

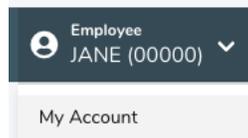
mySchedule User Guide - How to View My Positions

Introduction

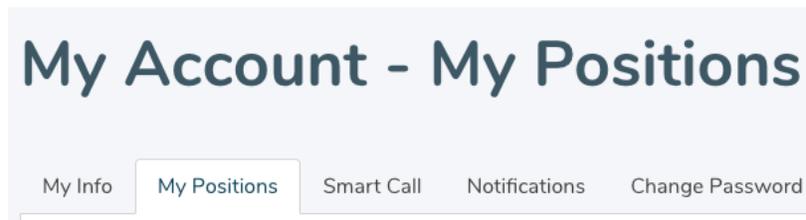
mySchedule allows you to quickly and easily view all of your unit and occupation types at any time. This document will help you find this information in your own employee profile.

Instructions

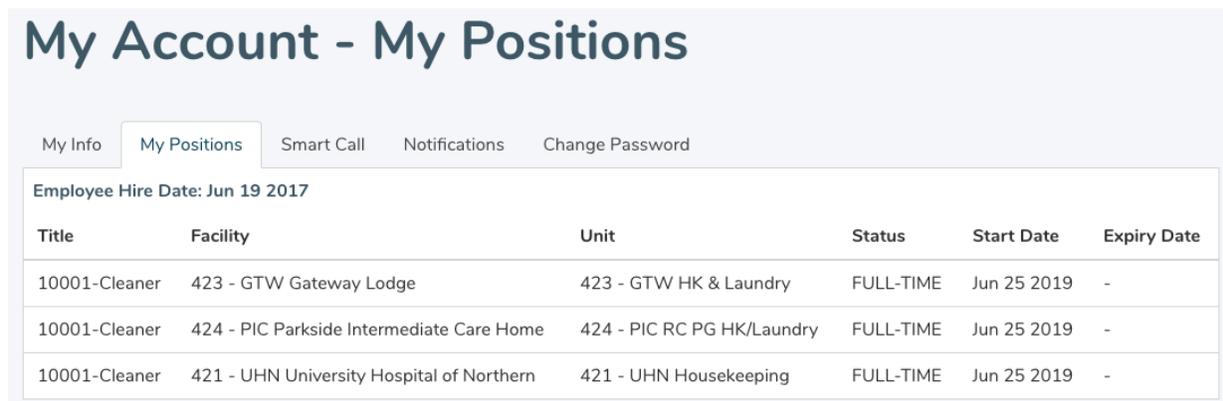
1. Login to mySchedule.northernhealth.ca with your NH user account.
2. Select your employee information from the top right corner to open the menu, then select **My Account** from the drop-down menu:



3. Click on the **My Positions** tab:



4. Your employee position information is displayed on the **My Positions** screen:



My Account - My Positions						
My Info	My Positions	Smart Call	Notifications	Change Password		
Employee Hire Date: Jun 19 2017						
Title	Facility	Unit	Status	Start Date	Expiry Date	
10001-Cleaner	423 - GTW Gateway Lodge	423 - GTW HK & Laundry	FULL-TIME	Jun 25 2019	-	
10001-Cleaner	424 - PIC Parkside Intermediate Care Home	424 - PIC RC PG HK/Laundry	FULL-TIME	Jun 25 2019	-	
10001-Cleaner	421 - UHN University Hospital of Northern	421 - UHN Housekeeping	FULL-TIME	Jun 25 2019	-	

Here is a brief explanation for each column headings in for the **My Position** screen shown above:

Title	Your occupation type
Facility	The facility your unit belongs to
Unit	The unit name you see on your Daily Sign-in Sheet
Status	Your employee status (FULL-TIME, PART-TIME, CASUAL, RELIEF F/T-N, RELIEF P/T-N)
Start Date	The start date of your current employee status in the unit (this may not match your original start date in that unit)
Expiry Date	The end date of this employee status in this unit (where one exists)

5. Please contact your manager or Staffing Office if you have any questions or concerns about your employee position information.