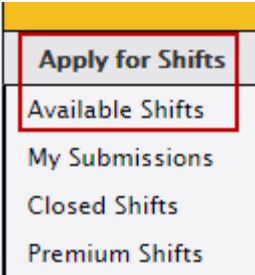
 <p><b>Saskatchewan Health Authority</b></p> <h1 style="font-size: 48px; margin: 0;">WORK STANDARD</h1>	<p>Title: <b>How to request shifts on sha.staffscheduling.ca</b></p> <p>Role performing Activity: <b>All Users</b></p>	
	<p><b>Location: All</b></p>	<p><b>Department/Unit: Various</b></p>
	<p><b>Document Owner:</b> HR Systems and Analytics</p>	<p><b>Date Prepared:</b> April 15, 2020</p>
	<p><b>Last Revision:</b> April 15, 2020</p>	<p><b>Date Approved:</b> April 15, 2020</p>
	<p><b>Related Policies/Documentation</b></p>	

## Work Standard Summary: How to bid on shifts via sha.staffscheduling.ca

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 “Apply for Shifts” and then “Available Shifts”:</p> 																																										
3.	<p>The available shifts will look like this, click “Apply” to the left of the shift(s) you would like to bid on – please ensure you are only bidding on shifts that you are qualified to do:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Department</th> <th>Union</th> <th>Class</th> <th>Shift Range</th> <th>Shifts</th> <th>Closes</th> <th></th> </tr> </thead> <tbody> <tr> <td>EMERGENCY(956R310) ROYAL UNIVERSITY HOSPITAL 956_R</td> <td>SUN</td> <td>RN</td> <td>Apr 17 2020, 07:47 – 19:47 CST</td> <td>1</td> <td>Apr 15 2020, 14:43 CST</td> <td style="text-align: center;"><input type="button" value="Apply"/></td> </tr> <tr> <td>EMERGENCY(956R310) ROYAL UNIVERSITY HOSPITAL 956_R</td> <td>SUN</td> <td>RN</td> <td>Apr 18 2020, 07:47 – 19:47 CST</td> <td>1</td> <td>Apr 15 2020, 14:43 CST</td> <td style="text-align: center;"><input type="button" value="Apply"/></td> </tr> <tr> <td>EMERGENCY(956R310) ROYAL UNIVERSITY HOSPITAL 956_R</td> <td>SUN</td> <td>RN</td> <td>Apr 19 2020, 07:47 – 19:47 CST</td> <td>1</td> <td>Apr 15 2020, 14:43 CST</td> <td style="text-align: center;"><input type="button" value="Apply"/></td> </tr> <tr> <td>EMERGENCY(956R310) ROYAL UNIVERSITY HOSPITAL 956_R</td> <td>SUN</td> <td>RN</td> <td>Apr 20 2020, 07:47 – 19:47 CST</td> <td>1</td> <td>Apr 15 2020, 14:43 CST</td> <td style="text-align: center;"><input type="button" value="Apply"/></td> </tr> <tr> <td>EMERGENCY(956R310) ROYAL UNIVERSITY HOSPITAL 956_R</td> <td>SUN</td> <td>RN</td> <td>Apr 21 2020, 07:47 – 19:47 CST</td> <td>1</td> <td>Apr 15 2020, 14:43 CST</td> <td style="text-align: center;"><input type="button" value="Apply"/></td> </tr> </tbody> </table>	Department	Union	Class	Shift Range	Shifts	Closes		EMERGENCY(956R310) ROYAL UNIVERSITY HOSPITAL 956_R	SUN	RN	Apr 17 2020, 07:47 – 19:47 CST	1	Apr 15 2020, 14:43 CST	<input type="button" value="Apply"/>	EMERGENCY(956R310) ROYAL UNIVERSITY HOSPITAL 956_R	SUN	RN	Apr 18 2020, 07:47 – 19:47 CST	1	Apr 15 2020, 14:43 CST	<input type="button" value="Apply"/>	EMERGENCY(956R310) ROYAL UNIVERSITY HOSPITAL 956_R	SUN	RN	Apr 19 2020, 07:47 – 19:47 CST	1	Apr 15 2020, 14:43 CST	<input type="button" value="Apply"/>	EMERGENCY(956R310) ROYAL UNIVERSITY HOSPITAL 956_R	SUN	RN	Apr 20 2020, 07:47 – 19:47 CST	1	Apr 15 2020, 14:43 CST	<input type="button" value="Apply"/>	EMERGENCY(956R310) ROYAL UNIVERSITY HOSPITAL 956_R	SUN	RN	Apr 21 2020, 07:47 – 19:47 CST	1	Apr 15 2020, 14:43 CST	<input type="button" value="Apply"/>
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4. The next page gives you more details about the shift, including any special notes. Ensure you are able to work the full shift and click on “Confirm Application” to continue:

**Apply for Shifts**   Schedule   Request   Search

**Shift : April 23, 2020 at ROYAL UNIVERSITY HOSPITAL 956\_R**

**Instructions for Employees (COVID-Day):** Has similar skills to: A - REGISTERED NURSE Notes: Employee Instructions Here

**Facility:** ROYAL UNIVERSITY HOSPITAL 956\_R  
103 Hospital Drive, Saskatoon, SK

**Department:** ICU(956R240)

**Occupation Class:** RN

**Availability:** Until Filled  
Shift added on Apr 17 2020, 13:36 CST

**Time:** 07:47 - 19:47 CST (11.5hrs)

**Shift Icon:** COVID-Day

**Confirm Application**

**Current Submissions**

Employee	Seniority

5. Please ensure you receive the shift confirmation on the following page, and repeat Steps 3-5 to request additional shifts:

**Available Shifts**

Application for this shift has been accepted.

Search Shifts

Page 1 of 1

Department	Union	Class	Shift Range	Shifts	Closes	Apply
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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.