Title: Submitting Your Timecard

Article Submitter: HR Systems

Content Owner/ Group Owner: HR Systems

Review Period:
☐*Quarterly* ☐*Other: _____* ☒*Annually* *Maximum length: one year.*

Content Format:
☐FAQ ☐Quick Reference Guide ☒Work Standard ☐Other: _____

Frequency of Process:
☐Daily ☐Weekly ☐Monthly ☐Quarterly ☐Bi-Annually ☐ Annually
☒Ad hoc *(no fixed schedule, complete as needed)* ☐Other: _____

Map number:

Search Terms (Meta Tags): Timecard,

Knowledge Category

☒HR
☐Corporate Accounting & Reporting Accounts Payable

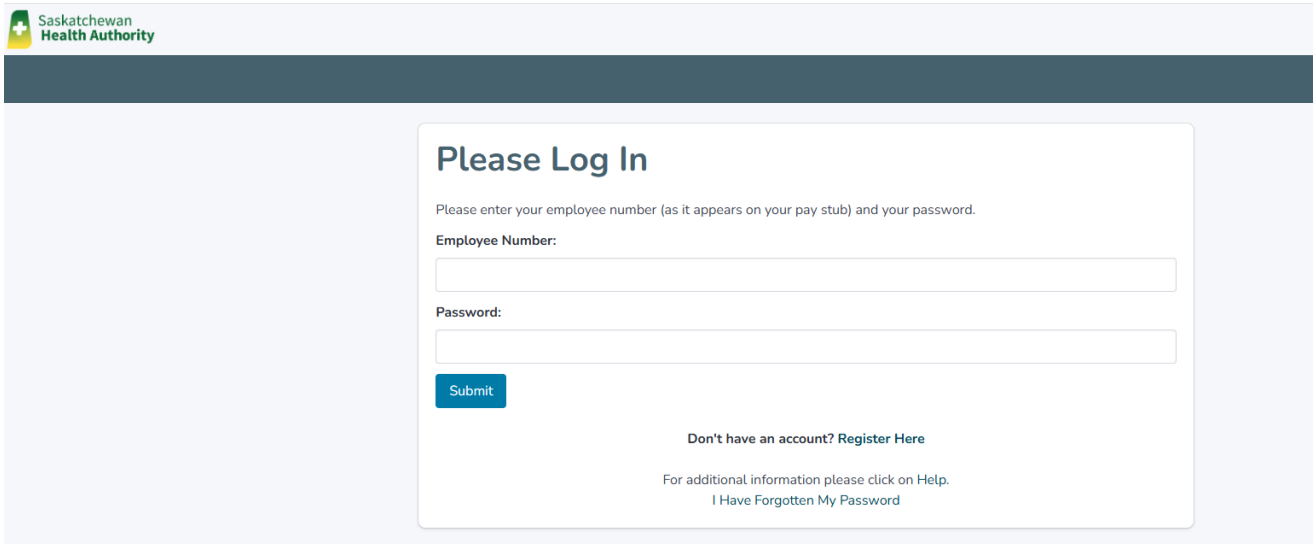
Audience:
(Who is the intended consumer of this information?)
☒*All Employees* ☐*Employees of _____ Union* ☐*OOS Employees only*
☐ *Managers* ☐*Directors & Above*
☐*Finance Staff only* ☐*Finance and Supply Management Staff Only* ☐ *HR Staff*
☐*HR OOS Staff Only*
☐*Bookkeeping Affiliates* ☐*Payroll & Benefits Affiliates* ☐*MyConnection Reps only*

