
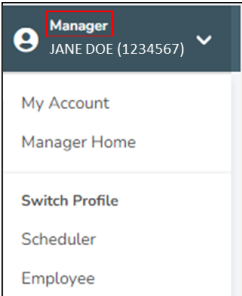
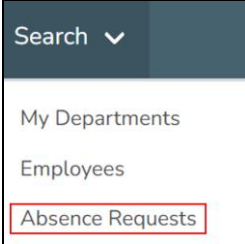


WORK STANDARD	 Saskatchewan Health Authority		Title: How to view an employee's leave request on sask.staffscheduling.ca
	Role performing Activity: Manager or Designate		
	Location: sask.staffscheduling.ca	Department/Unit: HR Systems and Analytics	
	Document Owner: HR Systems	Date Prepared: June 7, 2023	
	Last Revision:	Date Approved:	
Related Policies/Documentation			

Work Standard Summary: How to view employee's leave request(s).

Essential Tasks:	
1.	Go to sask.staffscheduling.ca and enter your employee number and password. Ensure you are using your manager profile at the top right of the screen: 
2.	Go to "Search" and "Absence Requests": 

3. Enter the information about the employee and then click “Search”:

Search Absence Requests

Request ID

e.g. 12345

Employee

Start typing name or employee number. e.g. Bob, 12345

Facility

Department

Occupation

Type

Request Status*

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- Withdrawn

Requested Date

The requested absence is for this date.

4. This page will show you a list of requests, click “View” to the right of a request to see more information:

Request ID	Employee	Requested Dates	Type	Status	Submitted	
24	User name hidden	May 29, 2023	Vacation Paid	Denied	May 31, 2023 10:05 CST	<input type="button" value="View"/>
26	hidden	May 30 - May 31, 2023 (2 shifts)	Immediate - Sick Paid (less than 48 hours)	Approved by Scheduling	May 31, 2023 10:06 CST	<input style="border: 2px solid red;" type="button" value="View"/>

5. The following information provides additional information about the request, including information about shift details and request modification.

Employee	Absence Type	Submitted At	Status	Last Updated						
User name hidden	Vacation Paid	May 31, 2023, 10:05 CST	Denied	May 31, 2023, 11:54 CST						
Denied Please indicate coverage										
Shift Details										
Date	Requested Time	Shift Time	Hours	Time Class	Icon	Facility	Department	Occupation	Union	
May 29th	08:00 - 16:00 CST	08:00 - 16:00 CST	7.5	Day	d	Saskatoon - NAW	STRATEGIC SCHEDULING	(MANAGER(OOS))	OOS	
Comments										
Date	User	Profile	Comment							
No comments										
History										
Date	User	Previous State	Action	New State	Absence Type					
May 31, 2023, 11:54 CST	User name hidden	Needs Department Approval	Department Deny	Denied	Vacation Paid					