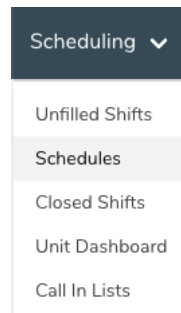

MySchedule Manager Guide - How to View Your Unit Schedules

Introduction

This document will walk you through viewing your unit schedules in MySchedule.

Instructions:

1. Login to myschedule.vch.ca with your VCH user account and ensure you have the Manager profile selected (profile selector is located at the top right of the screen).
2. Click the **Scheduling** menu at the top of the page and select **Schedules** from the drop down list:



Note: The purpose of this schedule is to enable managers to see who is working/booked off, and it populates a fair amount of information. **A date range of one to two days is recommended:**

MySchedule includes schedule data for the current pay period, and for the next 15 months forward. Older schedule data is removed from the system over time. Employees wishing to review pay details can access this information via their paystubs.

A screenshot of a web form titled 'Search Unit Schedules'. It contains several input fields: 'Start date' with 'August 21, 2019' and a calendar icon; 'End date' with an empty field and a calendar icon; 'Union' with a dropdown menu showing '-----'; 'Shift Classification' with a dropdown menu showing '-----'; 'Unit*' with a dropdown menu showing '131 - FSH Food Services'; and 'Occupation Class' with a dropdown menu showing '--- 2 Occupation classes ---'. A blue 'Search' button is at the bottom.

3. Below is an example unit schedule, and a brief description of each field in the report:

Schedule For 131 - FSH Food Services

Occ.	Union	EENO	Employee	Last Activity	Icon	Date	Duration	Pay Code	Status
FW2b	FACILITIES	0000	JANE SMITH	-	ES	Aug 21 2019	11:00:00 - 19:00:00 MST	REGULAR - REGULAR	Working
FW2b	FACILITIES	1111	JOHN SMITH	-	d7	Aug 21 2019	06:30:00 - 14:00:00 MST	WCBACC B - WCB BEN	Planned Leave
FW2b	FACILITIES	2222	LISA EMP	-	dW	Aug 21 2019	07:00:00 - 13:30:00 MST	RLFOTHER - REGULAR	Working
FW2b	FACILITIES	3333	STAN EMP	-	DS	Aug 21 2019	07:00:00 - 15:00:00 MST	USICK NB - UNPAID SICK N/B	Planned Leave

Occ.	The occupation type of the employee's shift
Union	The employee's collective agreement
EENO	The employee's employee number
Employee	The name of the employee
Last Activity	The last time the employee signed into MySchedule
Icon	The shift icon found in ESP and on Daily Sign-In Sheets
Date	The date of the shift
Duration	The start and end time of the shift
Pay Code	The paycode information attached to these hours
Status	<p>This indicates the shift classification for this portion of the employee shift:</p> <ul style="list-style-type: none"> • Overtime – hours scheduled at overtime • Working – hours scheduled at straight-time • Planned Leave – not-worked hours (vacation, schedule adjustments, etc.) • Unplanned – not-worked hours (sick time, etc.) • Trade – not worked hours (traded to another employee)