



Checking Schedules

NOTE: These features will be in place once the Administrative Information Management System (AIMS) has been implemented.

There are multiple ways to check a personal work schedule or that of a unit:

- Log in to MyConnection at www.MyConnection.skhealth.ca.
- Log in to the Scheduling Portal by:
 - a. Clicking on “MyWork” on the top right hand menu on the MyConnection home page, then clicking on “MyScheduling”.
 - or
 - b. Clicking on “MySchedule” under the Important Links section of the MyConnection home page.
 - or
 - c. Clicking on “MyServices” on the top menu. Then under the “Categories” menu on the left side of the page, clicking on “Human Resources” then “Scheduling/Timekeeping” and then the “Scheduling Portal” tile

All three methods will take you to your scheduling information.

Checking Your Personal Schedule

- To view your personal schedule, click the arrow on the “My Schedule” tile.
- You will see the date, time of shift and shift location.
- Scroll down to see several weeks of your schedule.
- Click the forward or backward arrow to change the month.
- Click the home button to go back to the “MyScheduling” page.

Checking Your Unit Schedule

- The unit schedule will show the schedule for you and your colleagues working on the same unit.
- To view the unit schedule, click the arrow on the “My Unit Schedule” tile.
- You will see the unit location and a list of your colleagues on the left hand side of the page.
- You can also view the date and time of shifts on your unit.
- Scroll across to see several weeks of the schedule.
- Click the forward or backward arrows to change the month.
- You can also view the legend at the top of the page, which shows shifts that have been traded, modified or have named replacements.