
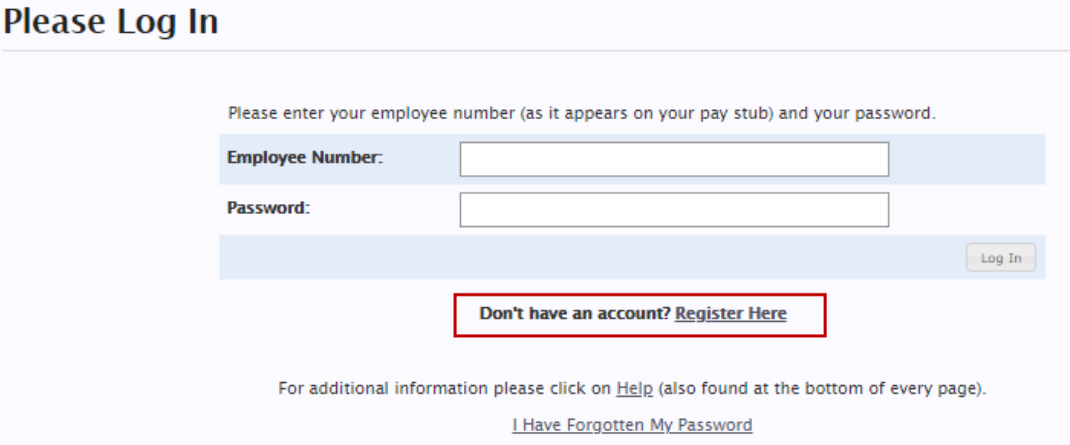


WORK STANDARD	 Saskatchewan Health Authority		Title: Registering with sha.staffscheduling.ca Role performing Activity: All Users
	Location: All	Department/Unit: Various	
	Document Owner: HR Systems and Analytics	Date Prepared: March 19, 2020	
	Last Revision: March 19, 2020	Date Approved: March 19, 2020	
	Related Policies/Documentation		

Work Standard Summary: How to register and log in

Essential Tasks:	
1.	<p>To log on to http://sha.staffscheduling.ca you will be required to use your employee number to access the site.</p> <p style="text-align: center;">Go to http://sha.staffscheduling.ca</p>
2.	<p>1. Click on “Register Here” on the main screen:</p> <p>Please Log In</p>  <p style="text-align: center;">For additional information please click on Help (also found at the bottom of every page).</p> <p style="text-align: center;">I Have Forgotten My Password</p>

3. Type your information in the boxes on the next page, then click “Find My Data”:

Please enter the following information as it appears on your paystub and [Gateway On-Line](#)

Employee Number:
(7 digit number)

Last Name:

Postal code:
(i.e S7M 5H1)

To find your employee number, you can log into <http://mygatewayonline.com> or <http://mygatewayonline.rghealth.ca> and find your paystub, and your employee number appears in the “Employment Information” section near the top:

PAY STATEMENT

Choose a period:
March 14, 2020 -

Saskatchewan Health Authority
SHA (Saskatoon)
Suite 1120 606 Spadina Cres E
SASKATOON SK
S7K 3H1

PAY STATEMENT
MARCH 1, 2020 - MARCH 14, 2020

PERSONAL INFORMATION	EXEMPTION INFORMATION	OTHER INFORMATION
Your info	Canada Pension Plan Exempt: N Employment Insurance Exempt: N Income Tax Exempt: N	Federal Tax Credits: \$13,229.00 Provincial Tax Credits: \$16,065.00

EMPLOYMENT INFORMATION
Employee Number:
Dept/Job Code:

4. Choose your name from the list, if presented.

5. Confirm that your name and employee number are correct. If either are not correct, go back and start over. To continue, enter your email address twice and click on the “Send My Registration Email” button:

Site Registration

Please confirm that this is the correct employee:

EENO:

Name:

Union:

Address:

A registration e-mail will be sent to the supplied address.

E-mail:

E-mail (confirm):

6. You will then be presented with a confirmation that an email has been sent to you:

Continue Registration

A registration email has been sent to you at which will allow you to continue.

7. Login to your email account. Open the email from the Registration System and click on the link in the email:



8. You will then be presented with a webpage to setup a password:

Staff Scheduling Registration

Please verify that this information is correct.

EENO:

Name: your information

Union:

Address:

Please select a password.

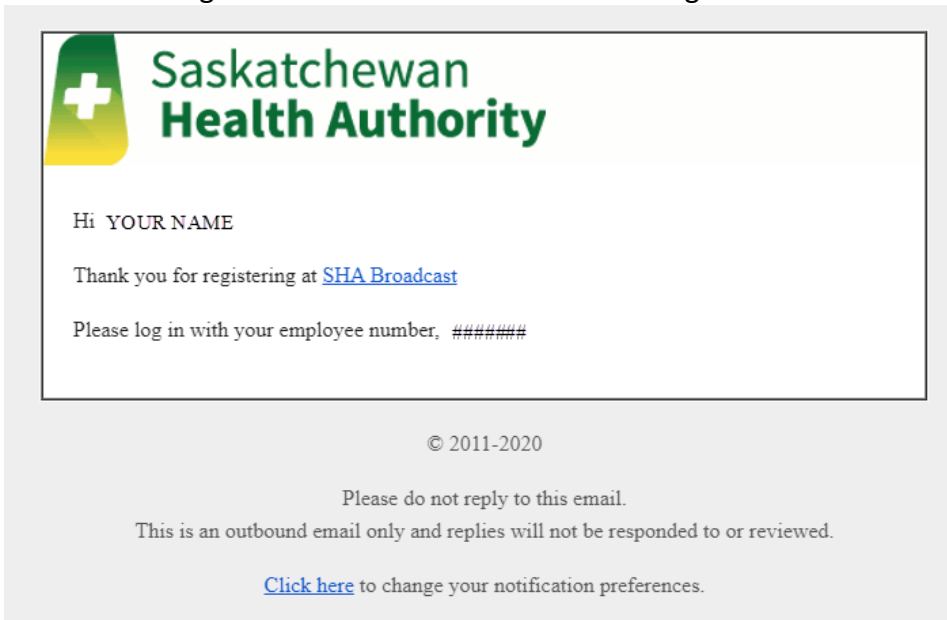
Password:

Password (confirm):

Complete Registration

Once you enter your password twice, click the "Complete Registration" button.

9. You will then be registered to use the sha.staffscheduling.ca website.



You will also receive an email confirming the same.

10. Click on the link to go to the sha.staffscheduling.ca webpage to login.

If you have questions about this Work Standard, please call **1-833-931-1771** between the hours of 08:00-16:00 Monday to Friday.