



Requesting Historic Edits

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

This process shows how to request Historical Edits (add Historical Missing time, Modify Historical time and or Delete Historical time.)

1. Log in to MyConnection at www.MyConnection.skhealth.ca.
2. 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 of the page, click on “Human Resources” then “Scheduling/Timekeeping” and then the “Scheduling Portal” tile
3. Select the “Arrow” on the bottom left corner of the “Request Historic Edit” tile to open. Use the selection arrows to select the date you wish to modify.
4. Would you like to:
 - **Add Historical Missing Time** – go to step 5.
 - **Modify Historical Time** – go to step 12.
 - **Delete Historical Time** – go to step 19.
5. To “Add Historical Missing Time”, select the applicable:
 - Location
 - Department
 - Job
6. From the “Type” drop down, you must select the type of additional time you would like to add.
7. From the “Leave Type” drop down, you must select the type of leave you would like to add.



8. Select "Date" to open a calendar.
9. Select the date of your historical edit.
10. Select a "Start Time" and an "End Time" for the Historical Missing Time, by either typing in the time (including AM/PM) or using the clock icon.
11. Click "Submit" and you will receive a message stating "Successfully Submitted – Additional Historical Time" for review.

12. To "Modify Historical Time", select the date of your historical edit.

13. From the "Original Element" drop down, choose the scheduled shift worked, on the chosen date.
14. From the "Type" drop down, you must select the type of edit you would like to make.
15. From the "Leave Type" drop down, you must select the type of leave you would like to make.
16. "Start Time" and "End Time" should automatically populate. If not, manually enter the time of the shift that needs to be modified.
17. In the "Reason" field, write the reason for your modified Historical request.
18. Click "Submit" and you will receive a message stating "Successfully Submitted – Additional Historical Time" for review.

19. To "Delete Historical Time," select the date of your historical edit.

20. From the "Original Element" drop down choose the scheduled shift worked on the date in question.
21. From the "Type" drop down, select "Ask for removal".
22. From the "Leave Type" drop down, you must select the reason for the shift removal.
23. "Start Time" and "End Time" should automatically populate. If not, manually enter the time of the shift that needs to be modified.
24. In the "Reason" field, write the reason for your modified Historical request.
25. Select "Submit" and you will receive the message "Successfully Submitted – Removal Historical Time".