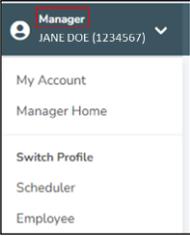
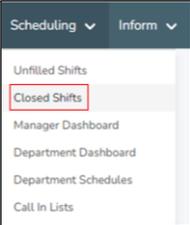


 Saskatchewan Health Authority	Title: How to see who was awarded shifts on sask.staffsscheduling.ca Role performing Activity: All Users	
<h1>WORK STANDARD</h1>	Location: sask.staffsscheduling.ca	Department/Unit: HR Systems and Analytics
	Document Owner: HR Systems	Date Prepared: June 5, 2023
	Last Revision:	Date Approved:
	Related Policies/Documentation	

Work Standard Summary: How to see who was awarded a shift.

Essential Tasks:	
1.	Go to sask.staffsscheduling.ca and enter your employee number and password. Ensure you are using your manager profile at the top right of the screen: 
2.	Click "Scheduling" and then "Closed Shifts": 

3. Enter the relevant criteria for the shifts you are interested in seeing, then click “Search”:

4. The results will display as follows, locate the shift you are interested in and click the “Review” button beside it:

OT	Department	Union	Class	Availability Window	Shift Range	Shifts	Status	Subs	# Granted
-	ONSITE SCHEDULING Saskatoon - NAW	SEIU	SCHEDTEST	May 29, 2023 14:04 - Jun 01, 2023 02:04 CST	Jun 10, 2023 21:00 - 07:00 CST	1	Closed For Submissions	6	1
-	ONSITE SCHEDULING Saskatoon - NAW	SEIU	SCHEDTEST	Jun 01, 2023 10:00 - 14:00 CST	Jun 03, 2023 21:00 - 07:00 CST	1	Closed For Submissions	2	1
-	ONSITE SCHEDULING Saskatoon - NAW	SEIU	SCHEDTEST	Jun 01, 2023 14:00 - 18:00 CST	Jun 03, 2023 21:00 - 07:00 CST	1	Closed For Submissions	2	1

5. This report shows you who got the specific shift:

Shift Details - 5

Status: Finalized
 Facility: Saskatoon - NAW
 Days Since Creation: 6 days
 Timed Window: May 29, 14:04 - Jun 01, 02:04 CST
 Rolling Window Start: -
 Timed Sorting Method: Seniority
 Rolling Sorting Method: -
 Shift Time: 21:00 - 07:00 CST (10.0 hrs)
 Shift Icon: N
 Partial Eligible: No - May 29, 2023, 14:04 CST

Union: SEIU
 Department: ONSITE SCHEDULING
 Occupation Class: SchedulerTesting
 Scheduling Team: Testing Team
 Last Processed By: JANE DOE
 Jun 01, 2023, 13:30 CST
 Finalized By: JANE DOE
 Jun 01, 2023, 13:30 CST
 Shift Date: Jun 10, 2023
 Time Class: Night
 Is Overtime Eligible: No - May 29, 2023, 14:04 CST

EE #	Name	Submission Method	Submission Time	Submission	Status	Actioned By	Message
9876543	JOHN DOE	Web	May 29, 2023 14:52 CST	Full Shift	Granted	JANE DOE (1234567) at Jun 01, 2023 13:30 CST	-
2345678	JOHN SMITH	Web	May 30, 2023 08:22 CST	Full Shift	Denied	JANE DOE (1234567) at Jun 01, 2023 13:30 CST	Shift cancelled.

6. You may use the browser navigator button to click “Back” and review other shifts as required.