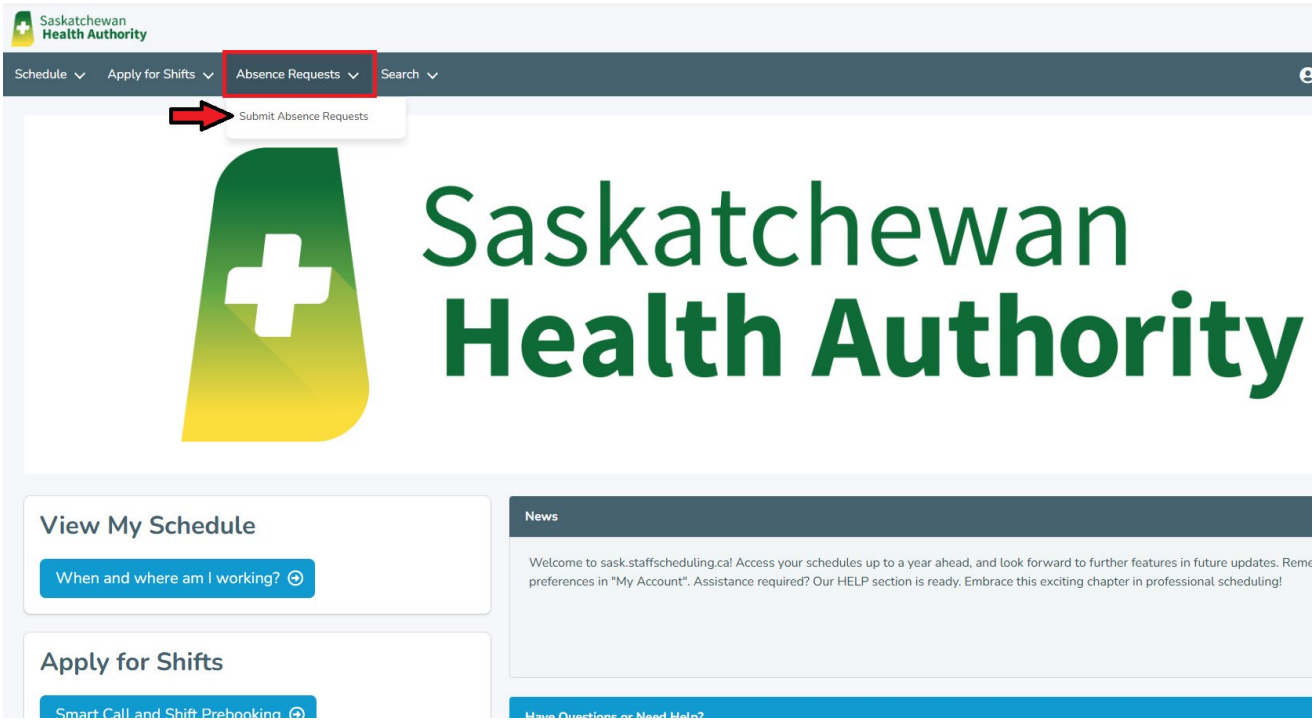
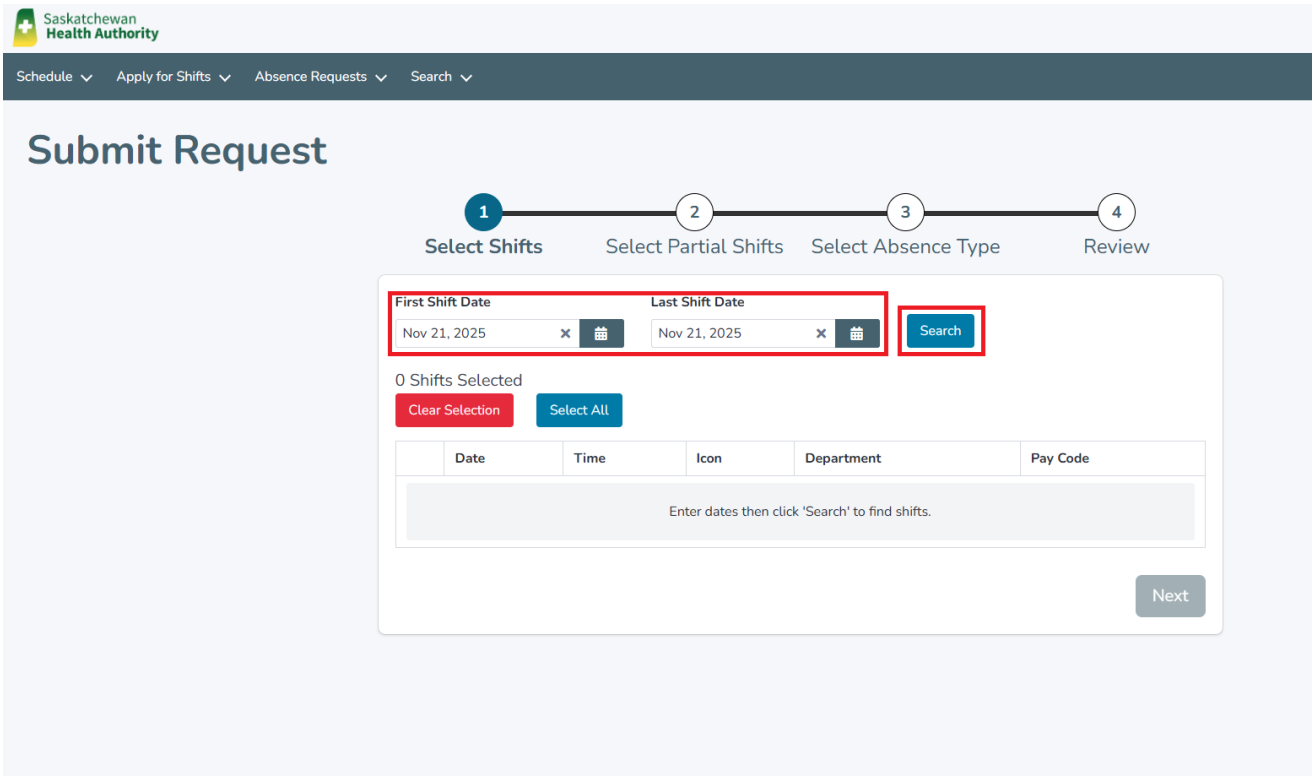
☐SHA Only ☒All Organizations ☐Other: _____

