

 <b>Saskatchewan Health Authority</b>	<b>Title: How to Request a Payout (Other than Full-Time Employees)</b> <b>Role performing Activity: All Users</b>								
	<b>WORK STANDARD</b>	<table border="1"> <tr> <td><b>Location: All</b></td> <td><b>Department/Unit: Various</b></td> </tr> <tr> <td><b>Document Owner:</b> HR Systems and Analytics</td> <td><b>Date Prepared:</b> Aug 11, 2023</td> </tr> <tr> <td><b>Last Revision:</b> Aug 11, 2023</td> <td><b>Date Approved:</b> Aug 11, 2023</td> </tr> <tr> <td colspan="2"><b>Related Policies/Documentation</b></td> </tr> </table>	<b>Location: All</b>	<b>Department/Unit: Various</b>	<b>Document Owner:</b> HR Systems and Analytics	<b>Date Prepared:</b> Aug 11, 2023	<b>Last Revision:</b> Aug 11, 2023	<b>Date Approved:</b> Aug 11, 2023	<b>Related Policies/Documentation</b>
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Work Standard Summary: How to request a payout for other than Full-Time Employees

<b>Essential Tasks:</b>	
1.	<p>To request a payout, call Quick Dial at <b>1-866-794-1602</b>, and enter your employee number.</p> <p>Note: In order for a payout to be approved, you must have the applicable time in your banks and you must not be at full time hours. <b>If you are a full time employee, please speak to your manager to request a payout.</b></p>
2.	Listen for the prompt “To Request a Payout” and key in the number “5”.
3.	<p>Leave a message including:</p> <ul style="list-style-type: none"> <li>• Your name</li> <li>• Your phone number</li> <li>• Your Home unit</li> <li>• The type of payout you would like to request</li> <li>• The amount of hours you would like paid out (must be in multiples of 8 hours)</li> </ul>
4.	End.