



Approving Shift Trades

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

To approve shift trades:

- Log in to MyConnection at www.MyConnection.skhealth.ca.
- Log in to the Scheduling Portal 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
- Select the “CA Manager Dashboard” tile.
- In the “Trades/NR” column select the underlined digit to view all trades that are pending approval.
- Select the appropriate “Location”, “Department” and “Job”.
- Select the appropriate “Start” and “End” dates
- Under “Request Choice” select “Trade”.
- Select “Next”.
- Select “Approve”.