
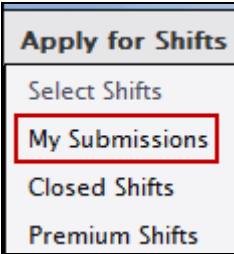


<b>WORK STANDARD</b>	 <b>Saskatchewan Health Authority</b>		<b>Title:</b> How to see your submissions on sha.staffscheduling.ca <b>Role performing Activity:</b> All Users
	<b>Location:</b> All	<b>Department/Unit:</b> Various	
	<b>Document Owner:</b> HR Systems and Analytics	<b>Date Prepared:</b> April 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 see which shifts you've applied for on sha.staffscheduling.ca

<b>Essential Tasks:</b>	
1.	Go to <a href="http://sha.staffscheduling.ca">sha.staffscheduling.ca</a> and enter your employee number and password
2.	Click "Apply for Shifts" and then "My Submissions": 

3. You can use the fields on the next page to narrow your search, or you can leave them blank to see them all. Click “Search” to continue:

**Resolution status:**

**Submission method:**

**Facility:**

**Department:**

**Shift start date:**   
Omit submissions for shifts before this date.

**Shift end date:**   
Omit submissions for shifts after this date.

4. The results will display as follows:

### My Submissions

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OT	Date	Occ	Department	Close	Shift Info	Resolution	Method
-	Apr 16 2020, 07:47 - 19:47 CST	RN	ROYAL UNIVERSITY HOSPITAL 956_R EMERGENCY(956R310)	When Filled Closed	Day (COVID-Day) Time Category: 0-9999 days	Withdrawn	Web
-	Apr 16 2020, 07:47 - 19:47 CST	RN	ROYAL UNIVERSITY HOSPITAL 956_R EMERGENCY(956R310)	When Filled Closed	Day (COVID-Day) Time Category: 0-9999 days	Granted	Web
-	May 23 2020, 07:47 - 19:47 CST	Supp	ROYAL UNIVERSITY HOSPITAL 956_R LINEN SERVICES(956R150)	When Filled Closed	Day (COVID-Day) Time Category: 0-9999 days	Pending	Web
-	May 25 2020, 07:47 - 19:47 CST	Supp	ROYAL UNIVERSITY HOSPITAL 956_R LINEN SERVICES(956R150)	When Filled Closed	Day (COVID-Day) Time Category: 0-9999 days	Pending	Web
-	May 30 2020, 07:47 - 19:47 CST	Prof	SHERBROOKE COMMUNITY CENTRE 956_Q THERAPIES(956Q453)	When Filled Closed	Day (COVID-Day) Time Category: 0-9999 days	Granted	Web
-	Jul 23 2020, 07:47 - 19:47 CST	Supp	SHERBROOKE COMMUNITY CENTRE 956_Q PHYSICAL THERAPY(956Q450)	When Filled Closed	Day (COVID-Day) Time Category: 0-9999 days	Denied	Web
<b>Denied Reason:</b> Shift no longer available.							
-	Jul 25 2020, 07:47 - 19:47 CST	CCA	ROYAL UNIVERSITY HOSPITAL 956_R EMERGENCY(956R310)	When Filled Closed	Night (COVID-Night) Time Category: 0-9999 days	Denied	Web
<b>Denied Reason:</b> Shift no longer available.							
-	Jul 25 2020, 07:47 - 19:47 CST	CCA	ROYAL UNIVERSITY HOSPITAL 956_R EMERGENCY(956R310)	When Filled Closed	Night (COVID-Night) Time Category: 0-9999 days	Granted	Web <input type="button" value="Cancel"/>

If the shift has not yet closed, the submission will say “Pending”, as above, and if the shift is denied it will display a reason if you click the “Denied” button.

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.