
mySchedule User Guide - How to Apply For Shifts and Blocks

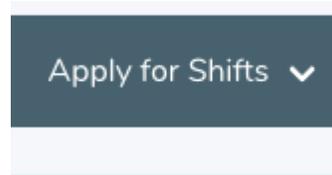
Introduction

mySchedule makes it easy to find and apply for vacant shifts and blocks (if applicable) in each of the units where you can work. This document provides information on how to find the vacant shifts, use and understand each of the menus, and apply for shifts and blocks.

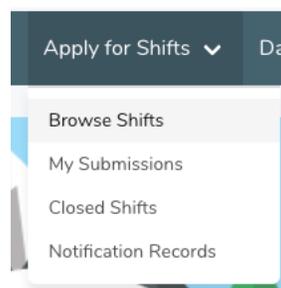
For instructions on applying for portions of shifts, see the **How to Apply for Partial Shifts** document in the mySchedule help section or on the mySchedule page on OurNH.

Instructions

1. Login to myschedule.northernhealth.ca with your Northern Health user account.
2. Click on the **Apply for Shifts** menu located near the top left of the screen:



3. Click on **Browse Shifts**:



- A calendar view is displayed on the **Available Shifts/Shift Blocks** screen listing the month, your existing schedule, and the shifts and/or blocks available on each day.

Viewing Shifts/Blocks:

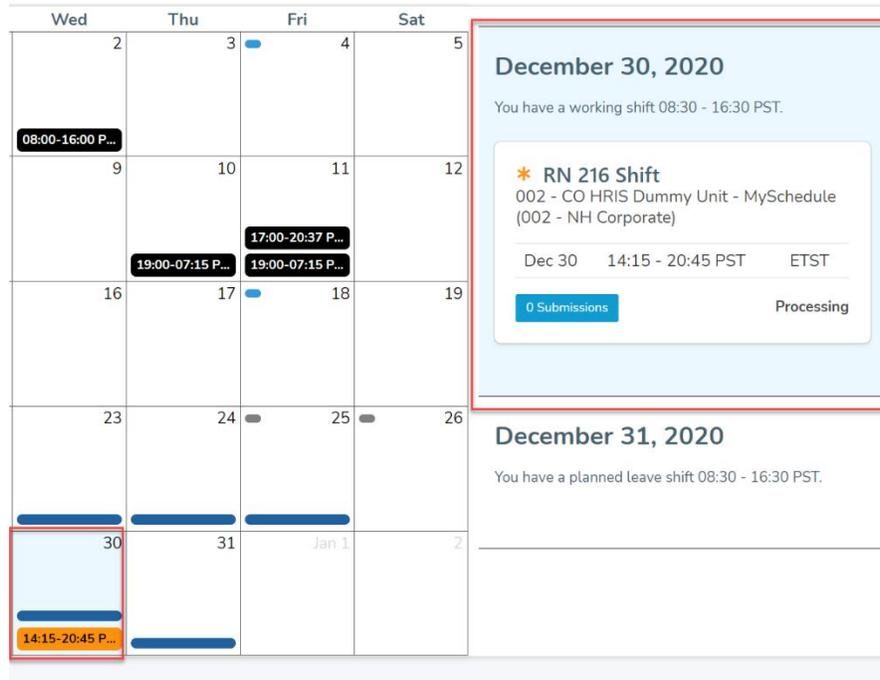
You can click the buttons beside the months to view vacancies over several months (FBA employees will only be able to see shifts up to one week away).

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	Jan 1	2
					13:00-21:00 P... 13:00-21:00 P... 13:00-21:00 P...	13:00-21:00 ... 13:00-21:00 ... 3 more
3	4	5	6	7	8	9
13:00-21:00 P... 13:00-21:00 P... 13:00-21:00 P...	13:00-21:00 P... 13:00-16:00 P... 4 more	08:00-16:00 P... 10:30-16:00 P... 4 Shift Block	07:00-15:00 P... 08:00-16:00 P... 13:00-21:00 P... 3 Shift Block	08:00-16:00 P... 08:00-16:00 P... 08:00-16:00 P... 4 Shift Block	08:00-16:00 P... 2 Shift Block 4 Shift Block	2 Shift Block 2 Shift Block
10	11	12	13	14	15	16
	07:00-15:00 P... 08:00-16:00 P... 4 more	08:00-16:00 P... 4 Shift Block	3 Shift Block	07:00-15:00 P... 07:00-15:00 P... 3 more		
17	18	19	20	21	22	23
	07:00-15:00 P... 08:00-16:00 P... 08:00-16:00 P...	09:00-13:00 P... 4 Shift Block	3 Shift Block 3 Shift Block 4 Shift Block	09:00-13:00 P... 09:00-13:00 P...		19:00-07:15 ...
24	25	26	27	28	29	30
				07:00-15:00 P... 08:00-16:00 P...		
31	Feb 1	2	3	4	5	6

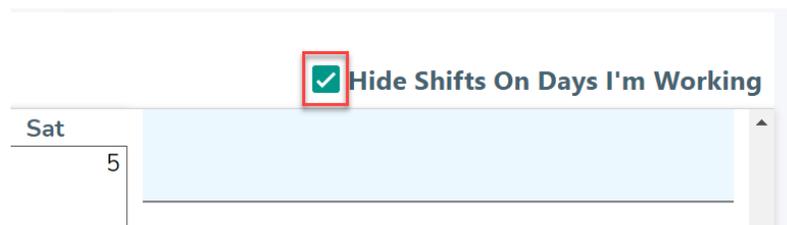
Calendar days display your scheduled shifts/leaves with a blue line, while available shifts and blocks are indicated with a black bar (or orange for shifts potentially qualifying for the NBA or HSPBA Short Notice Premium)

20	21	22	23	24	25	26
		19:00-07:15 P...				
27	28	29	30	31	Jan 1	2
			14:15-20:45 P...			

Selecting a calendar day will scroll to the details for that date in the shift details section on the right side of the screen:



By default, the schedule will display all available shifts and blocks, including on days you are scheduled to work. To filter the available shifts based on your schedule, select the Hide Shifts on Days I'm Working option. This option will hide any shifts on days you are scheduled to work at straight-time or overtime, but will display shifts on days off, or days with any type of scheduled leave.



Blocks are identified by the date of the first shift in the block.

The **Shift Details section** shown below provides all of the key information about the shifts or blocks, including the shift date, unit, facility, and the time and date that the shift closes for submissions:

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

Apr 01 08:00 - 16:00 PDT B8

0 Submissions Closes in a day Request Shift

The Shift Details section (shown above) includes a number of key details:

Occupation	Indicates the occupation type of the shift – Staffing Clerk in the example						
Unit/Facility	Indicates the unit the shift belongs to – 300 – NIR Staffing PGR in the example						
Shift Date	Indicates the date of each shift in the block						
Shift Time	Indicates the shift start and end times and timezone						
Shift Icon	Indicates the shift icon found on the Daily Sign In Sheet – B8 in the example						
Request Shift, Withdraw Submission or Processing Button	<p>This button indicates the status of the shift:</p> <ul style="list-style-type: none"> - Request Shift indicates the shift is open - Withdraw Submission indicates you can withdraw your submission - Processing indicates that the shift has closed – button is no longer active 						
Submission Information Button	<p>This button indicates the status of submissions on the shift/block – in this example image on the left, there are two submissions on one shift.</p> <p>Click this button for information on the applications of other employees who have also applied for this shift – if you have applied for this shift, your application will be highlighted in blue text. The Sorting Rank field indicates how requests are displayed to Staffing Services – this does not indicate which employee will be awarded or is most likely to be awarded the shift.</p> <p>Example of submission information:</p> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 20px;"> <p>2 Submissions</p> <p>Submission Information Button</p> </div> <div> <p>1 Submissions <input type="button" value="^"/></p> <p>My Seniority: 5110.32 hrs</p> <p>Sorting Method: Seniority, Assignment Type</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Created At</th> <th>Requested Hours</th> <th>Sorting Rank</th> </tr> </thead> <tbody> <tr> <td>Jul 26th, 15:26 PDT</td> <td>Full Shift</td> <td>1</td> </tr> </tbody> </table> </div> </div>	Created At	Requested Hours	Sorting Rank	Jul 26th, 15:26 PDT	Full Shift	1
Created At	Requested Hours	Sorting Rank					
Jul 26th, 15:26 PDT	Full Shift	1					

Within this **Shift Details section**, an orange star icon indicates that a special premium may be attached to this shift. Currently this is only used to indicate an NBA shift may incur the Short Notice Premium:

* **RN 216 Shift**

421 - UHN *W/L Minor Treatment (421 - UHN University Hospital of Northern)

Feb 01 07:00 - 19:00 PST DWL

0 Submissions Processing

Applying for Individual Shifts

1. Once you have selected a shift you want to apply for, click the **Request Shift** button to open the application window.

