



# mySchedule

## How to Apply for Partial Shifts

# Introduction

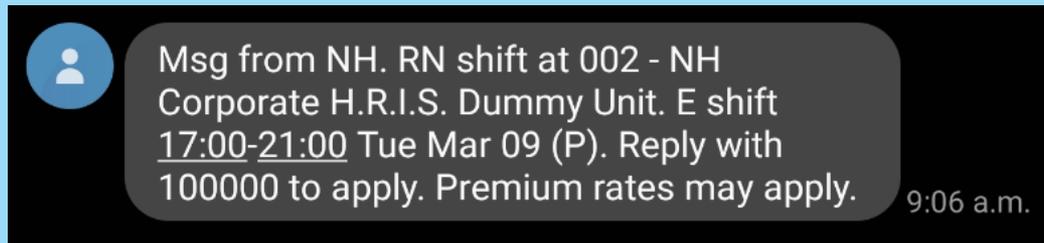
- mySchedule will introduce partial shift applications on September 15<sup>th</sup>, 2021. Partial applications can be submitted by the following methods:
  - Text messages
  - Phone calls
  - Online
- Partial shift applications are not available on blocks – partial applications can be entered when blocks split to offer individual shifts

# Introduction

- To apply for either a full shift or partial shift, apply for the full shift and you will be considered for a partial automatically
- Applications must be for a specific start and end time
- Partial applications communicated to Staffing Services before September 15<sup>th</sup>, 2021 will still be considered valid

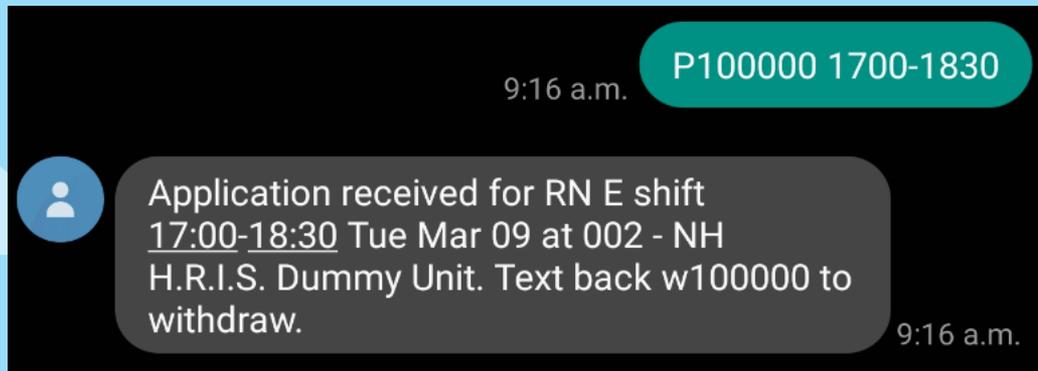
# Text Messages

- Partial eligible shifts will include “(P)” after the date in the text message shift offer



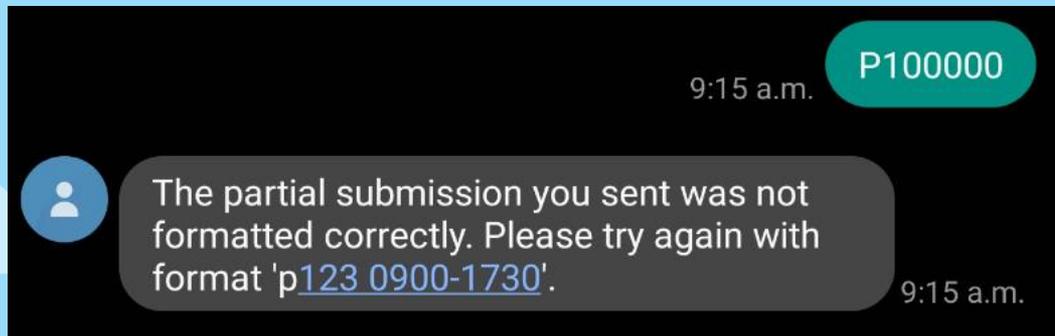
# Text Messages

- To apply for a portion of the shift, respond with the letter “p” in front of the application code, and include the hours you want directly after in 24 hour time
- In this example, “P100000 1700-1830” would apply for the 17:00-18:30 portion of the full shift:



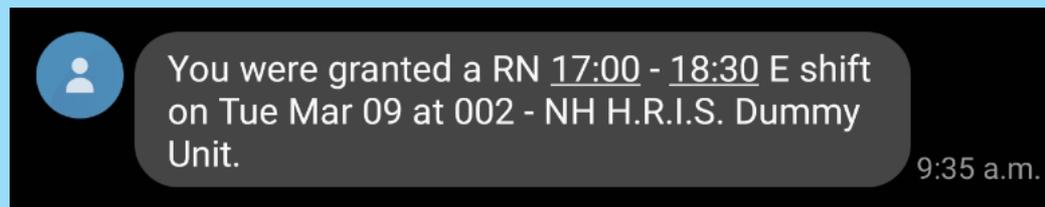
# Text Messages

- If your response is formatted correctly, you will receive a confirmation message that your application has been received
- If your response is formatted incorrectly, you will receive a message indicating the application was not accepted



