



HOW TO VIEW MY SCHEDULE



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Note: hold CTRL key and click on table of contents sections above to jump to section below.

HOW TO VIEW MY SCHEDULE

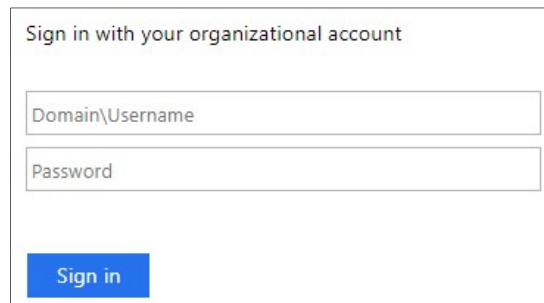
INTRODUCTION:

The Andgo employee portal allows unionized employees to quickly and easily view your schedule at any time, from internet connected devices. This document will help you to quickly find and view your schedule in both calendar and list formats.

INSTRUCTIONS:

1. Log in to <https://andgo.phcnet.ca> with your network account login (eg. Infosys\JSmith). This is the same login information used to view online job postings and electronic pay statements. The preferred browser is Google Chrome.

Don't know your login? Contact the Service Desk at vchServiceDesk@phsa.ca or call 604-806-9333



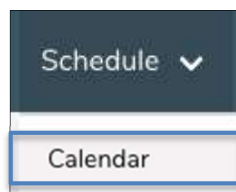
Sign in with your organizational account

Domain\Username

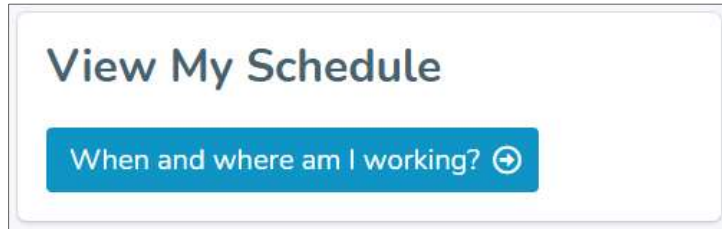
Password

Sign in

2. Click on the **Schedule** menu located in the top left of the screen and select **Calendar**:



You can also click on the “View My Schedule” Tab on the home page:



- Your schedule information is displayed on the **My Calendar** screen and shifts are colour coded.

April 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	Apr 1	2	3
				07:00-15:00 PDT	07:00-15:00 PDT	
4	5	6	7	8	9	10
	07:00-15:00 PDT	07:00-15:00 PDT	07:00-15:00 PDT	07:00-15:00 PDT	07:00-15:00 PDT	
11	12	13	14	15	16	17
	07:00-15:00 PDT	07:00-15:00 PDT	07:00-15:00 PDT	07:00-15:00 PDT	07:00-15:00 PDT	
18	19	20	21	22	23	24
	07:00-15:00 PDT	07:00-15:00 PDT	07:00-15:00 PDT	07:00-15:00 PDT	07:00-15:00 PDT	
25	26	27	28	29	30	May 1
	07:00-15:00 PDT	07:00-15:00 PDT	07:00-15:00 PDT	07:00-15:00 PDT	07:00-15:00 PDT	

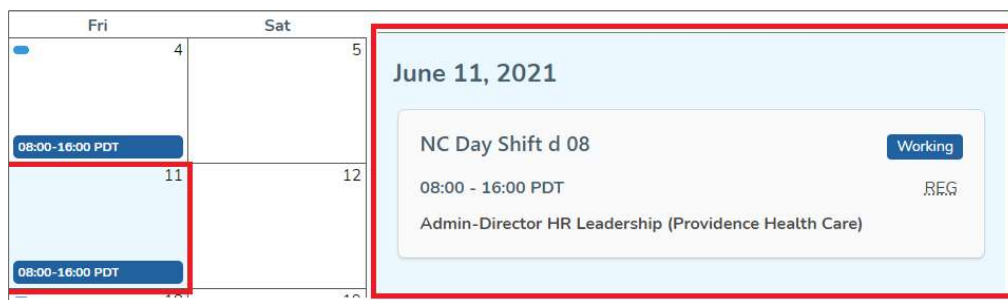
Here is a brief explanation for each shift type:

Blue	These are your regular, straight-time hours (Regular, Workload, etc.)
Grey	These are any leaves (Vacation, stat holiday, etc.) or shifts that have been removed from your schedule through shift exchanges or schedule changes

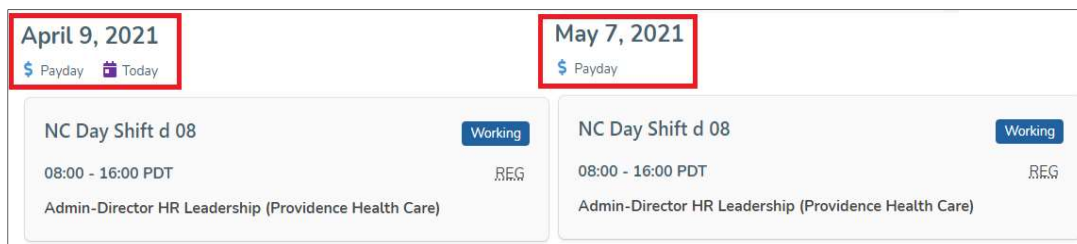
Click the calendar buttons to move backward and forward by month:



