mySchedule – Employee Features Overview

Introduction

mySchedule offers Northern Health employees a variety of tools and features, from schedule information, to shift booking and the Annual Vacation selection process. This document collects links to instructions on using mySchedule's key employee features.

Sections:
- View Your Schedule
- View Your Department and Position Information
- Employee Absence Reporting Line
- Setting Notification Preferences
- Applying for Shifts via mySchedule
- Applying for Annual Vacation

1. View Your Schedule

- How to View My Schedule
- How to View My Unit Schedule

2. View Your Department and Position Information

- How to View My Information
- How to View My Positions

3. Employee Absence Reporting Line

- How to Use mySchedule Quick Dial – EARL
- mySchedule EARL Script

4. Setting Notification Preferences

- How to Change Smart Call Preferences
- How to Review Shift Notifications

5. Applying for Shifts via mySchedule

- [How to Apply for Shifts and Blocks](#)
- [How to Apply for Partial Shifts](#)
- [How to Check My Submissions](#)
- [How to Withdraw Submissions](#)
- [How to Review Closed Offers](#)
- [List of Responses to Applications](#)

6. Applying for Annual Vacation

- [How to Apply for Annual Vacation](#)
- [Annual Vacation FAQ](#)