



SCHEDULING SECURITY ACCESS REQUEST FORM

INSTRUCTIONS:

1. A Manager or Supervisor must complete this form to request access to the Scheduling Security Access for their employee(s).
2. Carefully review the 'Security Profiles' below and assess the access need(s) of the employee(s).
3. Indicate the access profile being requested for the employee by checking the box next to the profile of choice.
4. [Submit](#) this form through MyConnection (KB0013509) *before Go Live*.
5. *Post Go Live*, you must use the 'User Access' tile on MyConnection.
6. Please refer to the KB0013601 for guidelines on 'how to' complete this form.

ADDITIONAL DETAILS – SECURITY PROFILES

SCHEDULER	HR STAFF SCHEDULING UNIT MANAGER	NON- HR STAFF SCHEDULING UNIT MANAGER
<p>User will have access to the Scheduling Dashboard with the ability to:</p> <ul style="list-style-type: none"> ➤ Replace Shifts ➤ Create additional shifts ➤ View and edit Unit schedules ➤ Vacant position management ➤ View audits ➤ Submit requests on behalf of an employee 	<p>User will have access to the Manager Dashboard with the ability to:</p> <ul style="list-style-type: none"> ➤ Approve/deny leave requests ➤ Approve/deny time validation/premiums ➤ View Unit schedules ➤ Create additional shifts ➤ Replace shifts ➤ View audits of shifts and requests ➤ Submit requests on behalf of an employee 	<p>User will have access to the Manager Dashboard with the ability to:</p> <ul style="list-style-type: none"> ➤ Replace shifts ➤ Approve/deny leave requests ➤ Approve/deny time validation/premiums ➤ View Unit schedules ➤ Create additional shifts ➤ View audits of shifts and requests ➤ Submit requests on behalf of an employee

Part 1: REQUEST TYPE

New Request

Change Request

Reason for access request or change:

Part 2: SYSTEM ACCESS

Please indicate the profile for which you are requesting access.

Security Profile

Scheduler

HR Staff Scheduling Unit Manager

NON - HR Staff Scheduling Unit Manager

*See second page for 'Part 3'.

Part 4: APPROVAL

User(s) Supervisor: By signing this form, I approve the access request change and certify that this user requires access to be added or changed (as indicated in this form) to perform his/her job duties.

Signature: *

_____ **First and Last Name**

Date: _____

*I understand that checking this box constitutes a legal signature.



Additional SECURITY ACCESS

Part 3: EMPLOYEE(S) INFORMATION

INSTRUCTIONS:

1. A Manager or Supervisor is required to accurately complete this page with employee(s) details.

#	EMPLOYEE NAME	EMPLOYEE ID	EMPLOYEE TITLE	FACILITY/LOCATION	DEPARTMENT NAME	PRIMARY PHONE NUMBER	SECURITY PROFILE
Ex.	<i>Jane Doe</i>	<i>111111</i>	<i>Administrative Assistant</i>	<i>Royal University Hospital</i>	<i>SHA-RoyalUnivHospJPCH-NICL</i>	<i>555-555-5555</i>	<i>Scheduler</i>
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