
mySchedule User Guide - How to Review Closed Offers

Introduction

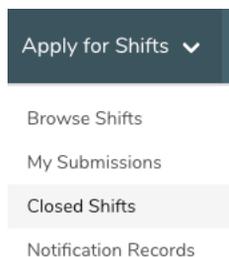
mySchedule records and tracks all shifts and blocks that are offered to employees, including ones in your units that you have not applied on. This document will help you find and understand the information about the shifts and blocks that have been offered through *mySchedule*, and whether those shifts and blocks have been filled or may still be available.

Instructions

1. Login to myschedule.northernhealth.ca with your Northern Health user account.
2. Click on the **Apply for Shifts** menu located near the top left of the screen:



3. Click on **Closed Shifts**:



4. Various search options will be displayed on the **Search Shifts** screen:

The screenshot shows the 'Search Shifts' interface with the following elements:

- Facility***: A dropdown menu with a dashed line placeholder and a downward arrow.
- Unit***: A dropdown menu with the text '--- Select A Facility ---' and a downward arrow.
- Smart Call / Prebooking**: A dropdown menu with a dashed line placeholder and a downward arrow.
- Time Category**: A dropdown menu with a dashed line placeholder and a downward arrow.
- Date**: A text input field followed by a blue calendar icon button.
- Below the date field: The text 'Groups containing shifts on this date.'
- Search**: A blue button at the bottom left.

Here is a brief explanation for each search option on the **Search Shifts** screen – please note that Facility and Unit must be selected:

Facility	The facility your unit belongs to
Unit	The units you can work in at the selected facility
Smart Call/ Prebooking	Whether the shift/block was offered in Smart Call or Prebooking - leave this option blank to search both
Time Category	How far in the future the start time of the shift/block was at the time it was offered
Date	This allows you to search for shifts/blocks on a specific date

5. The list of all shift offers you have received for that Facility and Unit will appear. Please note that shifts may appear more than once in this list, as each time the shift is offered it is included as a separate entry:

Closed Shifts

PREM	Unit	Union	Class	Availability	Shift Range	Shifts	Status	Subs	# Granted
-	424 - PIC RC PG HK/Laundry 424 - PIC Parkside Intermediate Care Home	FACILITIES	HKS1	Oct 01 2018, 08:37 - Oct 06 2018, 08:37 PDT	Jan 01 2019, 08:00 - 16:00 PST	1	Processed	0	0
*	424 - PIC RC PG HK/Laundry 424 - PIC Parkside Intermediate Care Home	FACILITIES	LW	Oct 01 2018, 08:37 - Oct 06 2018, 08:37 PDT	Jan 01 2019, 08:00 - 16:00 PST	1	Processed	0	0
-	424 - PIC RC PG HK/Laundry 424 - PIC Parkside Intermediate Care Home	FACILITIES	HKS1	Sep 26 2018, 08:37 - Oct 01 2018, 08:37 PDT	Dec 27 2018, 08:00 - 16:00 PST	1	Processed	0	0

Here is a brief explanation for each column:

PREM	Whether the shift may have potentially incurred premium rates
Unit	The unit and facility of the shift/block
Union	The contract group the shift/block belongs to
Class	The occupation type that the shift/block belongs to
Availability	The dates & times that the shift/block was open for submissions
Shift Range	The total date range the shift/block covers, from first to last shift
Shifts	The number of shifts in blocks of shifts
Status	The status of that shift/block
Subs	The number of submissions made on that shift/block
#Granted	The number of shifts granted to employees

6. Shifts with a #Granted entry of zero may still be available – check *mySchedule* to see if they are accepting submissions, or contact your Staffing Office as you may be able to accept these shifts.

7. Please contact your manager if you have any questions or concerns about the information available in the **Closed Shifts** tool.