

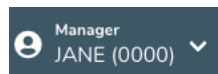
## mySchedule Manager Guide - How to Review My Units

### Introduction

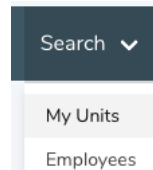
This document will help you view the employees in your unit(s).

### Instructions:

1. Login to [myschedule.northernhealth.ca](https://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 **Search** menu and select **My Units**:



3. Choose the Facility and the unit you wish to view and click the **Unit Details** button:

## Units

You have signing authority on the following 5 units.

Facility	Unit	Unit Details	Notification Rules
131 - FSH Fort St. John Hospital	131 - FSH Food Services	Unit Details	Notification Rules
132 - PEV Peace Villa	132 - PEV Food Services	Unit Details	Notification Rules
423 - GTW Gateway Lodge	423 - GTW HK & Laundry	Unit Details	Notification Rules
424 - PIC Parkside Intermediate Care Home	424 - PIC RC PG HK/Laundry	Unit Details	Notification Rules
Admin Facility	Admin Department	Unit Details	Notification Rules

4. The employee list will look like this:

## Unit 131 - FSH Food Services

Unit Name:	131 - FSH Food Services
Facility:	131 - FSH Fort St. John Hospital
Region:	Northern Health
Scheduling Team:	Fort St. John - North Peace 3

 Employee Report

The above view displays all job codes that each employee is available to work. If you click on the **Employee Report** button, a list of your current employees and the other units they work on will be displayed (as shown below). Your unit will appear in **bold** beside each employee's name.

## Unit 131 - FSH Food Services

	EE#	Name	Occupation	Job	Unit
	00001	JANE SMITH	HKCb (10001)	(P/T)	132 - PEV Peace Villa, 132 - PEV Housekeeping
			FW2b (10101)	(P/T)	132 - PEV Peace Villa, 132 - PEV Food Services
			HKCb (10001)	(P/T)	131 - FSH Fort St. John Hospital, 131 - FSH Housekeeping
			FW2b (10101)	(P/T)	<b>131 - FSH Fort St. John Hospital, 131 - FSH Food Services</b>
	00002	JOHN SMITH	FW2b (10101)	(P/T)	132 - PEV Peace Villa, 132 - PEV Food Services
			FW2b (10101)	(P/T)	<b>131 - FSH Fort St. John Hospital, 131 - FSH Food Services</b>
	00003	SARAH SMITH	CK1b (10060)	(F/T)	132 - PEV Peace Villa, 132 - PEV Food Services
			CK2b (10061)	(F/T)	132 - PEV Peace Villa, 132 - PEV Food Services
			FW2b (10101)	(F/T)	132 - PEV Peace Villa, 132 - PEV Food Services
			CK1b (10060)	(F/T)	<b>131 - FSH Fort St. John Hospital, 131 - FSH Food Services</b>
			CK2b (10061)	(F/T)	<b>131 - FSH Fort St. John Hospital, 131 - FSH Food Services</b>
			FW2b (10101)	(F/T)	<b>131 - FSH Fort St. John Hospital, 131 - FSH Food Services</b>

Review this page often to ensure all of the employees on your ESP generated call-in lists are listed here.

5. If you have questions please contact [mySchedule@northernhealth.ca](mailto:mySchedule@northernhealth.ca)