Approving/Denying Payout Requests

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

To approve or deny pay out requests (i.e. leaves, etc.):

❑ 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

1. To approve/deny payout requests from the Manager Dashboard:

- Select the "Arrow" on the bottom left corner for the "Manager Dashboard" tile to open.

- Click on "Show" to expand the Dashboard to show all jobs.

- Click on the numbers on the job level rows in the "Planned Leaves & Pay out" column, which will open up a new tab to approve or deny requests.

- Close the second tab to return to the Dashboard.

OR

2. To approve/deny payout requests from the Resolve Requests tile:

- Select the "Arrow" on the bottom left corner for the "Resolve Requests" tile to open.

❑ Select "Location", then "Department" and then "Job".

❑ Enter the "Start Date", then the "End Date" of the request.

❑ From the "Request Choice" field, select the appropriate request.

❑ Select "Next". *All Planned Leave and Pay out requests will appear here.*

❑ Select the desired request from the "Request" pick list.

❑ Select "Approve" or "Deny" from the "Action" field.

❑ Enter a "Comment". ***Note:*** *A reason for denial must be made in the comment field.*

❑ Click "Submit". *A "Successfully Submitted" message should appear.*