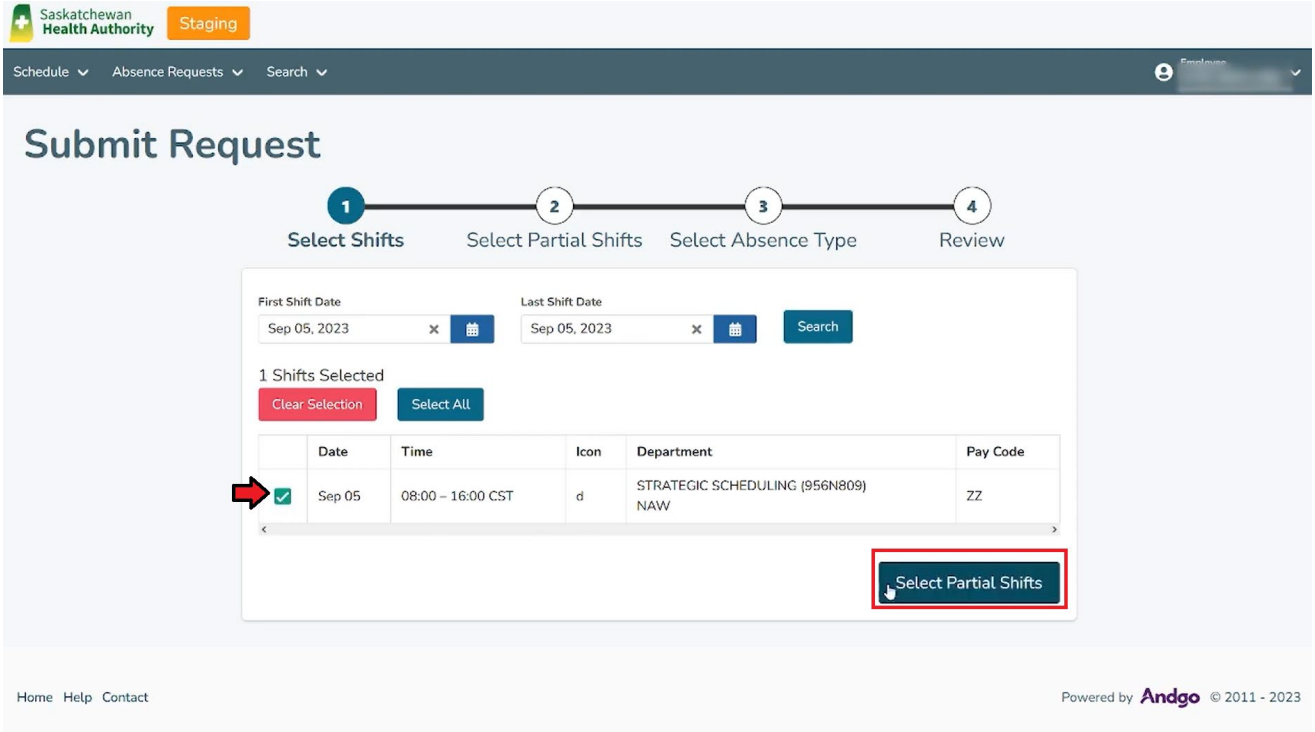
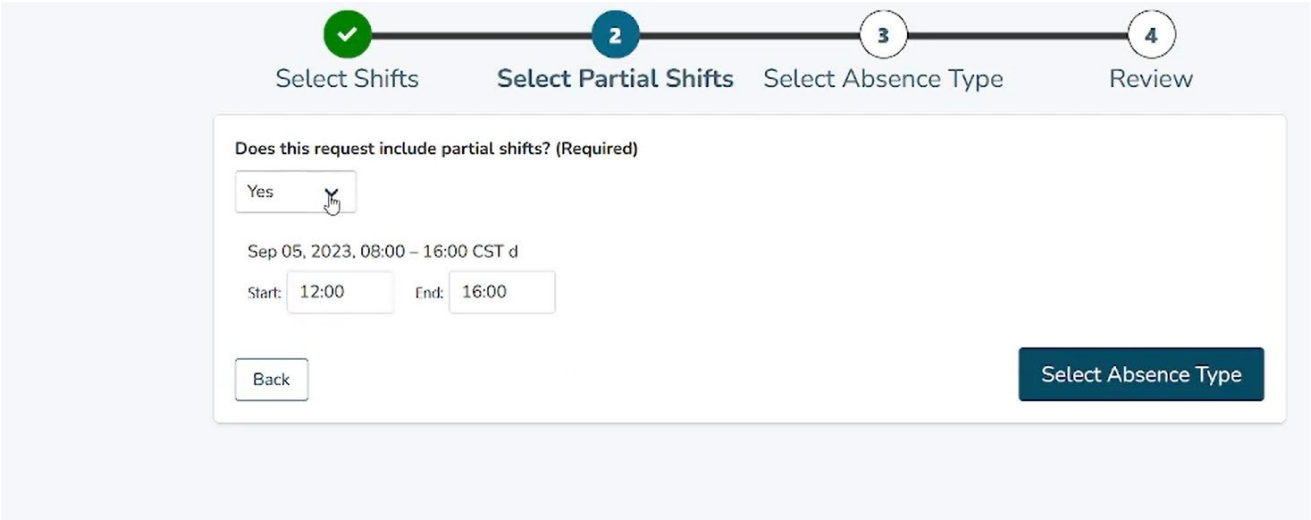
Saskatchewan Health Authority	Document Number	
	Title:	Apply for Immediate Absence (Cypress ONLY)
	Role Performing Activity:	**Employee**
WORK STANDARD	**Location:** sask.staffscheduling.ca	**Department/Unit:** HR Systems and Analytics
	Document Owner: HR Systems	**Date Prepared:** 13-Nov-2025
	Last Revision: **13-Nov-2025**	**Date Approved:** Enter a date
	Related Policies/Documentation:	

