



Approve/Deny Named Replacements

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

To approve or deny named replacements:

- Log in to MyConnection at www.MyConnection.skhealth.ca.
- Log in to the Scheduling Portal by either:
 - a. Clicking on “MyWork” on the top right hand menu on the MyConnection home page. You then click 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 click on the “Scheduling Portal” tile
- Click “Open” on the “Manager Dashboard” tile.
- In the “Trades/NR” column, select the underlined digit to view all trades that are pending approval.
- Select the “Location”, “Department” and “Job”. **Note:** *The Location, Department and Job will pre-populate based on the team you select within the Manager Dashboard.*
- Select the “Start” and “End” dates of the request. **Note:** *The start date will be when the request was made and the end date should span a month from the selected date.*
- Under “Request Choice” select “Named Replacement”.
- Select “Next” and then “Approve”.