
mySchedule User Guide - How to Check My Submissions

Introduction

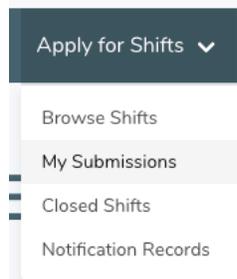
mySchedule allows you to quickly and easily view all of the submissions you have made on shifts or blocks, and the results of each of these submissions. This guide will help you locate and understand the information you will find in the **My Submissions** section of *mySchedule*.

Instructions

1. Log in 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 **My Submissions**:



4. You can select various search criteria on the **Search My Submissions** screen, or click **Search** to review your entire submission history.

Here is a brief explanation for each option on the **Search My Submissions** screen:

Resolution Status	Identifies the status of the shift/block of your search <ul style="list-style-type: none"> • Pending – shift/block closed for submissions and are in processing • Granted – shifts/blocks you were granted • Denied – shifts/blocks you were denied • Withdrawn – shifts/blocks you withdrew your submission
Submission Method	The method you used to submit the initial submission
Facility	The facility your units belong to
Unit	The units you can work in within your selected facility
Shift Start Date	The first date to include in the search
Shift End Date	The last date to include in the search

5. After entering your search criteria, you will see the **My Submissions** screen, which displays the information for each submission:

PREM	Date	Occ	Unit	Close	Shift Info	Resolution	Method
-	Feb 23 2017, 13:30 - 18:00 PST	SWII	554 - SVN Seven Sisters 554 - SVN MH Seven Sisters	Mar 01 2017, 00:00 PST Closed	Day (dck)	Granted	Web
-	Feb 23 2017, 13:30 - 18:00 PST	SWII	554 - SVN Seven Sisters 554 - SVN MH Seven Sisters	Mar 01 2017, 00:00 PST Closed	Day (dck)	Withdrawn	Web

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Here is a brief explanation of the columns:

PREM	The shift potentially incurs premium rates
Date	The starting date & time of the shift/block, and the ending date & time of the shift/block
Occ	The occupation type of the shift/block
Unit	The facility and unit where the shift/block is located
Close	The time & date that the shift/block closed/will close for submissions
Shift Info	The type of shift (Day/Evening/Night) and the shift icon
Resolution	The resolution status of your submission – Pending, Withdrawn, Granted, or Denied

Method	The method of submission – Web, Text, Call, Automatic
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6. Submissions that have not yet closed are listed as Pending, and will have a button allowing you to Withdraw the submission. Click this button to withdraw any submissions for shifts or blocks you are no longer interested in working.

-	Sep 22 2019, 07:30 - 15:30 PDT	HSKC	421 - UHN University Hospital of Northern 421 - UHN Housekeeping	Aug 18 2019, 14:28 PDT Open for Submissions	Day (ecul)	Pending	Web	Withdraw
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7. Withdrawn submissions will appear with the status Withdrawn. You can reapply on any withdrawn submission as long as it is still open for submissions:

-	Feb 23 2017, 13:30 - 18:00 PST	SWII	554 - SVN Seven Sisters 554 - SVN MH Seven Sisters	Mar 01 2017, 00:00 PST Closed	Day (dck)	Withdrawn	Web
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8. Submissions that have been denied have a **Denied** button (see below). Click on this button to see more information, including the reason that a shift or block was denied:

Details for a denied reason:

-	Sep 24 2017, 19:30 - 07:47 CST	RNA	Royal University Hospital 5000 SURGERY	Jul 10 2017, 17:08 CST Closed	Night (NX #)	Denied >	Web
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Details of a block:

-	Sep 23 - Sep 24 2019	SWII	554 - SVN Seven Sisters 554 - SVN MH Seven Sisters	Aug 18 2019, 14:28 PDT Open for Submissions	2 shifts >	Pending	Web	Withdraw
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Date	Time	Duration	Icon	Time Class
2019-09-23	11:00 - 19:30 PDT	8.5 hrs	dck	Day
2019-09-24	11:00 - 19:30 PDT	8.5 hrs	dck	Day

9. Please contact your manager if you have any additional questions regarding this information.