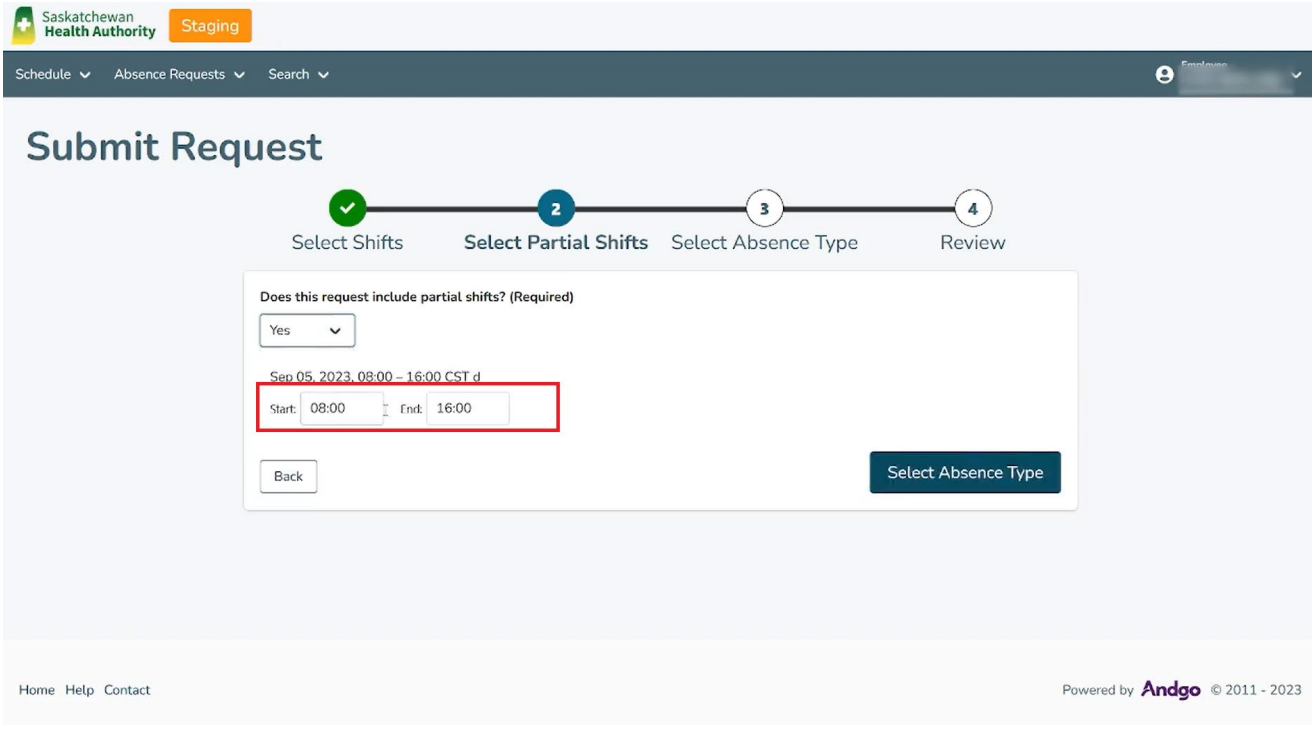
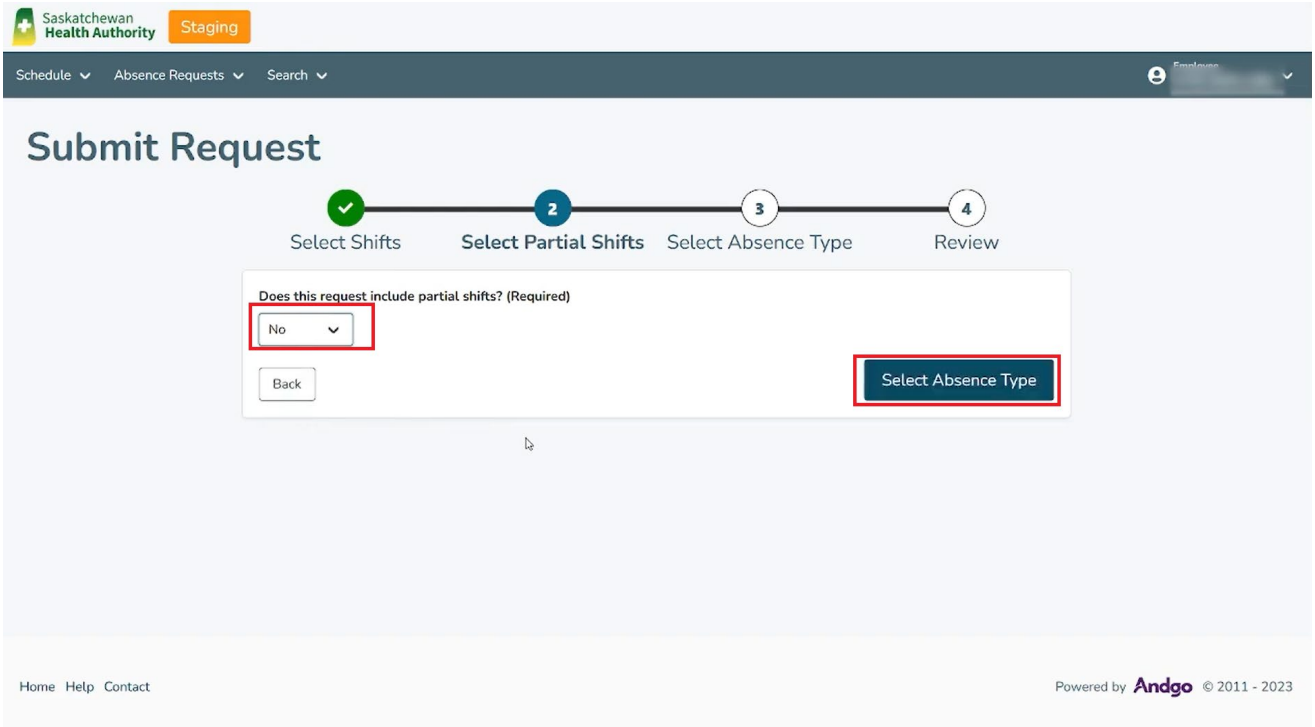
Summary: How to Apply immediate leave (CYPRESS Only). This type of leave is used if you need time off within the next 72 hours.

