

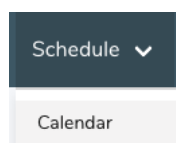
mySchedule User Guide - How to View My Schedule

Introduction

mySchedule allows ESP-based employees to quickly and easily view your schedule at any time, from most internet connected devices. This document will help you to quickly find and view your schedule in both calendar and list formats. *mySchedule* does not currently include schedule data for Procura-based employees.

Instructions

1. Login to mySchedule.northernhealth.ca with your NH user account.
2. Click on the **Schedule** menu located in the top left of the screen and select **Calendar**:



3. Your schedule information is displayed on the **My Calendar** screen:

< Jul 2019
August 2019
Sep 2019 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
		1 Night	1 Night	1 Night	1 Night	1 Night
18	19	20	21	22	23	24
			1 Night	1 Night	1 Night	1 Night
25	26	27	28	29	30	31
1 Night			1 Night	1 Night	1 Night	1 Night

View Schedule

Occ	Unit	Duration	Icon	Pay Code
Tue Aug 13, 2019				
	421 - UHN Housekeeping	23:30 -		
Working	HKCb 421 - UHN University Hospital of Northern	07:30 - PDT	*ERn	<u>REGULAR</u>
Wed Aug 14, 2019				
	421 - UHN Housekeeping	23:30 -		
Working	HKCb 421 - UHN University Hospital of Northern	07:30 - PDT	*ERn	<u>REGULAR</u>

Hover over the underlined paycode of a shift for more information.

LEGEND

Working

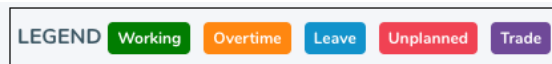
 Overtime

 Leave

Below is a brief explanation for each column headings in for the View Schedule screen shown above (top right):

Occ	Your occupation type
Unit	The unit and facility your shift belongs to
Duration	The start and end time of your shift
Icon	Your shift icon (this should match your Daily Sign-In Sheet)
Pay Code	The pay code for the shift – hover over the code for more information

Shifts are colour-coded in *mySchedule*:



Here is a brief explanation for each shift type:

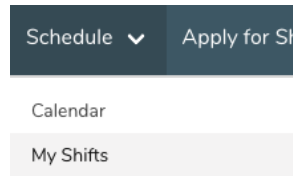
Working	These are your regular, straight-time hours (Regular, Workload, etc.)
Overtime	These indicate overtime pay rates (Banked OT, Paid OT, etc.)
Leave	These are planned leaves, days off (Vacation, Maternity Leave, etc.), or not-worked schedule adjustments
Unplanned	These are unplanned vacancies, generally shorter notice (Sick, Cancelled Shift, etc.)
Trade	These are shifts you have traded to another employee. The shift you are working in exchange will be displayed in green

Click the calendar buttons to move backward and forward by month:



Click on a specific day to see more information about the day's shifts:

4. Click on the **Schedule** tab, and select **My Shifts** to view your schedule information:



5. Your schedule information is displayed on the **My Shifts** screen:

Occ.	Union	Unit	Icon	Date	Duration	Pay Code	Status
HKCb	FACILITIES	421 - UHN Housekeeping 421 - UHN University Hospital of Northern	*ERn	Aug 13 2019	23:30:00 - 07:30:00 PDT	REGULAR - REGULAR	Working
HKCb	FACILITIES	421 - UHN Housekeeping 421 - UHN University Hospital of Northern	*ERn	Aug 14 2019	23:30:00 - 07:30:00 PDT	REGULAR - REGULAR	Working
HKCb	FACILITIES	421 - UHN Housekeeping 421 - UHN University Hospital of Northern	*ERn	Aug 15 2019	23:30:00 - 07:30:00 PDT	REGULAR - REGULAR	Planned Leave

Below is a brief explanation for each column heading shown above:

Occ.	This is your occupation type (this should match your Daily Sign-in Sheet)
Union	This is your collective agreement type
Unit	This is the unit of the shift being displayed
Icon	This is the shift icon (this should match your Daily Sign-in Sheet)
Date	This is the date of the shift being displayed
Duration	These are the hours of the shift
Pay Code	This is the pay code attached to the hours in question
Status	This indicates the type of shift, whether straight-time, overtime, or some form of leave

Use the **Next Page** and **Previous Page** buttons to see more of your schedule:



6. Please contact your manager or Staffing Office if you have any questions or concerns about your schedule information.