


WORK STANDARD	 Saskatchewan Health Authority		Title: How to view your schedule on sask.staffscheduling.ca Role performing Activity: All Users
	Location: sask.staffscheduling.ca	Department/Unit: HR Systems and Analytics	
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	Related Policies/Documentation		

Work Standard Summary: How to view your schedule online.

Essential Tasks:	
1.	Go to sask.staffscheduling.ca and enter your employee number and password.
2.	<p>Click “When and where am I working” under “View My Schedule” on the Home Page. There are two other options: “Apply for Shifts” displays the Smart Call and Shift Prebooking page, while “My Account” displays your personal account information.</p> <p>For this walk through, please select “When and where am I working” under “View My Schedule”.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p style="margin: 0;">View My Schedule</p> <div style="border: 1px solid red; padding: 2px; margin: 2px 0;"> When and where am I working? ⌵ </div> </div>

3. Your schedule will look like this:

The screenshot shows a calendar for May 2023 with a detailed view for May 1 and May 2, 2023. The calendar displays shifts for 09:00-17:00. Callouts provide the following information:

- Where/when you're scheduled:** Points to the date and time slot on the calendar.
- These icons will indicate your shift/leave type:** Points to the 'Working' icon and the 'ZZ' payroll code.
- These are payroll codes; hover over to find more information:** Points to the 'ZZ' payroll code.
- This window displays the same shifts as the calendar, with more detail:** Points to the detailed view of the shift on May 1, 2023, which includes 'Day Shift D', '09:00 - 17:00', 'Emergency (Main Hospital)', and a 'Request Absence' button.

4. Schedules are color coded for easy reference:

Working	Planned/Unplanned Leave	Premium
ZZ, XO, XZ, etc	FL, HC, XF, AB, DB, ID, etc	OT, OX, VP, etc