** button.

[Process] [Edit Group]

Adding or Removing Approvers

1. On the **Edit Vacation Group** page, scroll down to the **Approvers** section

2. To add an Approver, enter the employee's name in the **Employee Name** field. This field will filter employees as you type – when you see the correct employee, select their name from the drop-down and select **Add Approver**

3. The page will refresh with a confirmation message that your selection has been added:

4. To remove Approver access, select the **Remove** button

5. The page will refresh with a confirmation message that your selection has been added:

How to Access Vacation Groups for Non-Manager Approvers

1. Employees who do not have manager access in mySchedule can access any groups where they are an Approver using the **Employee** profile.

2. From the **Employee** profile, select the **Schedule** menu
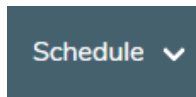
3. Select **Process Vacation Mapping** from the **Schedule** menu. This option will only be viewable to employees who have Approver access: