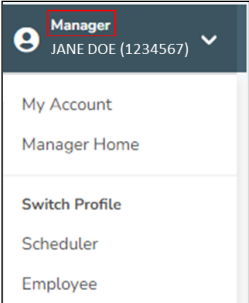
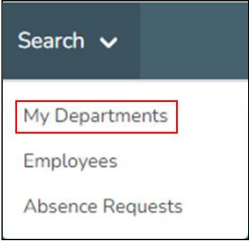
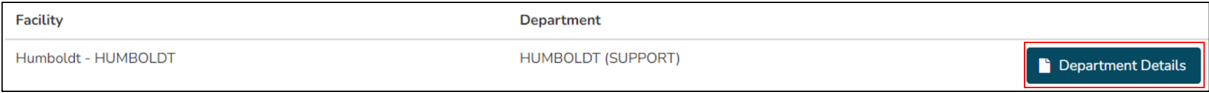



 <p>Saskatchewan Health Authority</p> <p style="font-size: 2em; font-weight: bold;">WORK STANDARD</p>	<p>Title: How to change an employee’s Smart Call preferences on sask.staffscheduling.ca</p> <p>Role performing Activity: Manager or Designate</p>	
	<p>Location: sask.staffscheduling.ca</p>	<p>Department/Unit: HR Systems and Analytics</p>
	<p>Document Owner: HR Systems</p>	<p>Date Prepared: June 6, 2023</p>
	<p>Last Revision:</p>	<p>Date Approved:</p>
	<p>Related Policies/Documentation</p>	

Work Standard Summary: If an employee is having trouble changing their Smart Call, we can change their settings for them.

Essential Tasks:	
1.	<p>Go to sask.staffscheduling.ca and enter your employee number and password. Ensure you are using your manager profile at the top right of the screen:</p> 
2.	<p>Go to “Search” and “My Departments”:</p> 
3.	<p>Choose the department the employee belongs to and click “View Department Details” on the right hand side:</p> 