# SMS Text Messaging

- Granted partial applications indicate the hours awarded:



# Text Messages

- For more information about text messaging applications, respond “BID HELP” to any message to receive a text with more detailed instructions

Msg from NH. Bid on a shift: reply with the number provided in text for shift (e.g. 123456)  
Partial-eligible shifts have (P) after date. Bid on a partial: add P before the number, add your start/end times in 24-hour format (e.g. P123456 0800-1730) Withdraw: reply with a W before the number (e.g. W123456)

# Phone Offers

- Shift offers by phone will indicate that the shift is eligible for partial submissions
- To apply for a portion of a shift, enter option 2 from the shift offer menu

# Phone Offers

- Enter the start time in 24 hour time – 0700 for 7:00am, 1900 for 7:00pm, etc.
- Select Yes to confirm this entry, or no to re-enter the start time

# Phone Offers

- Enter the end time in 24 hour time – 1515 for 3:15pm, 0315 for 3:15am, etc.
- Select Yes to confirm this entry, or no to re-enter the end time

# Phone Offers

- At this point, the system will ask you to confirm your submission – enter 1 to confirm your submission, or 2 to return to the shift offer
- The system will highlight if there are any issues with the hours entered, and prompt you to enter a correction if required

# Applying Online

- From the shift application calendar, select Request Shift to open the request menu

November 26, 2021

## RN 216 Shift

421 - UHN ER (421 - UHN University  
Hospital of Northern)

Nov 26 19:00 - 07:00 PST \*Nh

0 Submissions

Request Shift

Closes in 18 hours

# Applying Online

- Select “Request Partial Shift” to open the partial shift tools

421 - UHN ER (421 - UHN University Hospital of Northern)

Day	Date	Time	Icon
Fri	Nov 26	19:00 - 07:00 PST	*Nh

Actions

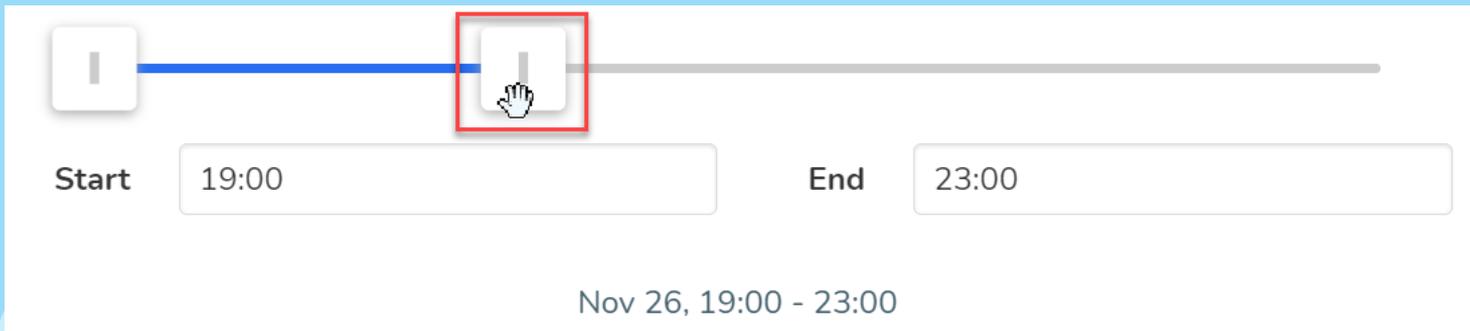


Request Full Shift

Request Partial Shift

# Applying Online

- Use the start and end time sliders or enter the start and end time in the text boxes in 24 hour time – the system will highlight issues with your entry



The screenshot displays a user interface for setting a time range. At the top, there is a horizontal slider bar. A vertical bar on the left side of the slider is highlighted in blue. A hand cursor is positioned over a vertical slider knob, which is enclosed in a red rectangular box. Below the slider, there are two text input fields. The first field is labeled "Start" and contains the text "19:00". The second field is labeled "End" and contains the text "23:00". Below these fields, the text "Nov 26, 19:00 - 23:00" is displayed.

Start 19:00 End 23:00

Nov 26, 19:00 - 23:00

# Applying Online

- Select Request Partial Shift to confirm your application

Nov 26, 19:00 - 23:00 PST

Request Partial Shift

- A confirmation message will appear indicating your application has been received

✓ You've Submitted Successfully

# Support

- If you have any questions about applying for partial shifts via mySchedule, please contact [mySchedule@northernhealth.ca](mailto:mySchedule@northernhealth.ca) for support