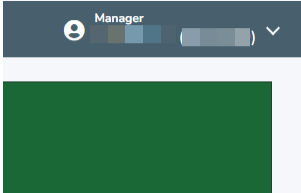

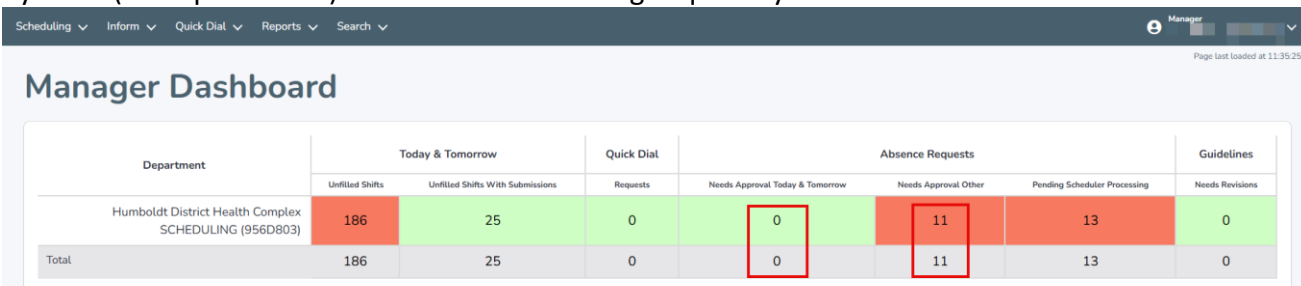
 Saskatchewan Health Authority	Standard #: KB<Number>	
	Title:	How to Action Absence Requests HR-190-040
	Role performing Activity:	Managers
	Location: MyConnection	Department/Unit: Staff Services
WORK STANDARD	Document Owner: Staff Services	Date Prepared: 24-Nov-2025
	Last Revision: Enter a date	Date Approved: Enter a date
	Related Policies/Documentation: <ul style="list-style-type: none"> (Any documents referenced in steps below) 	

Work Standard Summary: User will be able to approve or deny absence requests submitted by employees on sask.staffscheduling.ca

***Disclaimer:** The following images may not be exact and are intended to be a reference.*

Essential Tasks:	
1.	Log into sask.staffscheduling.ca and ensure you have your Manager profile selected 
2.	Select Scheduling, then Manager Dashboard. 

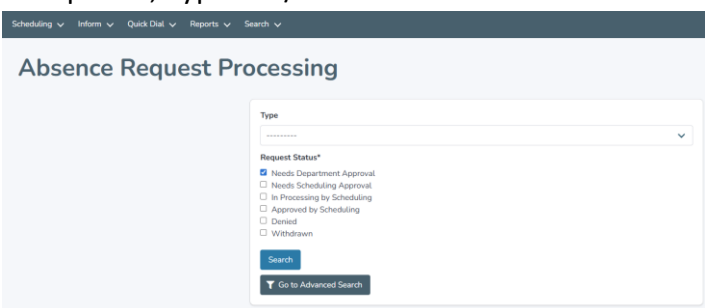
3. On the Manager Dashboard, you can select Absence Requests that need approval by Department or by Total (all departments). Select the outstanding requests you wish to action.



Manager Dashboard

Department	Today & Tomorrow		Quick Dial	Absence Requests			Guidelines
	Unfilled Shifts	Unfilled Shifts With Submissions	Requests	Needs Approval Today & Tomorrow	Needs Approval Other	Pending Scheduler Processing	Needs Revisions
Humboldt District Health Complex SCHEDULING (956D803)	186	25	0	0	11	13	0
Total	186	25	0	0	11	13	0

4. Absence Request Processing page will load. All requests will be visible, you can filter by Absence type if you choose.
- Select “Go to Advanced Search” to search by Request ID, Employee, Facility, Department, Occupation, Type and/or Date.



Absence Request Processing

Type: [dropdown]

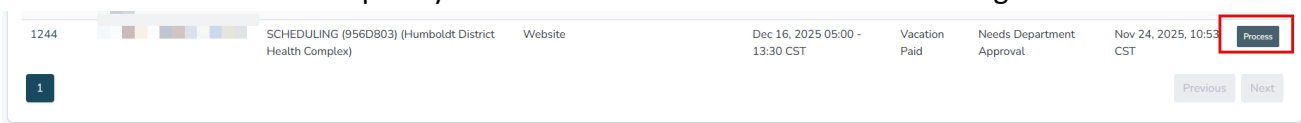
Request Status*

- ☒ Needs Department Approval
- ☐ Needs Scheduling Approval
- ☐ In Processing by Scheduling
- ☐ Approved by Scheduling
- ☐ Denied
- ☐ Withdrawn

