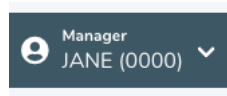

mySchedule Manager Guide - How to Review Closed Offers

Introduction

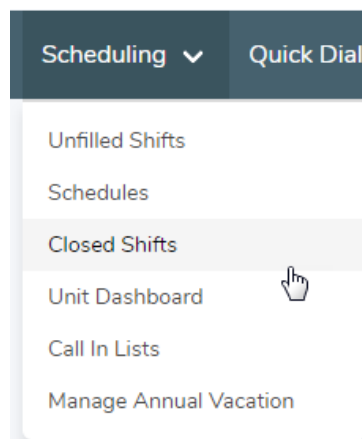
mySchedule records and tracks all shifts and blocks that are offered to employees. This document will help you find and understand the information about the shifts and blocks that have been offered through mySchedule, and whether those shifts and blocks have been filled or may still be available.

Instructions

1. Login to mySchedule.northernhealth.ca with your NH user account and ensure you have the Manager profile selected (profile selector is located at the top right of the screen):



2. Click on the **Scheduling** menu and select **Closed Shifts**:



3. Various search options will be displayed on the **Search Shifts** screen:

Search Shifts


Facility*

Unit*

Smart Call / Prebooking

Time Category

Date



Groups containing shifts on this date.

Union

Search

Below is a brief explanation for each search option on the **Search Closed Groups** screen – please note that **Facility** and **Unit** must be selected:

Facility	The facility your unit belongs to
Unit	The units you can work in at the selected facility
Smart Call/ Prebooking	Whether the shift/block was offered in Smart Call or Prebooking - leave this option blank to search both
Time Range	How far in the future the start time of the shift/block was at the time it was offered
Date	This allows you to search for shifts/blocks on a specific date
Union	This allows you to select a specific union

4. The list of all shift offers for that Facility and Unit will appear. Please note that shifts may appear more than once in this list, as each time the shift is offered it is included as a separate entry:

-	300 - NIR Staffing PGR 300 - NIR Northern Interior HSDA	FACILITIES	STFC	Aug 30 2019, 08:02 - 14:02 PDT	Sep 04 2019, 08:00 - 16:00 PDT	1	Processed	2	1	Review
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Below is a brief explanation for each column:

PREM	Indicates the shift may incur a premium rate
Unit	The unit and facility of the shift/block
Union	The contract group the shift/block belongs to
Class	The occupation type that the shift/block belongs to
Availability	The dates & times that the shift/block was open for submissions
Shift Range	The total date range the shift/block covers, from first to last shift
Shifts	The number of shifts in blocks of shifts
Status	The status of that shift/block
Subs	The number of submissions made on that shift/block
#Granted	The number of shifts granted to employees

5. If you have any questions about the information available in the Closed Shifts tool, please contact your local Staffing Office.