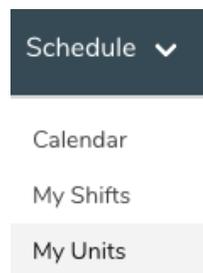

mySchedule User Guide - How to View My Unit Schedule

Introduction

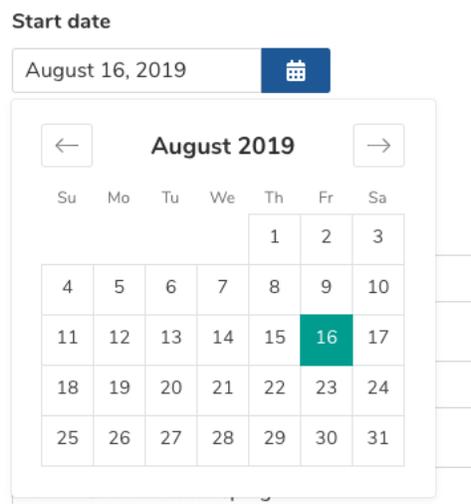
mySchedule allows you to quickly and easily view the schedule for any of your units at any time, making it easy to keep track of your schedule and arrange shift exchanges with other employees. This document will show you how to find and view your Unit Schedule.

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 **My Units**:

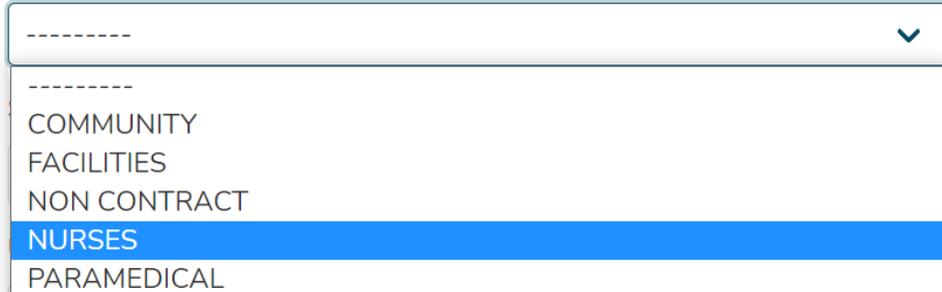


3. Select the calendar **Start date** and **End date** you want to view:



4. Select **Pay Code** from the drop down menu to filter to specific paycodes.
5. Select your collective agreement group from the **Union** drop down list, or leave it blank to search all groups:

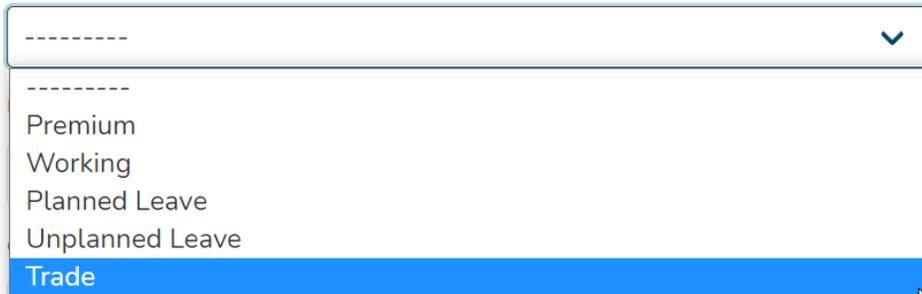
Union



COMMUNITY
FACILITIES
NON CONTRACT
NURSES
PARAMEDICAL

6. Select the desired shift type from the **Classification** drop down list, or leave blank to search all types:

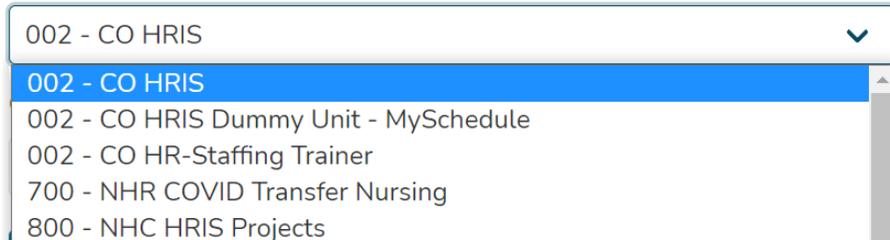
Shift Classification



Premium
Working
Planned Leave
Unplanned Leave
Trade

7. Select the **Unit** you want to view from the drop down list:

Unit *



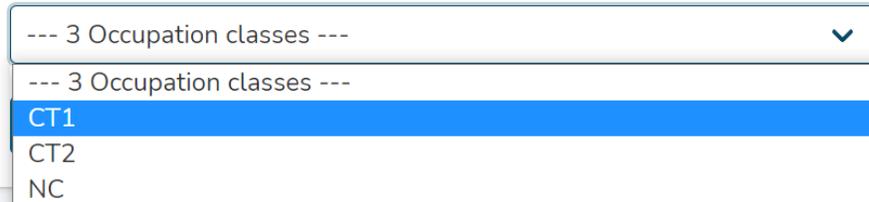
002 - CO HRIS

002 - CO HRIS

002 - CO HRIS Dummy Unit - MySchedule
002 - CO HR-Staffing Trainer
700 - NHR COVID Transfer Nursing
800 - NHC HRIS Projects

8. Select the **Occupation Class** you want to view from the drop down list, or leave blank to search all types:

Occupation Class



--- 3 Occupation classes ---

--- 3 Occupation classes ---

CT1
CT2
NC

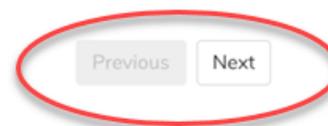
9. Click on the **Search** button and your **Unit Schedule** will appear for the selected date range:

DC1j	NURSES	61401	EMPLOYEE 1	-	*NRN	Jun 26 2021	19:00:00 - 07:15:00 PDT	REGULAR - REGULAR	Working
DC1j	NURSES	79805	EMPLOYEE 2	-	*Nh	Jun 26 2021	19:00:00 - 07:00:00 PDT	VAC - VACATION	Planned Leave
LPFb	NURSES	84679	EMPLOYEE 3	-	D	Jun 26 2021	07:00:00 - 19:00:00 PDT	OPDOO2.0 - OT PAID 2.00X	Premium

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
Employee	This is the name of the employee working the shift in question
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 paycode description for the shift or portion of the shift
Status	This indicates the type of shift, whether straight-time, overtime, or some form of leave. Regular shifts are in blue, overtime in orange, and non-worked hours (including leaves, schedule adjustments, and vacancies created by shift swaps) are in grey.

Click on the **Next Page** and **Previous Page** buttons to see more of your unit schedule:



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