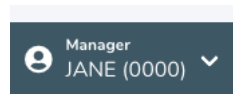

mySchedule Manager Guide - How to View Available Shifts

Introduction

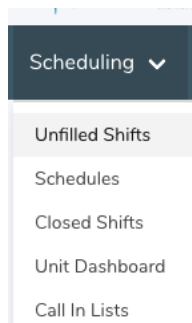
This document will help you view the shifts in your units that are available (vacant) for employee applications, or that are waiting to be reviewed by Staffing Services.

Instructions:

1. Login to myschedule.northernhealth.ca with your NH user account and ensure you have the Manager profile selected (profile selector is located at the top right of the screen):



2. Click on the **Scheduling** menu and select **Unfilled Shifts**:



- At the top of the screen shown below, choose the Facility and the unit you wish to view and click the **Filter Shifts** button:

The screenshot shows a staffing services interface. At the top, there are dropdown menus for 'Facility' (300 - NIR Northern Interior HSDA) and 'Department' (300 - NIR Staffing PGR). Below these is a calendar for December 2020. The calendar displays various shifts and blocks for each day. On the right side, there is a detailed view for December 19, 2020, showing two shift details: 'Staffing Clerk Shift' (13:00 - 21:00 PST, SC13) and 'Staffing Clerk 2 Shift Block' (15:00 - 19:00 PST, wld). Both shifts show '0 Submissions' and 'Processing' status.

- The left hand side of the screen is the calendar selector – use the buttons at the top of this section to select the month you want to view. Shifts and blocks are displayed here – regular shifts and blocks appear in black, while shifts incurring the Short Notice Premium (NBA only) will appear in orange. Select a calendar day with a vacant shift to view shift details on the right-hand side of the screen.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	Dec 1	2	3	4	5
		07:00-15:00 P... 07:00-15:00 P...	07:00-15:00 P...	07:00-15:00 P...	07:00-15:00 P...	
6	7	8	9	10	11	12
		06:30-14:30 P... 07:00-15:00 P...	07:00-15:00 P...	07:00-15:00 P... 13:00-21:00 P...	13:00-21:00 P...	
13	14	15	16	17	18	19
13:00-21:00 P...	07:00-15:00 P... 07:00-15:00 P... 3 more	06:00-14:00 P... 07:00-15:00 P... 07:00-15:00 P... 3 more	07:00-15:00 P...	07:00-15:00 P... 13:00-16:00 P... 2 more	05:00-13:00 P... 07:00-15:00 P... 2 more	13:00-21:00 ... 2 Shift Block
20	21	22	23	24	25	26
	07:00-15:00 P... 07:00-15:00 P... 07:00-15:00 P... 2 more	08:00-16:00 P...	07:00-15:00 P...	07:00-15:00 P...		
27	28	29	30	31	Jan 1	2
	13:00-21:00 P... 15:00-19:00 P... 3 Shift Block	07:00-15:00 P... 15:00-21:00 P... 07:00-15:00 P... 08:00-16:00 P... 3 Shift Block	07:00-15:00 P... 08:00-16:00 P...	15:00-19:00 P...		

5. The right hand side displays detailed shift all pertinent information; Date, Facility/Unit, Occupation, Shift Hours and Icon. The Closes section indicated when the shift will either close for applications, or when it did close, if the shift is waiting for Staffing Services to review (these will be indicated by the word PROCESSING)

December 19, 2020

Staffing Clerk Shift
300 - NIR Staffing PGR (300 - NIR Northern Interior HSDA)

Dec 19	13:00 - 21:00 PST	SC13
--------	-------------------	------

0 Submissions
Processing

Staffing Clerk 2 Shift Block
300 - NIR Staffing PGR (300 - NIR Northern Interior HSDA)

Dec 19	15:00 - 19:00 PST	wld
Dec 20	15:00 - 19:00 PST	wld

0 Submissions
Processing

6. This section indicates when an open shift will close (or Processing, if it has closed but not been processed by Staffing Services). The Submissions button indicates how many employees have submitted requests for the shift.

2 Submissions

Closes in 21 hours

Click on the Submissions button to view the submissions on the shift or block. This displays the employees, their application times and types, their seniority, and their Sorting Rank (the order applications will display to Staffing Services – this is not an assessment of which employee is most likely to be awarded the shift):

Staffing Clerk Shift



300 - NIR Staffing PGR (300 - NIR Northern Interior HSDA)

Day	Date	Time	Icon
Fri	Oct 08	07:00 - 15:00 PDT	G 7

[Closes in 5 days](#)

1 Submissions

Sorting Method: Seniority, Assignment Type

Name	Created At	Requested Hours	Seniority	Sorting Rank
DI J	Jul 27th, 14:35 PDT	Full Shift	5110.32 hrs	1

To close this pop up window, click the **X** at the top of the window.

7. If you have any questions please contact your local Staffing Office.