
mySchedule - Manager Features Overview

Introduction

mySchedule offers Northern Health managers a variety of tools and features, from department schedule information, employee absence notifications, insight into shift booking and tools to manager the Annual Vacation selection process. This document collects links to instructions on using mySchedule's key features.

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- [View Your Departments and Schedules](#)
 - [View Shift Booking Information](#)
 - [Employee Absence Reporting Line Settings and Options](#)
 - [Managing Employee Annual Vacation Selection](#)
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1. View Your Departments and Schedules

- [How to Review Your Units](#)
- [How to View Your Unit Schedules](#)
- [How to Add Managerial Delegate Access to Units](#)

2. View Shift Booking Information

- [How to View Available Shifts](#)
- [How to View Closed Offers](#)
- [How to View Unit Dashboard](#)
- [How to Print Call in Lists](#)
- [How to Modify Employee Contact Preferences](#)

3. Employee Absence Reporting Line Settings and Options

- [How to Use mySchedule Quick Dial – EARL](#)
- [mySchedule EARL Script](#)
- [How to Configure EARL Notifications and Call Transfer Numbers](#)

4. Managing Employee Annual Vacation Selection

- [Annual Vacation Module Presentation](#)

- [Editing Vacation Groups](#)
- [Assigning Approver Access](#)
- [Setting Unit Quotas](#)
- [Processing Vacation Requests](#)
- [Applying on Behalf of Employees](#)
- [Submitting Approved Requests](#)
- [Manager FAQ](#)