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

Apr 01 08:00 - 16:00 PDT B8

0 Submissions [Closes in a day](#) **Request Shift**

2. From the application window, select **Request Full Shift** to apply, or select the **X** at the top right to close the application window and return to the application calendar without applying.

Staffing Clerk Shift ✕

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

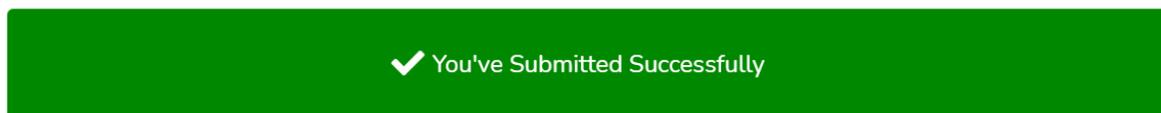
Day	Date	Time	Icon
Thu	Apr 01	08:00 - 16:00 PDT	B8

Actions ^

Request Full Shift
[Closes in a day](#)

0 Submissions My Seniority: 5110.32 hrs
Sorting Method: Seniority, Assignment Type

3. Once you have selected **Request Full Shift**, a confirmation message will appear to indicate that you have successfully applied for the shift:



4. Please note that any submissions in *mySchedule* can be withdrawn until the submission window has closed, at which point **your submission is considered acceptance of the shift and confirmation of your availability to work those hours**. If you need to withdraw a submission for a shift/block, please refer to the **How to Withdraw Submissions** document on the *mySchedule* Help page.
5. If you are not able to accept a full shift, please contact your Staffing Office to enter a partial shift submission.

Applying for Blocks

1. Blocks in *mySchedule* are displayed within the Shift Details section by listing are shifts within the block together. Click **Request Shift** if you are interested in working the **entire** block.

Staffing Clerk 4 Shift Block
300 - NIR Staffing PGR (300 - NIR Northern Interior HSDA)

Mar 29	08:00 - 16:00 PDT	B8
Mar 30	08:00 - 16:00 PDT	B8
Mar 31	08:00 - 16:00 PDT	B8
Apr 01	08:00 - 16:00 PDT	B8

1 Submission [Closes in a day](#) **Request Shift**

2. From the overlay, select **Request Entire Block** to confirm your application:

Staffing Clerk 4 Shift Block ✕

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

Day	Date	Time	Icon
Mon	Mar 29	08:00 - 16:00 PDT	B8
Tue	Mar 30	08:00 - 16:00 PDT	B8
Wed	Mar 31	08:00 - 16:00 PDT	B8
Thu	Apr 01	08:00 - 16:00 PDT	B8

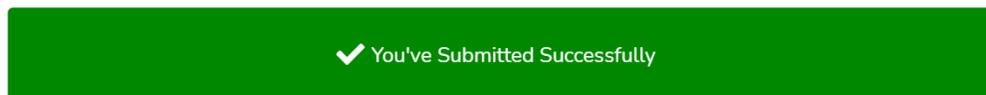
Actions ^

Request Entire Block

[Closes in a day](#)

1 Submissions ▼ My Seniority: 5110.32 hrs
Sorting Method: Seniority, Assignment Type

3. Once the submissions have been confirmed, a message will appear (shown below) indicating you have successfully submitted an application:



4. Select the **X** in the top right corner to return to the application calendar.
5. Please note that any submissions in *mySchedule* can be withdrawn until the submission window has closed, at which point **your submission is considered acceptance of the shift and confirmation of your availability to work those hours**. If you need to withdraw an submission for a shift/block, please refer to the **How to Withdraw Submissions** document on the *mySchedule* Help page.

6. Blocks that cannot be filled as full blocks at straight-time will be re-offered as individual shifts, so if you cannot accept the entire block of work, check back and the days you want may be available as single shifts.