Search

Go to Advanced Search

5. Scroll down and find the request you want to action. Select Process on the right side.

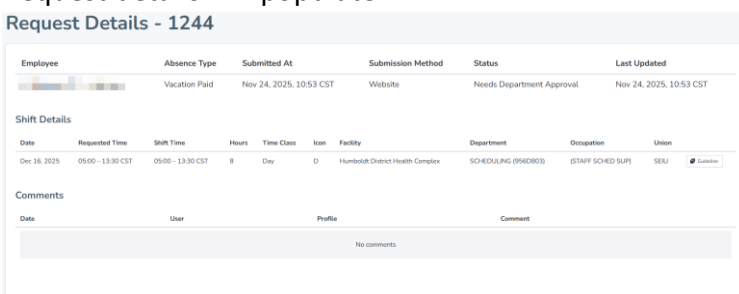


1244	[Avatar]	SCHEDULING (956D803) (Humboldt District Health Complex)	Website	Dec 16, 2025 05:00 - 13:30 CST	Vacation Paid	Needs Department Approval	Nov 24, 2025, 10:53 CST	Process
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1

Previous Next

6. Request details will populate.



Request Details - 1244

Employee	Absence Type	Submitted At	Submission Method	Status	Last Updated
[Avatar]	Vacation Paid	Nov 24, 2025, 10:53 CST	Website	Needs Department Approval	Nov 24, 2025, 10:53 CST

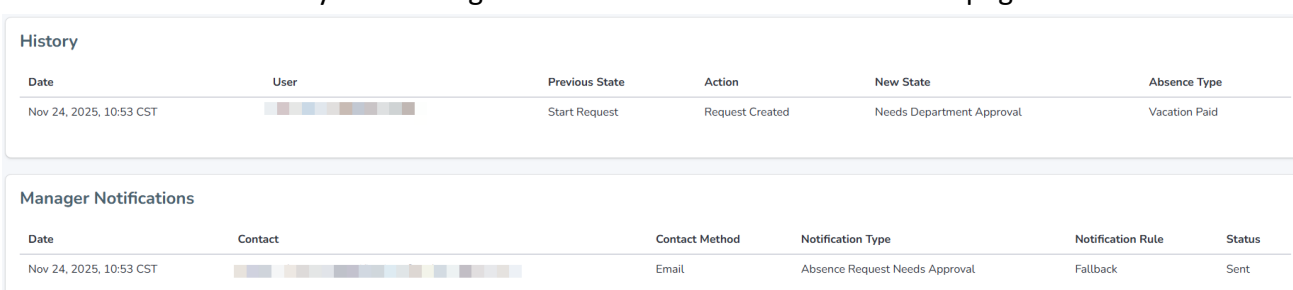
Shift Details

Date	Requested Time	Shift Time	Hours	Time Class	Item	Facility	Department	Occupation	Union
Dec 16, 2025	05:00 - 13:30 CST	05:00 - 13:30 CST	8	Day	D	Humboldt District Health Complex	SCHEDULING (956D803)	(STAFF SCHED SUP)	SEU

Comments

Date	User	Profile	Comment
No comments			

7. You can also view History and Manager Notifications at the bottom of the page.



History

Date	User	Previous State	Action	New State	Absence Type
Nov 24, 2025, 10:53 CST	[Avatar]	Start Request	Request Created	Needs Department Approval	Vacation Paid

Manager Notifications

Date	Contact	Contact Method	Notification Type	Notification Rule	Status
Nov 24, 2025, 10:53 CST	[Avatar]	Email	Absence Request Needs Approval	Fallback	Sent

8. Go to the Processing Section. In this section, you can view the employees' banks and requested shift information. After reviewing, select Approve or Deny from the Action field. You can also change the Absence Type if you wish.

Processing

Banks	Available
Stat Holiday Hours Balance ⓘ	0 hrs
Accumulated Vacation Hours Balance ⓘ	93.52 hrs

Show All

Action: Approve Absence Type: Vacation Paid Comment: 120

Department: SCHEDULING (956D803)

Employee Info: Vacation Paid

Manager Info: n/a

Requested Shifts in SCHEDULING (956D803)

Date	Requested Time	Shift Time	Hours	Time Class	Icon	Facility	Department	Occupation	Union	Relief Required	All Yes/No
Dec 16, 2025	05:00 – 13:30 CST	05:00 – 13:30 CST	8	Day	D	Humboldt District Health Complex	SCHEDULING (956D803)	(STAFF SCHED SUP)	SEIU	No	▼

Process

9. Select whether Relief is required and then select “Process” to submit.

Requested Shifts in SCHEDULING (956D803)

Date	Requested Time	Shift Time	Hours	Time Class	Icon	Facility	Department	Occupation	Union	Relief Required	All Yes/No
Dec 16, 2025	05:00 – 13:30 CST	05:00 – 13:30 CST	8	Day	D	Humboldt District Health Complex	SCHEDULING (956D803)	(STAFF SCHED SUP)	SEIU	No	▼

Process

10. Green confirmation message will appear.

Processing

You have approved this request and submitted it to scheduling for review.

11. End