
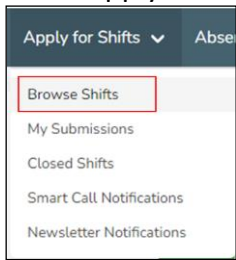


WORK STANDARD	 Saskatchewan Health Authority		Title: How to request shifts on sask.staffscheduling.ca Role performing Activity: All Users
	Location: sask.staffscheduling.ca	Department/Unit: HR Systems and Analytics	
	Document Owner: HR Systems	Date Prepared: June 5, 2023	
	Last Revision:	Date Approved:	
	Related Policies/Documentation		

Work Standard Summary: How to bid on shifts.

Essential Tasks:	
1.	Go to sask.staffscheduling.ca and enter your employee number and password.
2.	Click “Apply for Shifts” and then “Browse Shifts”: 

3. The available shifts will look like this. To view different shifts, either scroll in the right-hand window, or click on the date in the calendar. Once you have found a shift you would like to apply for, click “Request Shift” for that shift in the right-hand window:

Use the arrows to change the month

You may choose to hide any shifts that occur on days you are already scheduled

Hide Shifts On Days I'm Working

SchedulerTesting Shift
ONSITE SCHEDULING (Saskatoon - NAW)
Sun Jun 11 21:00 - 07:00 CST N
1 Submission Request Shift
Timed window closes in 10 hours

SchedulerTesting Shift
ONSITE SCHEDULING (Saskatoon - NAW)
Sun Jun 11 21:00 - 07:00 CST N
1 Submission Request Shift
Timed window closes in 14 hours

June 12, 2023
You have a working shift 06:00 - 14:30 CST.
SchedulerTesting Shift

This window displays the same shifts as the calendar, just with more detail

Note: Black shifts indicate regular shifts; orange shifts indicate premium shifts; blue bars at the bottom of the date cells indicate that you are already scheduled for a shift that day.

4. Clicking “Request Shift” opens a pop-up window that looks like this.

Here, you can see the date and time of the shift, how many people have bid on the shift, your seniority, and the sorting method of the shift. Under “Actions”, select either “Request Full Shift” or “Request Partial Shift”.

If you select “Request Partial Shift”, you will be able to adjust the start and end times you are applying for by either typing into the boxes next to “Start” and “End”, or by adjusting the slider. Once you have made the selections you want, click the “Request Partial Shift” or “Request Full Shift” button – the button will change automatically depending on which shift type you have selected:

The screenshot shows a pop-up window titled "SchedulerTesting Shift" with a close button (X) in the top right corner. Below the title is the text "ONSITE SCHEDULING (Saskatoon - NAW)". A table displays shift details:

Day	Date	Time	Icon
Sun	Jun 11	21:00 - 07:00 CST	N

Below the table is an "Actions" dropdown menu. Two radio buttons are visible: "Request Full Shift" (unselected) and "Request Partial Shift" (selected). A slider below these buttons allows for adjusting the start and end times. Below the slider are input boxes for "Start" (21:00) and "End" (06:00). A blue button labeled "Request Partial Shift" is positioned below the input boxes. A timer below the button indicates ".Timed.window.closes.in.9.hours". At the bottom left, there is a "1 Submission" dropdown menu. At the bottom right, the text "My Seniority: 10512.00 hrs" and "Timed Sorting Method: Seniority" is displayed.

Annotations in red boxes provide additional instructions:

- Adjust the start and end times of your requested partial shift using either the boxes or slider below
- Select whether you wish to request either a partial or full shift
- This button will change depending on whether you selected a partial or full shift request

Note: The default sort method for this window is by Seniority – not all SUN units award shifts by seniority – see the Sorting Method for how your unit awards shifts.

To close the window, click the “X” at the top of the pop-up.

5. When you request a shift, the pop-up window will change to look like this – the green banner indicates that you have successfully applied for the shift. Note that the row with blue text under “Submissions” is your own submission:

Day	Date	Time	Icon
Sun	Jun 11	21:00 - 07:00 CST	N

✔ You've Submitted Successfully

Actions ^

Withdraw Submission

.Timed window closes in 9 hours

2 Submissions ^ My Seniority: 10512.00 hrs

Timed Sorting Method: Seniority

Created At	Requested Hours	Sorting Rank
Jun 05, 2023, 08:41 CST	00:00 - 07:00 CST	1
Jun 05, 2023, 12:53 CST	21:00 - 06:00 CST	2

If you change your mind, you may click the “Withdraw Submission” button to remove your application. Please note the time that the shift closes as you may only apply for each shift until it closes.

Click the “X” at the top of the pop-up window to return to the calendar.

6. When the shifts have been processed, you will receive an email notification that will look like this:

Dear JANE DOE

This email is to inform you that a shift request you made has been resolved.

Requested	Status
SCHEDTEST Shift	Denied
ONSITE SCHEDULING / Saskatoon - NAW	Shift cancelled.
• Jun 01, 2023, 21:00 - 07:00 CST N	

For more information regarding your shift requests, please visit [Staff Scheduling](#).

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