

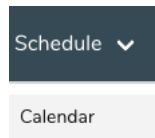
# MySchedule User Guide - How to View My Schedule

## Introduction

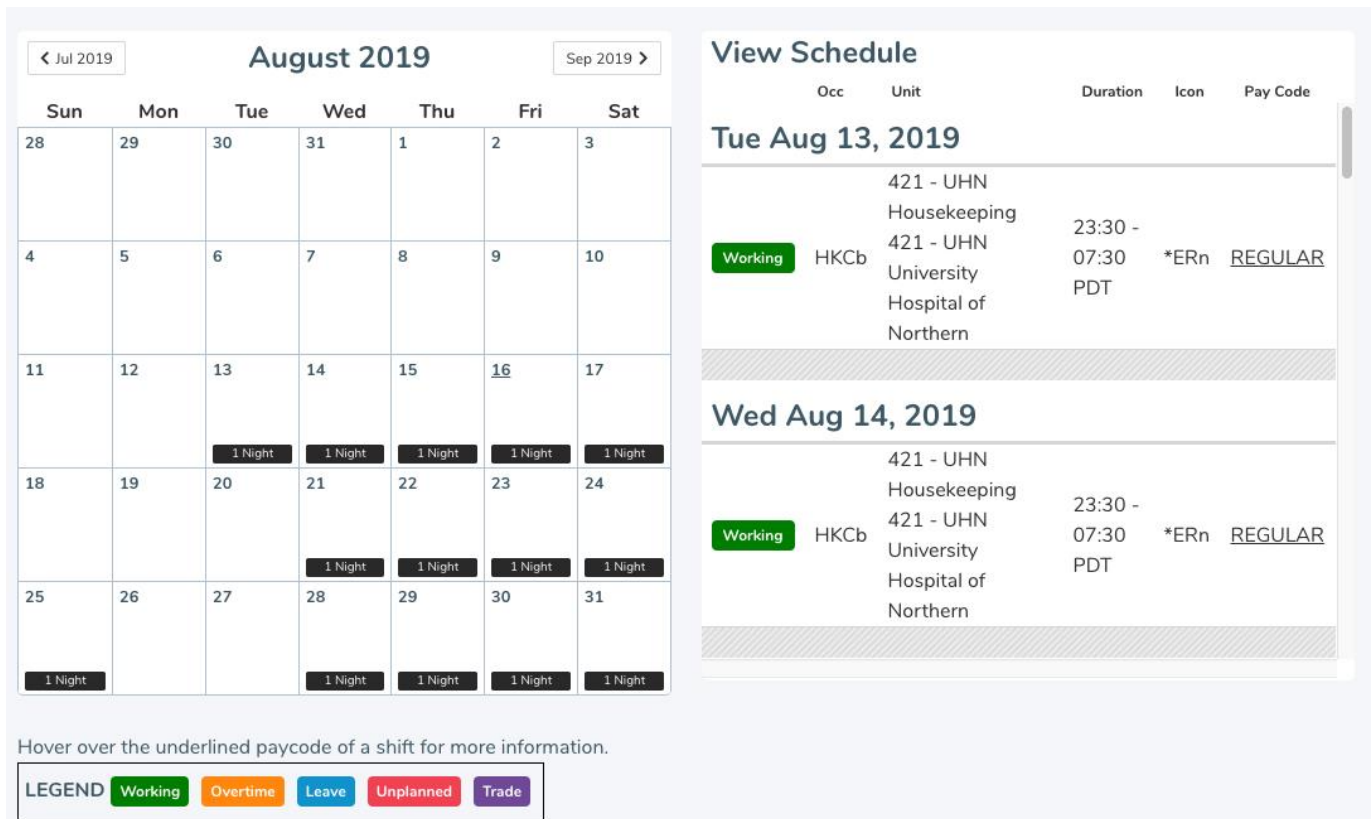
*MySchedule* allows employees to quickly and easily view their schedule at any time, from most internet connected devices. This document will help you to quickly find and view your schedule in both calendar and list formats.

## Instructions

1. Login to [myschedule.vch.ca](https://myschedule.vch.ca) with your VCH 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:



The screenshot displays the 'My Calendar' interface. On the left is a calendar for August 2019, with navigation arrows for July and September. The calendar shows dates from 28th to 31st. Some dates have '1 Night' indicators. On the right is the 'View Schedule' section, which shows a list of shifts for two dates: Tuesday, August 13, 2019, and Wednesday, August 14, 2019. Each shift entry includes a 'Working' status icon, the unit 'HKCb', the location '421 - UHN University Hospital of Northern', the duration '23:30 - 07:30', and the pay code '\*ERn REGULAR'. Below the calendar is a legend with colored boxes for 'Working' (green), 'Overtime' (orange), 'Leave' (blue), 'Unplanned' (red), and 'Trade' (purple).

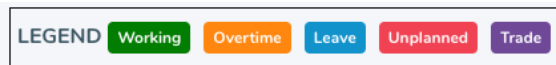
Hover over the underlined paycode of a shift for more information.

LEGEND Working Overtime Leave Unplanned Trade

Below is a brief explanation for each column heading in the calendar sidebar:

<b>Occ</b>	Your occupation type
<b>Unit</b>	The unit and facility your shift belongs to
<b>Duration</b>	The start and end time of your shift
<b>Icon</b>	Your shift icon (this should match your Daily Sign-In Sheet)
<b>Pay Code</b>	The pay code for the shift – hover over the code for more information

Shifts are colour-coded in *mySchedule*:



Here is a brief explanation for each shift type:

<b>Working</b>	These are your regular, straight-time hours (Regular, Workload, etc.)
<b>Overtime</b>	These indicate overtime pay rates (Banked OT, Paid OT, etc.)
<b>Leave</b>	These are planned leaves, days off (Vacation, Maternity Leave, etc.), or not-worked schedule adjustments
<b>Unplanned</b>	These are unplanned vacancies, generally shorter notice (Sick, Cancelled Shift, etc.)
<b>Trade</b>	These are shifts you have traded to another employee. The shift you are working in exchange will be displayed in green

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

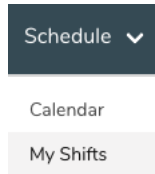
**Sat Nov 2, 2019**

---

421 - UHN  
Housekeeping 23:00

**Working** HKCb 421 - UHN PDT - \*cn REGULAR  
University 07:00  
Hospital of PST  
Northern

4. Click on the **Schedule** tab, and select **My Shifts** to view your schedule information:



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

Occ.	Union	Unit	Icon	Date	Duration	Pay Code	Status
HKCb	FACILITIES	421 - UHN Housekeeping 421 - UHN University Hospital of Northern	*ERn	Aug 13 2019	23:30:00 - 07:30:00 PDT	REGULAR - REGULAR	Working
HKCb	FACILITIES	421 - UHN Housekeeping 421 - UHN University Hospital of Northern	*ERn	Aug 14 2019	23:30:00 - 07:30:00 PDT	REGULAR - REGULAR	Working
HKCb	FACILITIES	421 - UHN Housekeeping 421 - UHN University Hospital of Northern	*ERn	Aug 15 2019	23:30:00 - 07:30:00 PDT	REGULAR - REGULAR	Planned Leave

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

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

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