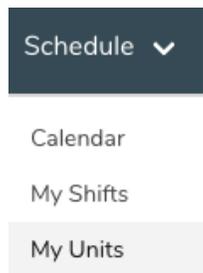

MySchedule User Guide - How to View My Unit Schedule

Introduction

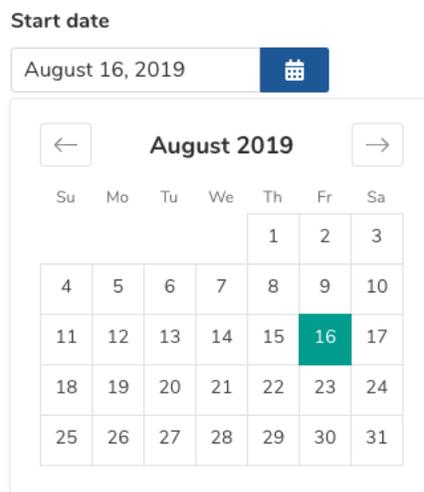
MySchedule allows you to quickly and easily view the schedule for any of your units at any time, making it easy to keep track of your schedule and arrange shift exchanges with other employees. This document will show you how to find and view your Unit Schedule.

Instructions

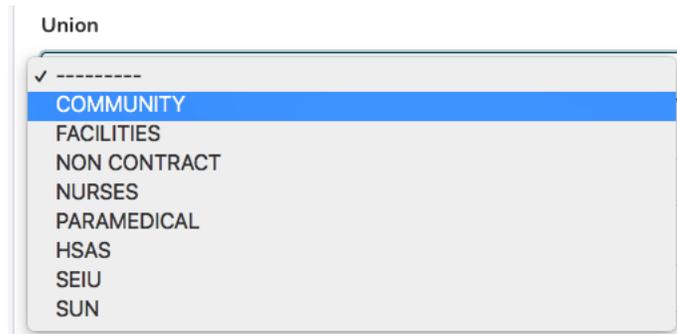
1. Login to myschedule.vch.ca with your VCH user account.
2. Click on the **Schedule** menu located in the top left of the screen and select **My Units**:



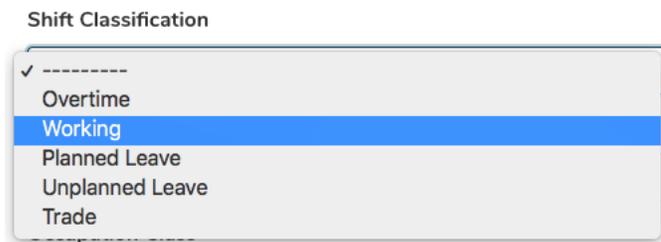
3. Select the calendar **Start date** and **End date** you want to view:



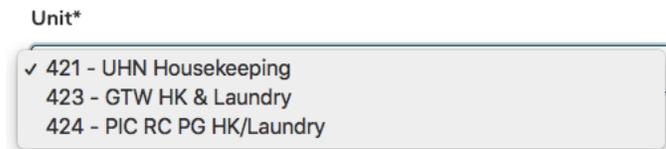
4. Select your collective agreement group from the **Union** drop down list, or leave it blank to search all groups:



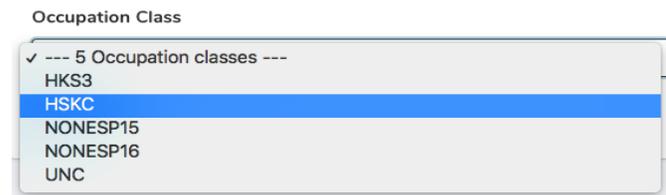
5. Select the desired shift type from the **Classification** drop down list, or leave blank to search all types:



6. Select the **Unit** you want to view from the drop-down list:



7. Select the **Occupation Class** you want to view from the drop-down list, or leave blank to search all types:



8. Click on the **Search** button and your **Unit Schedule** will appear for the selected date range:

Occ.	Union	Employee	Icon	Date	Duration	Status
HKCb	FACILITIES	JANE DOE	OR6	Aug 16 2019	06:00:00 - 14:00:00 PDT	Unplanned Leave
HKCb	FACILITIES	JOHN EMP	OR6	Aug 16 2019	06:00:00 - 14:00:00 PDT	Working
HKCb	FACILITIES	SARAH EMP	ecul	Aug 16 2019	07:30:00 - 15:30:00 PDT	Planned Leave

Below is a brief explanation for each column heading shown above:

Occ.	This is your occupation type (this should match your Daily Sign-in Sheet)
Union	This is your collective agreement type
Employee	This is the name of the employee working the shift in question
Icon	This is the shift icon (this should match your Daily Sign-in Sheet)
Date	This is the date of the shift being displayed
Duration	These are the hours of the shift
Status	This indicates the type of shift, whether straight-time, overtime, or some form of leave

9. Please contact your manager or Staffing if you have any questions or concerns about your unit schedule information