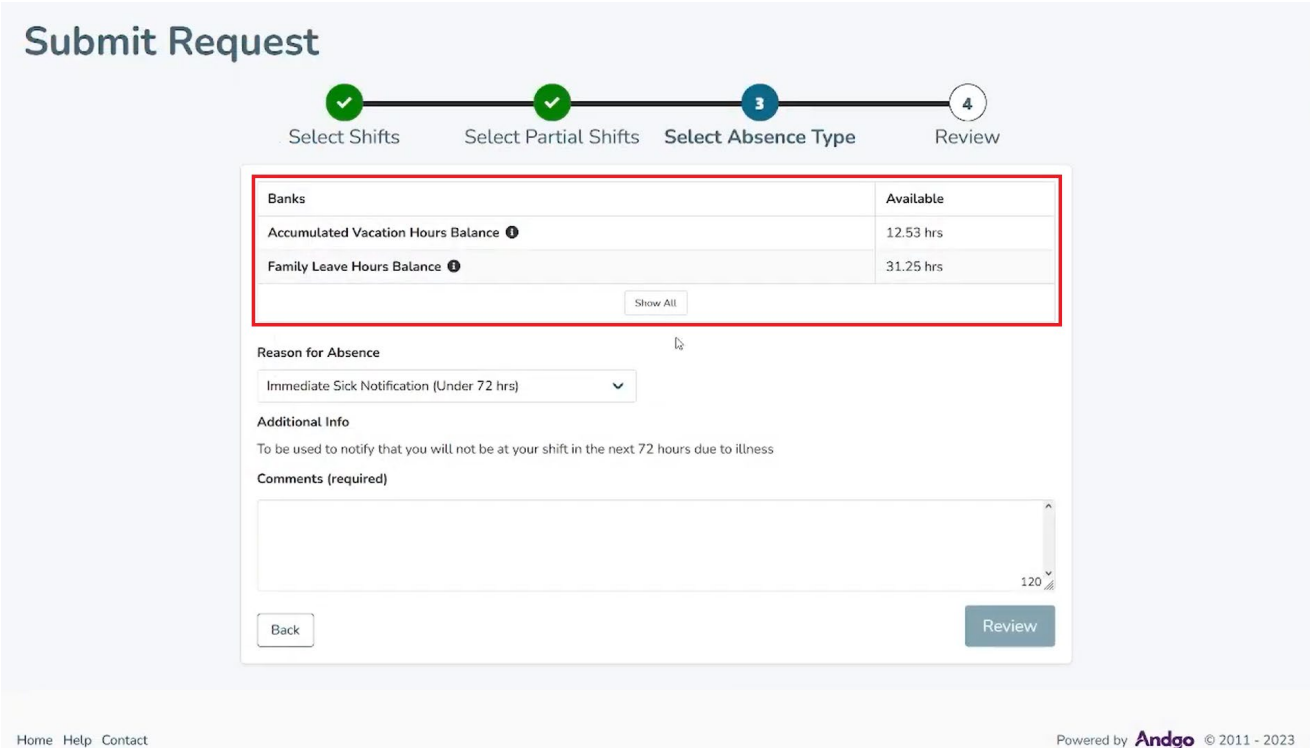
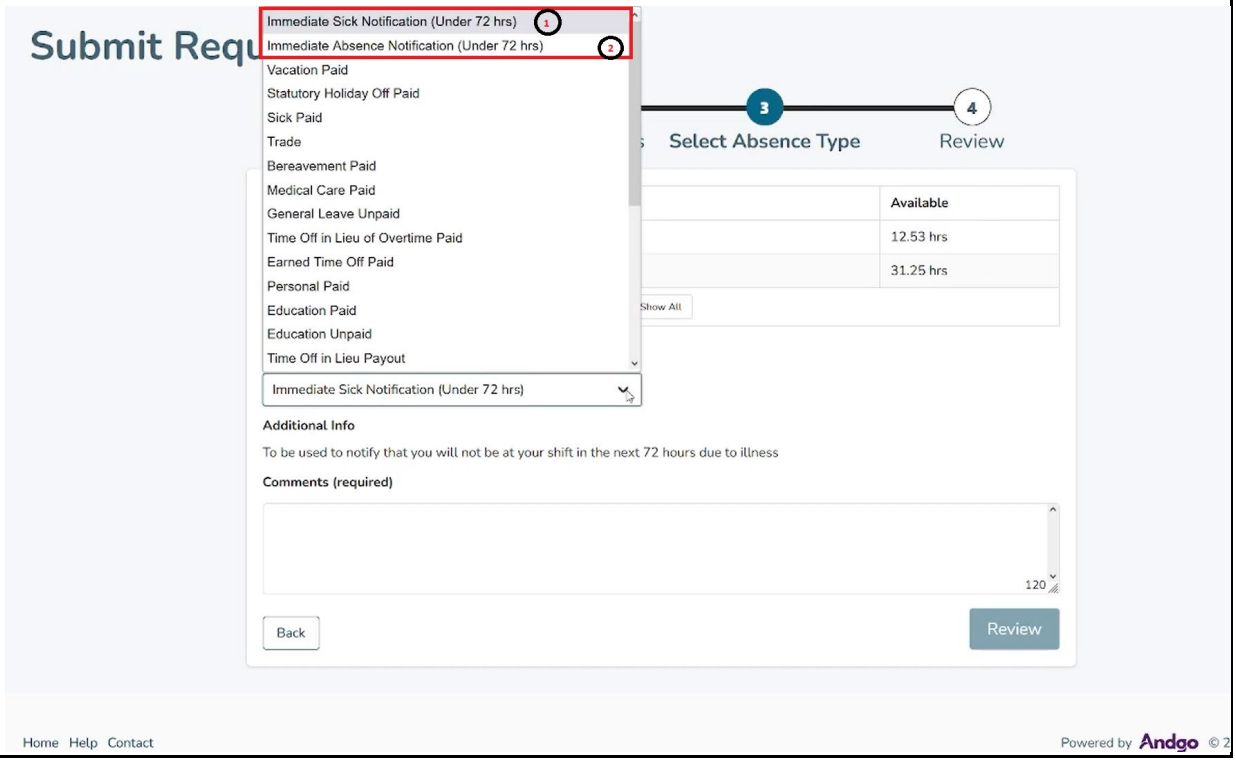
Essential Tasks:	
1.	Go to sask.staffscheduling.ca and enter your employee number and password.

