



## *Assigning Additional Time/Shift(s)*

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

To assign additional time to an employee's schedule:

- Log in to MyConnection at [www.MyConnection.skhealth.ca](http://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
- To "Open", select the "Arrow" on the bottom left corner for the "Book On" tile.
- Enter the "Date" you wish to assign the shift.
- Select the applicable "Location", "Department" and "Job".
- Under "Choose an option" select "Assign a shift to an employee".
- Select "Next".
- From the "Employee" row, select the employee you wish to assign a shift to.
- From the "Icon" row, select the appropriate shift type. **Note:** The letter means the time at which the shift will occur and the number means the length of the shift. (d8= day 8 hr.)
- The "Start Time" section auto populates. If required, adjust to the desired time.
- The "End Time" section auto populates. If required adjust to the desire time.
- The "Work rule" section auto populates. If required adjust to the desired option.
- Select the applicable "Position".
- Select "Assign Shift". You will receive a message indicating "Success".