
mySchedule - Employee Features Overview

Introduction

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

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1. View Your Schedule

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2. View Your Department and Position Information

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3. Employee Absence Reporting Line

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4. Setting Notification Preferences

- [How to Change Smart Call Preferences](#)
- [How to Review Shift Notifications](#)

5. Applying for Shifts via mySchedule

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6. Applying for Annual Vacation

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