| Saskatchewan<br>Health Authority | Title: Quick Dial – Accessing M<br>Role performing Activity: Emp | lessages<br>ployees                          |  |
|----------------------------------|--|--|--|
|                                  | Location:<br>sask.staffscheduling.ca                             | Department/Unit: HR Systems<br>and Analytics |  |
| VVORK                            | Document Owner:  | Date Prepared:                               |  |
|                                  | HR Systems   | June 9, 2023                                 |  |
| STANDARD                         | Last Revision:   | Date Approved:                               |  |
|                                  | Related Policies/Documentation                                   |  |  |

Work Standard Summary: How to view Quick Dial

(1-866-794-1602) messages in Employee view in sask.staffscheduling.ca.

|    | Essential Tasks:  |  |  |  |  |  |  |
|----|---|--|--|--|--|--|--|
| 1. | Go to sask.staffscheduling.ca and enter your employee number and password.  |  |  |  |  |  |  |
| 2. | To find a specific message, you should click on "Search" and "Quick Dial":<br>Search v<br>Inform Messages<br>Quick Dial |  |  |  |  |  |  |

| Search Qui  | ck Dial Red  | quests   |                              |  |        |
|---|--|--|------------------------------|--|--------|
| Facility  |  |  |                              |  |        |
|   |  |  |                              |  | ~      |
| Regarding Department  |  |  |                              |  |        |
| Select A Facility   |  |  |                              |  | ~      |
| Occupation  |  |  |                              |  |        |
| Select A Department   |  |  |                              |  | ~      |
| From Phone Number   |  |  |                              |  |        |
|   |  |  |                              |  |        |
| Phone Call Date   | -  |  |                              |  |        |
| Request type  |  |  |                              |  |        |
|   |  |  |                              |  | ~      |
| State   |  |  |                              |  |        |
|   |  |  |                              |  |        |
|   |  |  |                              |  |        |
| Complete  |  |  |                              |  |        |
| Complete<br>New   |  |  |                              |  | - 1    |
| Complete<br>New<br>In Progress<br>Search  |  |  |                              |  |        |
| Complete<br>New<br>In Progress<br>Search<br>Click "View" besi<br>Quick Dial Request   | de the message<br>t Search   | e that you wan   | t to view                    | /:   |        |
| Complete<br>New<br>In Progress<br>Search<br>Click "View" besi<br>Quick Dial Request   | de the message<br>t Search   | e that you wan<br>Regarding Department<br>SCHEDUMIG                          | t to view                    | /:<br>Evented Status<br>Jun 00, 2023 09:56 CST New   |        |
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