
mySchedule Manager Guide - How to Print Call in Lists

Introduction

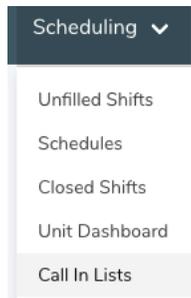
This document will help you view or print an employee call in list for your unit.

Instructions:

1. Login to myschedule.northernhealth.ca with your NH user account and ensure you have the **Manager** profile selected:



2. Click on the **Scheduling** menu and select **Call in Lists**:



3. Choose the unit and contract type you wish to see a call list for, and select **Search**:

A screenshot of a web form titled "Unit Call In Lists". The form has a white background and a light blue border. It contains two dropdown menus: "Unit*" and "Union*", both with "-----" as the selected option and a downward-pointing chevron on the right. Below the dropdowns is a blue button with the word "Search" in white text.

4. The results page will display employees in seniority order, and will look like this:

Employee	Union	Seniority	Home Unit	Home Occupation	Call / Text Preference
JANE SMITH (00002)	FACILITIES	19419.95 hrs	131 - FSH Laundry 131 - FSH Fort St. John Hospital	LW2b (10161)	250-111-1110 (NONE)
JOHN SMITH (00003)	FACILITIES	18051.99 hrs	132 - PEV Housekeeping 132 - PEV Peace Villa	HKCb (10001)	250-111-1111 (NONE)

Employee	The name and employee number of the employee
Union	The employee contract type
Seniority	The seniority hours of the employee as of the last quarterly update (pulled from ESP)
Home Unit	The home unit of the employee (this list includes all staff eligible to work in your unit, including those with positions in other areas)
Home Occupation	The primary occupation of the employee
Call/Text Preference	<p>The phone numbers and contact method preferences the employee has registered in mySchedule – these preferences are for Smart Call notifications and may not be relevant when you are contacting staff directly</p> <ul style="list-style-type: none"> • NONE – The employee prefers not being contacted at this number • CALL – The employee prefers phone calls to this number • TEXT – The employee prefers text messages to this number • BOTH – The employee prefers phone calls and text messages to this number

Please note, if a manager or in-charge is calling employees to come to work after Staffing office hours, they are not to use their personal phones to text; it is expected that the unit would call the phone numbers provided.

5. If you have questions please contact mySchedule@northernhealth.ca