4.	<p>Find the employee you are looking for and click on the pencil icon to the left of their name:</p> <table border="1"> <thead> <tr> <th colspan="8">Employees Currently At This Department</th> </tr> <tr> <th></th> <th>EE#</th> <th>Name</th> <th>Union</th> <th>Occupation</th> <th>Position</th> <th colspan="2">Type</th> </tr> </thead> <tbody> <tr> <td></td> <td>1234567</td> <td>JANE DOE</td> <td>SEIU</td> <td>(1234567)</td> <td>HOME CARE SCHED(SEIU)</td> <td colspan="2">FULL-TIME</td> </tr> </tbody> </table>	Employees Currently At This Department									EE#	Name	Union	Occupation	Position	Type			1234567	JANE DOE	SEIU	(1234567)	HOME CARE SCHED(SEIU)	FULL-TIME											
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5.	<p>The Smart Call preferences contact appear on the screen, have the employee tell you if they want to adjust their do not notify me between hours. Enter the hours for do not notify me between and click add:</p> <table border="1"> <tr> <td colspan="2">Do Not Notify Me Between:</td> </tr> <tr> <td>23:00</td> <td>05:00 <input type="button" value="Add"/></td> </tr> </table>	Do Not Notify Me Between:		23:00	05:00 <input type="button" value="Add"/>																														
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6.	<p>If employee wants to set notification preferences, ensure to select the appropriate position:</p> <table border="1"> <tr> <td>Select Position:</td> </tr> <tr> <td>Saskatoon - HUMBOLDT DISTRICT HOSPITAL SCHEDULING - SCHED (STAFF SCHEDULER(SEIU))</td> </tr> <tr> <td>Saskatoon - HUMBOLDT DISTRICT HOSPITAL SCHEDULING - SCHED (STAFF SCHEDULER(SEIU))</td> </tr> </table> <p><small>preferences but you can change them afterward.</small></p>	Select Position:	Saskatoon - HUMBOLDT DISTRICT HOSPITAL SCHEDULING - SCHED (STAFF SCHEDULER(SEIU))	Saskatoon - HUMBOLDT DISTRICT HOSPITAL SCHEDULING - SCHED (STAFF SCHEDULER(SEIU))																															
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7.	<p>Have the employee tell you the preferences that they want to adjust, and ensure the notifications they want to receive have a check mark beside them:</p> <table border="1"> <tr> <td>I Want to Work These Shift Types:</td> <td>All / None</td> </tr> <tr> <td><input checked="" type="checkbox"/> Day</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Evening</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Night</td> <td></td> </tr> <tr> <td>I Want to Work On These Days:</td> <td>All / None</td> </tr> <tr> <td><input checked="" type="checkbox"/> Monday</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Tuesday</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Wednesday</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Thursday</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Friday</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Saturday</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Sunday</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Holidays</td> <td></td> </tr> <tr> <td>I Want to Work These Shift Lengths:</td> <td>All / None</td> </tr> <tr> <td><input checked="" type="checkbox"/> Less than 8hrs</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> 8hrs</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> More than 8hrs</td> <td></td> </tr> </table>	I Want to Work These Shift Types:	All / None	<input checked="" type="checkbox"/> Day		<input checked="" type="checkbox"/> Evening		<input checked="" type="checkbox"/> Night		I Want to Work On These Days:	All / None	<input checked="" type="checkbox"/> Monday		<input checked="" type="checkbox"/> Tuesday		<input checked="" type="checkbox"/> Wednesday		<input checked="" type="checkbox"/> Thursday		<input checked="" type="checkbox"/> Friday		<input checked="" type="checkbox"/> Saturday		<input checked="" type="checkbox"/> Sunday		<input checked="" type="checkbox"/> Holidays		I Want to Work These Shift Lengths:	All / None	<input checked="" type="checkbox"/> Less than 8hrs		<input checked="" type="checkbox"/> 8hrs		<input checked="" type="checkbox"/> More than 8hrs	
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8.	<p>On Days I Am Working dropdown have the employee tell you if they do/don't want to be notify of additional shifts. Additionally, ask employee preferences for today and tomorrow shifts, and ensure the notifications they want to receive have a check mark beside them:</p> <table border="1"> <tr> <td>On Days I Am Working:</td> </tr> <tr> <td>Notify me of additional shifts, including extensions.</td> </tr> <tr> <td>Notify me of additional shifts, including extensions.</td> </tr> <tr> <td>DO NOT notify me of additional shifts, including extensions.</td> </tr> <tr> <td><input type="checkbox"/> Today's Shifts</td> </tr> <tr> <td><input type="checkbox"/> Tomorrow's Shifts</td> </tr> </table>	On Days I Am Working:	Notify me of additional shifts, including extensions.	Notify me of additional shifts, including extensions.	DO NOT notify me of additional shifts, including extensions.	<input type="checkbox"/> Today's Shifts	<input type="checkbox"/> Tomorrow's Shifts																												
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9. Ensure “Apply Change To This Position” or “Apply Changes To All Positions” is clicked after all applicable changes have been made:

A screenshot showing two buttons: a blue button labeled "Apply Changes To This Position" and an orange button labeled "Apply Changes To ALL Positions". Below the buttons, the text reads "Last Updated: N/A by N/A" and "View your preference update history.".

10. This message will appear when data has been successfully updated:

A blue notification bar with the text "Successfully updated notification preferences.".

11. If you scroll to the very bottom of the page, there is a link to see the employee’s contact preference/Smart Call update history:

A screenshot showing the text "Last Updated: Jun 06, 2023, 13:24 CST by User name hidden" and a red-bordered link "View your preference update history.".

12. The report looks like this and displays exactly when/if preferences have been changed:

A screenshot of a report titled "Preference Update History" for "User name hidden". It features a search filter for "Select Position" with a dropdown menu set to "ALL" and a "Search" button. Below is a table with columns for "Updated By", "Department", and "Occupation". The "Updated By" column contains the text "User name hidden". The table lists several rows of updates for "SCHEDULING" in the "SCHED" department, each with a "Details" button. A "Default" row is also present. At the bottom, there is a page number "1" and "Previous/Next" navigation buttons.

Updated By	Department	Occupation	
User name hidden	SCHEDULING	SCHED (STAFF SCHEDULER(SEIU))	Details
User name hidden	SCHEDULING	SCHED (STAFF SCHEDULER(SEIU))	Details
User name hidden	SCHEDULING	SCHED (STAFF SCHEDULER(SEIU))	Details
User name hidden	SCHEDULING	SCHED (STAFF SCHEDULER(SEIU))	Details
User name hidden	SCHEDULING	SCHED (STAFF SCHEDULER(SEIU))	Details
User name hidden	SCHEDULING	SCHED (STAFF SCHEDULER(SEIU))	Details
Default	All	All	Details