

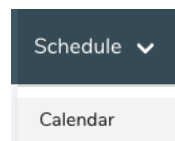
mySchedule User Guide - How to View My Schedule

Introduction

mySchedule allows ESP-based employees to quickly and easily view your schedule at any time, from most internet connected devices. This document will help you to quickly find and view your schedule in both calendar and list formats. *mySchedule* does not currently include schedule data for Procura-based employees.

Instructions

1. Login to mySchedule.northernhealth.ca with your NH user account.
2. Click on the **Schedule** menu located in the top left of the screen and select **Calendar**:



3. Your schedule information is displayed on the **My Calendar** screen:

< January 2021 >
 Show Working Shifts Only

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	Jan 1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Feb 1	2	3	4	5	6

January 1, 2021

i Pay Day

Day Shift d Planned Leave

08:30 - 16:30 PST STAT.HOL

800 - NHC HRIS Projects (800 - NHC NHA Capital)

January 4, 2021

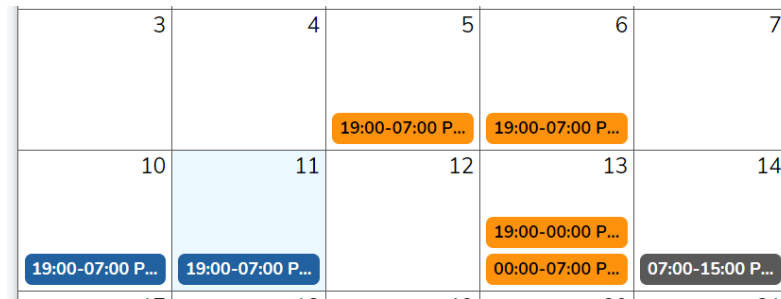
Day Shift d Working

08:30 - 16:30 PST REGULAR

800 - NHC HRIS Projects (800 - NHC NHA Capital)

January 5, 2021

Shifts are colour-coded in *mySchedule*:



Here is a brief explanation for each shift type:

Blue	These are your regular, straight-time hours (Regular, Workload, etc.)
Orange	These indicate overtime pay rates (Banked OT, Paid OT, etc.)
Grey	These are any leaves (Vacation, stat holiday, etc.) or shifts that have been removed from your schedule through shift exchanges or schedule changes

Click the calendar buttons to move backward and forward by month:



Click on a specific day to see more information about the day's shifts:

The shift details section includes details about the scheduled shift or leave. The first section includes the date of the shift/leave, and information about the date, whether it is today's date, a pay day, or a calendar stat holiday:

January 19, 2021

Today

January 1, 2021

Pay Day

Day Shift d Working

08:30 - 16:30 PST REGULAR

800 - NHC HRIS Projects (800 - NHC
NHA Capital)

Day Shift d Planned Leave

08:30 - 16:30 PST STAT HOL

800 - NHC HRIS Projects (800 - NHC
NHA Capital)

This section indicates if the shift occupation (DC1j), the shift class (Night Shift), and the shift icon (*NRN). The star icon and orange marker indicate this shift is paid at overtime rates.

January 6, 2021

*** DC1j Night Shift *NRN**

Overtime

19:00 - 07:00 PST OPDOO2.0

421 - UHN 3NE Psych Inpatient (421 -
UHN University Hospital of Northern)

This section indicates the hours and timezone of the shift, the paycode details (hover or click for more information), and the Unit the shift belongs to – in this case, 800 – NHC HRIS Projects:

January 19, 2021

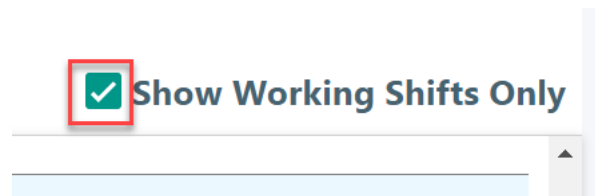
Today

Day Shift d Working

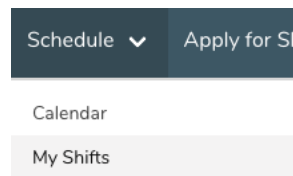
08:30 - 16:30 PST REGULAR

800 - NHC HRIS Projects (800 - NHC
NHA Capital)

By default, your schedule will display all scheduled shifts and any leaves – you can filter your schedule to only display straight-time and overtime schedule shifts by selecting the Show Working Shifts Only option:



- To view your schedule in a list format, select the **Schedule** tab, and select **My Shifts** to view your schedule information:



By default, all schedule information is displayed, but it can be filtered in the **Search Parameters** to a specific start date, a specific pay code, or both:

Search Parameters

On Or After Date

January 05, 2021
📅

Pay Code

VAC - VACATION
▼

Search

Your schedule information is displayed on the **My Shifts** screen:

Occ.	Union	Unit	Icon	Date	Duration	Pay Code	Status
E762	NON CONTRACT	002 - CO HR-Staffing Trainer 002 - NH Corporate	830	Apr 14 2022	08:30:00 - 16:30:00 PDT	REGULAR - REGULAR	Working
E762	NON CONTRACT	002 - CO HR-Staffing Trainer 002 - NH Corporate	830	Apr 15 2022	08:30:00 - 16:30:00 PDT	STAT HOL - STAT HOLIDAY	Planned Leave

Below is a brief explanation for each column heading shown above:

Occ.	This is your occupation type (this should match your Daily Sign-in Sheet)
Union	This is your collective agreement type
Unit	This is the unit of the shift being displayed
Icon	This is the shift icon (this should match your Daily Sign-in Sheet)
Date	This is the date of the shift being displayed
Duration	These are the hours of the shift
Pay Code	This is the pay code attached to the hours in question
Status	This indicates the type of shift, whether straight-time, overtime, or some form of leave

Use the **Next Page** and **Previous Page** buttons to see more of your schedule:



5. Please contact your manager or Staffing Office if you have any questions or concerns about your schedule information.