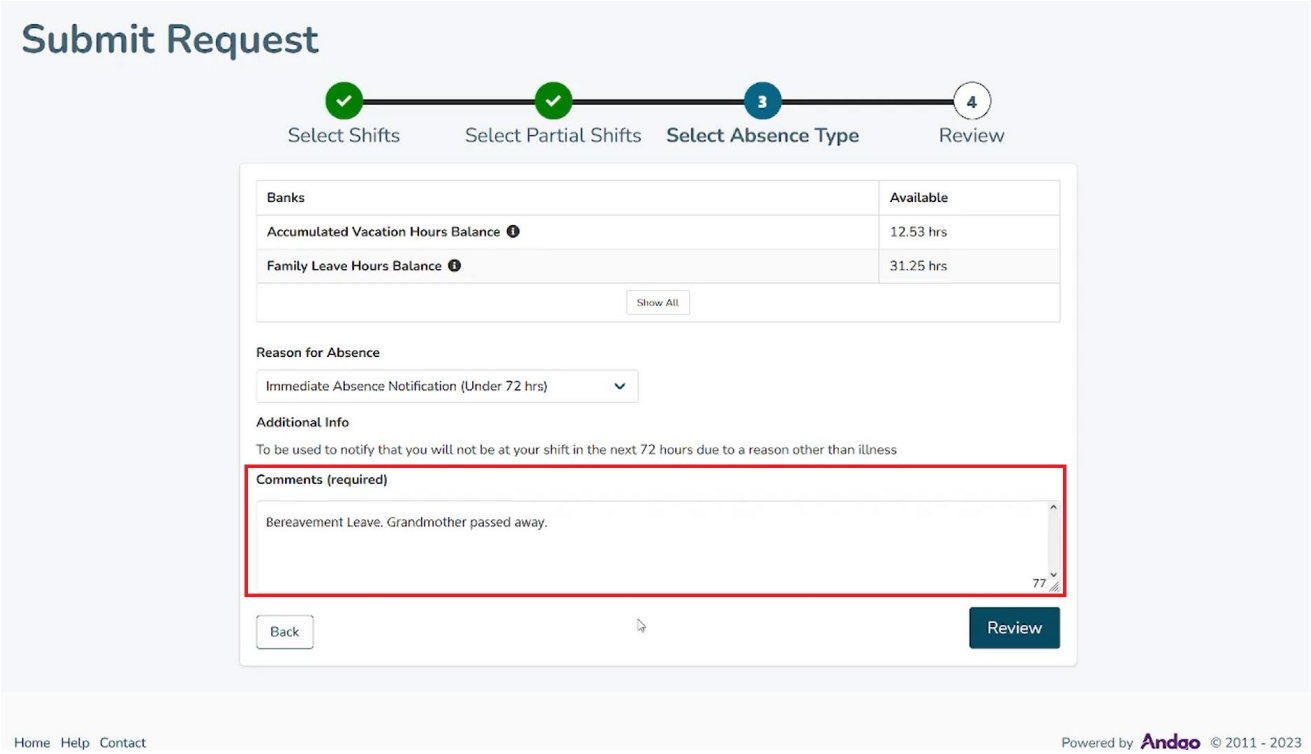
