
mySchedule - List of Responses to Applications

Introduction

mySchedule sends automatic responses to each of your applications, including the reason that any applications were denied. This guide is intended to clarify what each of these responses usually means. These descriptions are intended to be general, and these reasons may be used in situations including but not limited to what is listed here. If you have any questions about the responses you receive, please contact your Staffing Office.

Reason	Description
Granted	You have been granted the full shift
Shift no longer available	The shift has been awarded to another employee according to collective agreement rules, or the vacancy no longer exists for other reasons
Shift would be overtime	Used to deny an application because it would be overtime, and the shift is being awarded to an employee at straight-time
Would push shifts into OT	Booking this shift would cause other shifts to become overtime
Vacation stat or banked OT	You are on a vacation day, banked overtime, or a rotational stat (or something similar), and cannot be booked for the shift without specialized approval
Overtime not approved	Overtime has not been approved for this shift
Shift change not approved	Insufficient notice has not been approved for this shift
Conflicting shift (Formerly: Can't work entire shift)	Conflicts in your schedule make it impossible for you to accept the full shift
Conflicting shift in block (Formerly: Can't work entire block)	The block would not be able to fit into your schedule at straight-time. Full-time staff are not eligible for blocks
Already working same hours	You are already working all the hours of this shift
Orientation required (Formerly: Not orientated)	You have not completed orientation for this unit or for the specialized skills required for this shift
Fatigue Policy violation	The shift would exceed the fatigue policy if booked. Staffing will still

(Formerly: Would violate Fatigue Policy)	consider these applications for partial hours where appropriate
Sick or on leave	You are sick for this day, or on a type of leave that does not permit you to work additional hours
No flu shot/outbreak at site	Used to deny an application from an employee who requires a flu shot/has worked at a quarantined site during the window of exclusion
As per comment on file (Formerly: Comment on file)	A comment on your file prevents Staffing from awarding this shift. Please note that applications in mySchedule will override comments you have chosen to add – Staffing will disregard a comment stating “No nights per employee” if you apply on a night shift in mySchedule
Working other facility	Other shifts in your schedule make it impossible to book you for any portion of this shift. For example, shifts on the same day in different communities
Worked previous shift	Used in areas where consecutive shifts are not permitted
Filled as 16.01/Article 29	If a shift or block was uploaded in error and/or filled using the 16.01 or Article 29 processes, applications may be denied using this code
Granted Partial Shift	You were awarded part of the shift – the denial refers to the full shift
Granted Alternate Hours	You were awarded different hours than your partial application. The denial refers to your initial request, and you have still been granted the alternate hours
Relief requirements changed (Formerly: Relief not needed)	The shift was cancelled after it opened for applications in mySchedule
Refused	Used to record cases where employees have contacted Staffing to withdraw applications between the close of the application and the shift being processed, or if you cannot work partial hours Staffing offer
Cancelled Shift	Used to indicate cancelled offers – either because the vacancy no longer exists or the shift was offered in error
Other	Used in rare occasions when none of the above reasons are applicable. Contact your Staffing Office for clarification