

Accessing Workforce ESP Schedule using ASC Employee Portal

This guide will help you check your Workforce ESP schedule from your **work or personal Android mobile device**.



This option is only recommended for mobile phones and may have limited functionality for some users on any other type of mobile device.



The IT help desk cannot change your personal mobile device settings or provide support for non-AHS mobile applications.

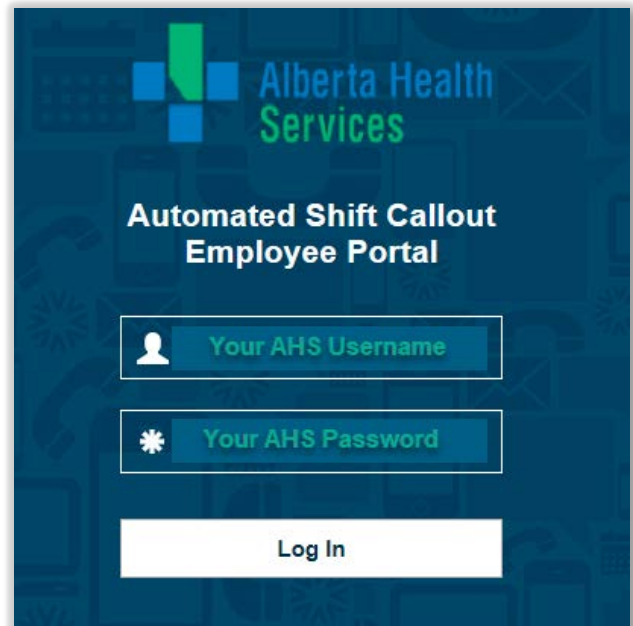


If Workforce ESP Self Service functionality is required for time off requests, swap requests, or availability, it is recommended that you access ESP Self Service from a PC desktop or laptop using Internet Explorer version 11.

Refer to **IE11 Quick Guide** to access ESP Self Service from a PC or laptop.

1 Logging into the ASC Employee Portal

1. Open your mobile device's internet browser
2. Enter the following URL in the browser address bar:
<https://asc-staff.albertahealthservices.ca>
3. Log in using your regular AHS credentials



Note: If you have the Vocantas Communicate Mobile app, then you may navigate here using the link in the app

 [Employee Portal](#)

2 Navigating the ASC Employee Portal Schedule View

1. Enable all filters to be able to view your schedule information taken from Workforce ESP

Scheduled Shifts
 Scheduled: Relieved Booked Off Regular

| JUNE 2020 | | | | | | |
|---------------------------------|----------------------------------|---------------------------------|--|---|----------------------------------|--|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | 1 23:58 x RGH Unit 63 RN | 2 23:58 x RGH Unit 63 RN | 3 19:00 nx RGH Unit 63 RN 23:58 x RGH Unit 63 RN | 4 07:00 d RGH Unit 63 RN 19:00 n RGH Unit 63 RN | 5 07:00 d RGH Unit 63 RN | 6 23:58 x RGH Unit 63 RN |
| 7 23:58 x RGH Unit 63 RN | 8 19:00 nx RGH Unit 63 RN | 9 19:00 n RGH Unit 63 RN | 10 | 11 23:58 x RGH Unit 63 RN | 12 23:58 x RGH Unit 63 RN | 13 19:00 n RGH Unit 63 RN 23:58 X RGH Unit 63 RN |

2. Schedule information is also available through list view

Single Shifts Blocks of Shifts
 Offers: Open Pending Awarded Closed Declined
Scheduled: Relieved Booked Off Regular
REF#

| JUNE 2020 | | | | | | |
|-----------------------|---------------------|---------|-------------|-------|-----------------|---------|
| MONDAY, JUNE 1, 2020 | | | | | | |
| TYPE : | TIME : | LABEL : | LOCATION : | JOB : | LAST RESPONSE : | REF # : |
| Regular shift | Jun 1 23:58 - 23:59 | x | RGH Unit 63 | RN | - | - |
| TUESDAY, JUNE 2, 2020 | | | | | | |
| TYPE : | TIME : | LABEL : | LOCATION : | JOB : | LAST RESPONSE : | REF # : |
| Regular shift | Jun 2 23:58 - 23:59 | x | RGH Unit 63 | RN | - | - |

3 Reading your Schedule

Shifts in ASC Schedule View is defined similarly to Workforce ESP Self Service:

- **Relieved** filter displays additional shifts placed into your schedule outside your regular rotation (picked-up shifts, adjustments, swaps, etc.)
- **Booked Off** filter displays any shift hours that were booked-off, a non-worked for any reason (sick time, vacation, medical appointments, swapped out, etc.)
- **Regular** filter displays shifts from your built in ESP rotation that have not been adjusted



We recommend the use of all filters when reviewing your schedule for a full picture.