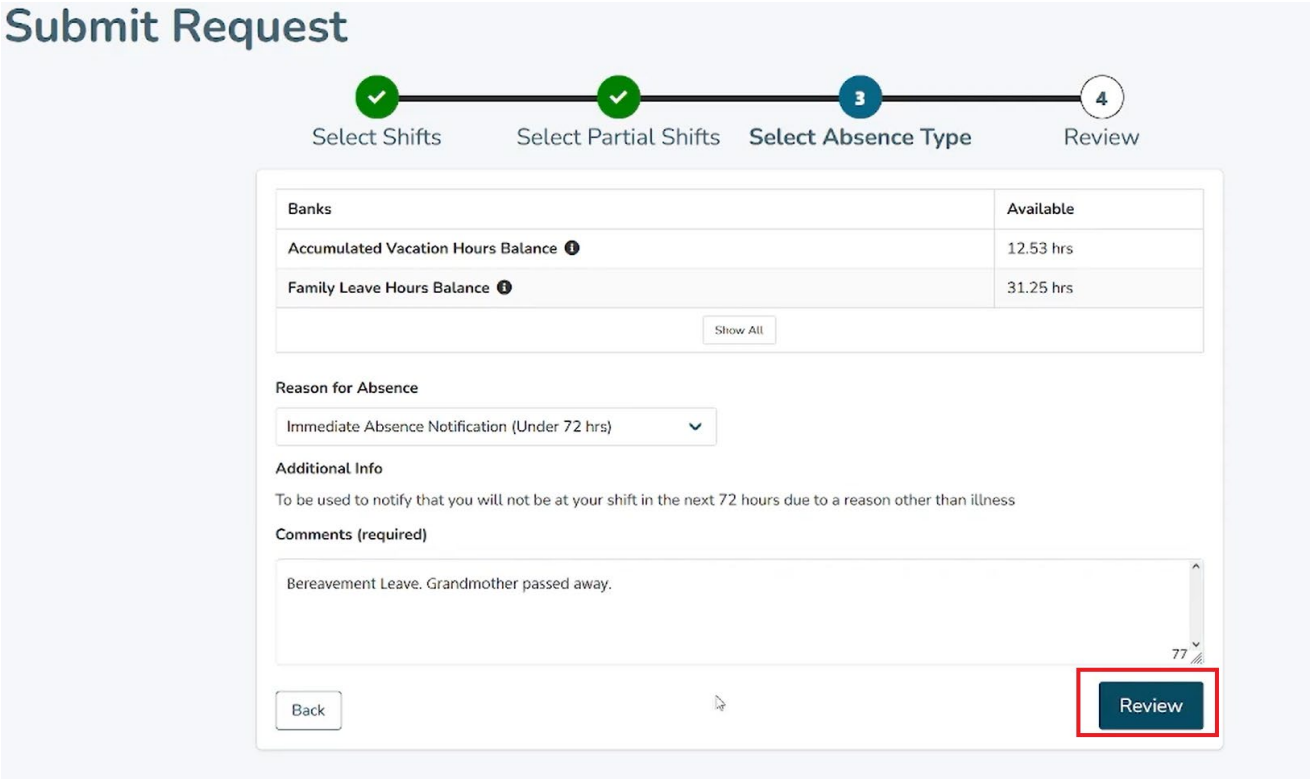


