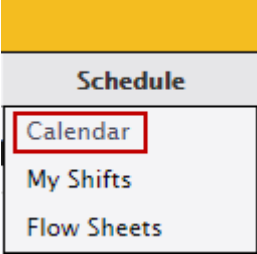
 <b>Saskatchewan Health Authority</b>  <h1 style="font-size: 2em; margin: 0;">WORK STANDARD</h1>	<b>Title:</b> How to view your schedule on <a href="http://sha.staffscheduling.ca">sha.staffscheduling.ca</a> <b>Role performing Activity:</b> All Users	
	<b>Location:</b> All	<b>Department/Unit:</b> Various
	<b>Document Owner:</b> HR Systems and Analytics	<b>Date Prepared:</b> April 15, 2020
	<b>Last Revision:</b> April 15, 2020	<b>Date Approved:</b> April 15, 2020
	<b>Related Policies/Documentation</b>	

Work Standard Summary: How to view your COVID-19 shifts online – your regular shifts will not appear here.

Essential Tasks:	
1.	Go to <a href="http://sha.staffscheduling.ca">sha.staffscheduling.ca</a> and enter your employee number and password.
2.	<p>Click “Schedule” at the top of the page – it will give you four options – “Calendar” displays your shifts in a calendar, “My Shifts” displays your shifts in a list, and “Flowsheets” is where you would print the flowsheet for your unit.</p> <p>For this walk through, please select “Calendar”</p> 

3. Your schedule will look like this, please note what the various icons reference:

The screenshot displays a scheduling interface with a calendar on the left and a detailed schedule on the right. The calendar shows days from August to October 2013, with 'Day' labels for scheduled days. The detailed schedule table has the following columns: Occ, Unit, Duration, SC, and PC. Red arrows point from text boxes to these columns and to a specific row in the schedule.

Occ	Unit	Duration	SC	PC
SS2	FIN-CENTRAL SCHEDULE Avard Tower	08:00-16:30	D8	ZZ
SS2	FIN-CENTRAL SCHEDULE Avard Tower	08:00-16:30	D8	ZZ
SS2	FIN-CENTRAL SCHEDULE Avard Tower	08:00-16:30	D8	ZZ
SS2	FIN-CENTRAL SCHEDULE Avard Tower	08:00-16:30	D8	ZZ
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SS2	FIN-CENTRAL SCHEDULE Avard Tower	08:00-16:30	D8	ZZ

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.