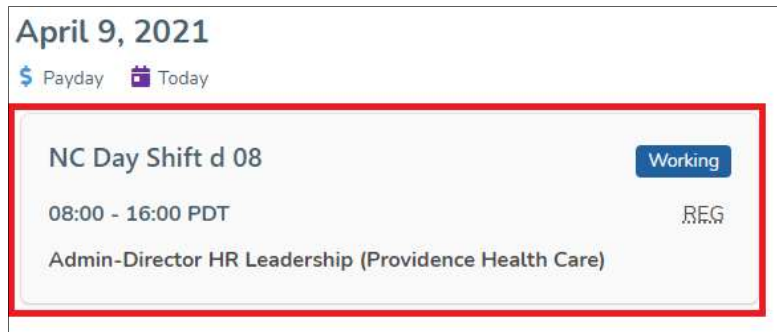
Click on a specific day to see more information about the day's shifts:



The shift details section includes details about the scheduled shift or leave. The first section includes the date of the shift/leave, and information about the date, whether it is today's date, a payday, or a calendar stat holiday:



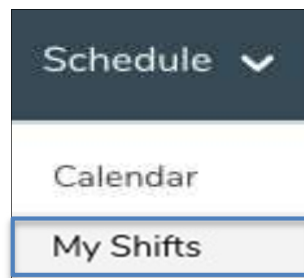
This section indicates the hours and time zone of the shift, the pay code details (hover or click for more information), and the Unit the shift belongs to – in this case, Admin-Director HR Leadership (PHC).



By default, your schedule will display all scheduled shifts and any leaves – you can filter your schedule to only display straight-time and overtime schedule shifts by selecting the Show Working Shifts Only option:



4. To view your schedule in a list format, select the Schedule tab, and select **My Shifts** to view your schedule information:





All schedule information is displayed by default but can be filtered in the **Search Parameters** to a specific start date, pay code, or both:

Search Parameters

On Or After Date

Pay Code

[Search](#)

Your schedule information is displayed on the **My Shifts** screen:

Occ.	Union	Unit	Icon	Date	Duration	Pay Code	Status
CLVI	FAC	Staff Scheduling Svcs P Providence Health Care	SU81	Mar 23 2021	08:15:00 - 16:15:00 PDT	REG - Placeholder	Working
CLVI	FAC	Staff Scheduling Svcs P Providence Health Care	SU81	Mar 25 2021	08:15:00 - 16:15:00 PDT	REG - Placeholder	Working
CLVI	FAC	Staff Scheduling Svcs P Providence Health Care	SU81	Mar 26 2021	08:15:00 - 16:15:00 PDT	PSK - PSK- Appt Medical/Dental/Specialist	Planned Leave
CLVI	FAC	Staff Scheduling Svcs P Providence Health Care	SU81	Mar 29 2021	08:15:00 - 16:15:00 PDT	REG - Placeholder	Working
CLVI	FAC	Staff Scheduling Svcs P Providence Health Care	SU81	Mar 30 2021	08:15:00 - 16:15:00 PDT	REG - Placeholder	Working
CLVI	FAC	Staff Scheduling Svcs P Providence Health Care	SU81	Mar 31 2021	08:15:00 - 16:15:00 PDT	REG - Placeholder	Working
CLVI	FAC	Staff Scheduling Svcs P Providence Health Care	SU81	Apr 01 2021	08:15:00 - 16:15:00 PDT	PVC - PVC- Vacation Regular	Planned Leave
CLVI	FAC	Staff Scheduling Svcs P Providence Health Care	SU81	Apr 02 2021	08:15:00 - 16:15:00 PDT	PST - PST- Stat Holiday	Planned Leave
CLVI	FAC	Staff Scheduling Svcs P Providence Health Care	SU81	Apr 05 2021	08:15:00 - 16:15:00 PDT	PST - PST- Stat Holiday	Planned Leave
CLVI	FAC	Staff Scheduling Svcs P Providence Health Care	SU81	Apr 06 2021	08:15:00 - 16:15:00 PDT	REG - Placeholder	Working

Below is a brief explanation for each column heading shown above:

Occ.	This is your occupation type (this should match your Daily Sign-in Sheet)
Union	This is your collective agreement type
Unit	This is the unit of the shift being displayed
Icon	This is the shift icon (this should match your Daily Sign-in Sheet)
Date	This is the date of the shift being displayed
Duration	These are the hours of the shift
Status	This indicates the type of shift, whether straight-time, overtime, or some form of leave

Use the **Next Page** and **Previous Page** buttons to see more of your schedule:



Please contact your Portfolio Clerk (Monday to Friday during daytime business hours) using their office phone number or email if you have any questions or concerns about your schedule information. Contact your Leader if you are unsure of who your Portfolio Clerk is.

After daytime business hours or on Saturday and Sunday, contact Short Call at 604-806-9664.

Contact andgo@providencehealth.bc.ca if you have questions navigating the Andgo Employee Portal (MySchedule) and Smart Call module.