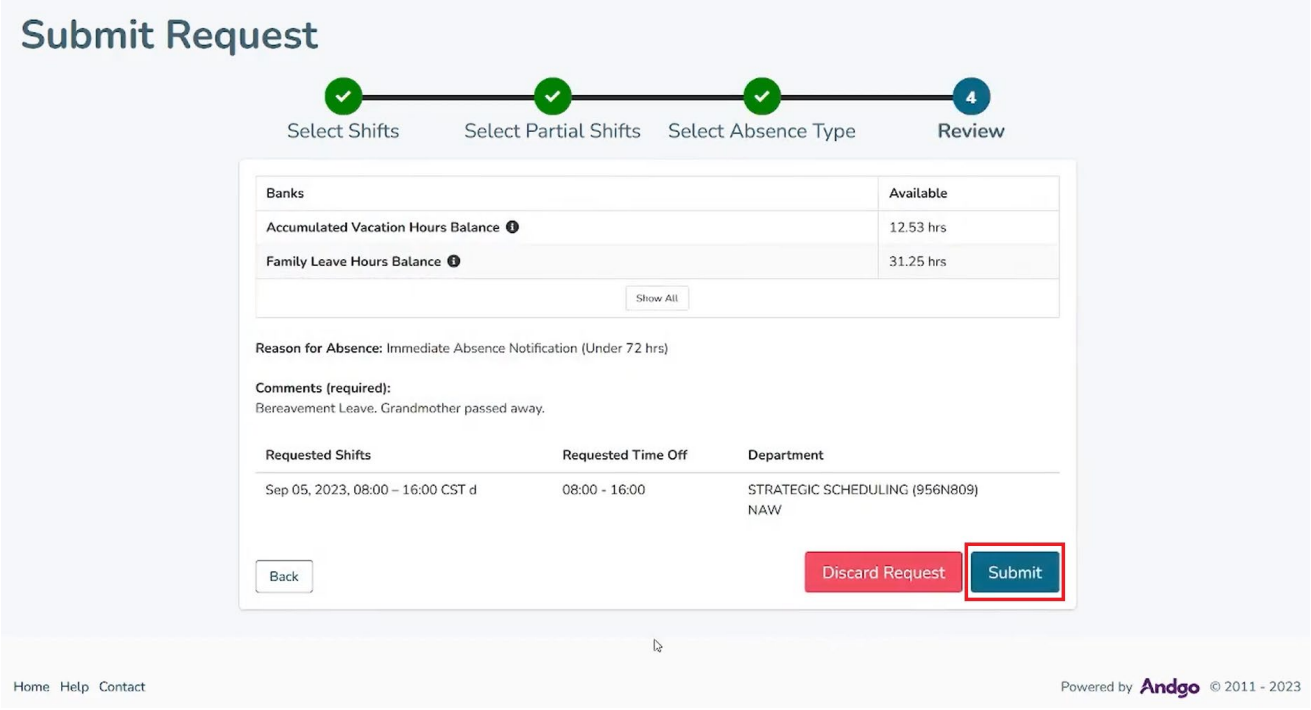
2.	On the scheduling home page, select absence requests. Then click on **submit absence requests** from the dropdown menu. 
3.	Enter the **date range** for your absence. Click **Search**. 

4.	Locate the desired shift in the search results. Select the **checkbox** next to that shift. Click **Select Partial Shifts**. 
5.	If your request includes a **partial shift**, select **Yes** from the dropdown menu. If request is not for a partial shift, skip to **step 7.**  Enter the **start time** and **end time** of the absence.

6.	Enter the **start time** and **end time** of the absence. 
7.	If the absence is **not** partial, select **No**. Click **Select Absence Type** to continue. 

8.	At the top of the page, review your **banks** (available balances). 
9.	Select the **appropriate reason** for your absence: • For **immediate sick leave**, choose **Immediate Sick Notification (under 72 hours)**. • For **other immediate absences**, choose **Immediate Absence Notification (under 72 hours)**. 

10.	Enter **comments,** if needed. • Comments are not required for immediate sick leave • Enter the **type of leave** you are requesting. • Provide any **required details** based on your collective bargaining agreement. 
11.	Select **Review** to check your request details. 

12.	Once confirmed, click **Submit** to send your request for your manager's approval. 
	END

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