
mySchedule Manager Guide - Annual Vacation - Submitting Approved Requests

Introduction

After all Annual Vacation requests for a round have been processed in mySchedule, rounds must be submitted to Staffing Services for entry.

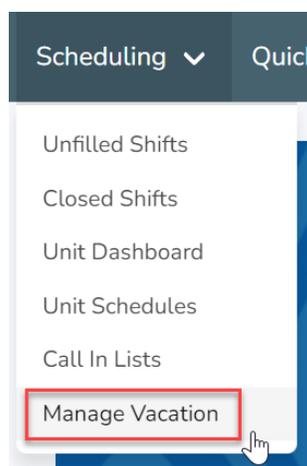
NOTE: Starting in 2020 (the 2021 vacation selection process), this process has been streamlined. The information here is also contained in the **Annual Vacation – Processing Vacation Requests** document.

Access the Annual Vacation Module

1. Login to myschedule.northernhealth.ca with your Northern Health user account.
2. Select the **Scheduling** menu item located in the top left of the screen:

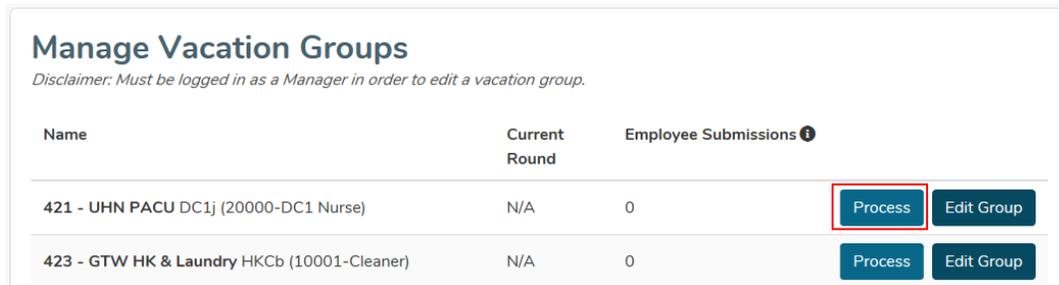


3. Select **Manage Vacation**:



Accessing the Vacation Round Page

1. Select **Process** beside the vacation group on the **Manage Vacation Groups** page.



Manage Vacation Groups
Disclaimer: Must be logged in as a Manager in order to edit a vacation group.

Name	Current Round	Employee Submissions ⓘ		
421 - UHN PACU DC1j (20000-DC1 Nurse)	N/A	0	Process	Edit Group
423 - GTW HK & Laundry HKCb (10001-Cleaner)	N/A	0	Process	Edit Group

2. Select **Process** on the Vacation Round you have completed processing:



Round 1 CLOSED
ready for processing

OPEN 04:05 PM PDT Aug 23, 2019 - CLOSE 04:09 PM PDT Aug 23, 2019

Process

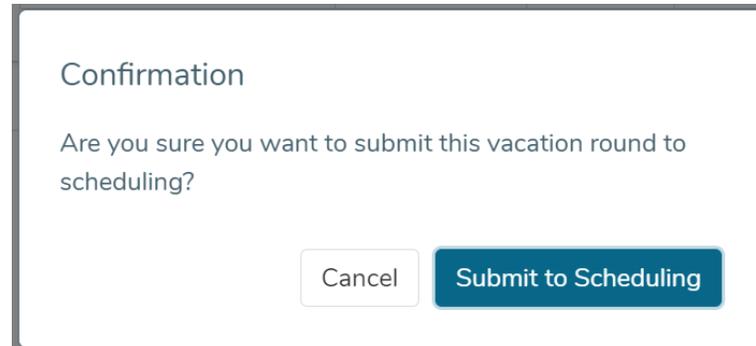
This message will be displayed for rounds that are ready for submission:

This vacation round is fully processed but has not been submitted to scheduling.

3. Select **Submit to Scheduling** from the bottom of the page. This button will only be available if all employees in the round have been Approved, Skipped, or Denied.

Submit to Scheduling

4. A confirmation overlay will appear – select **Cancel** to return to the previous screen, or select **Submit to Scheduling** again to finalize the submission.



5. Once the round is submitted, a confirmation message will appear – at this point all tasks for the round have been completed:

This vacation round is fully processed and has been submitted to scheduling. [Click here for more details.](#)

6. On the round selection page, submitted rounds appear in blue, with the status **Closed – processing complete**:

