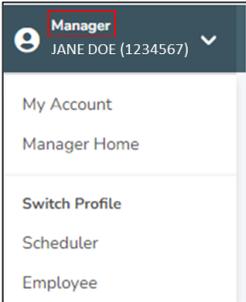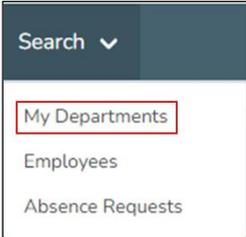|	
![Saskatchewan Health Authority logo]	**Title: How to change contact preferences for an employee on sask.staffscheduling.ca** **Role performing Activity: Manager or Designate**

WORK STANDARD	**Location:** sask.staffscheduling.ca	**Department/Unit: HR Systems and Analytics**
	Document Owner: HR Systems	**Date Prepared:** June 5, 2023
	Last Revision:	**Date Approved:**
	Related Policies/Documentation	

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

	Essential Tasks:
1.	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:
2.	Go to "Search" and "My Departments":
3.	Choose the department the employee belongs to and click "View Department Details" on the right hand side:

4.	Find the employee you are looking for and click on the pencil icon to the left of their name: **Employees Currently At This Department** |		EE#	Name	Union	Occupation	Position	Type | |---|---|---|---|---|---|---|---| | ⬛ | ⬛ | ✏️ | 1234567 | JANE DOE | SEIU | (1234567) | HOME CARE SCHED(SEIU) | FULL-TIME |

5.	The contact methods appear at the bottom of the screen, have the employee tell you the phone number that they want to adjust, and choose the option they want from the drop down menu:
	
	Contact Methods
	Phone 1 [Hidden] Call ▾
	                 Text
	                 None
	                 Call
	                 Text/Call
	Phone 2 [Hidden]
	
	Email Notifications [Hidden] :
	☐ Smart Call 🛈
	Daily Newsletter Preferences
	☑ Unfilled Shifts Newsletter 🛈
	Update Contact Methods
	Last Updated: N/A by N/A
	View your preference update history.
	
	Call: Employee will receive an automated phone message
	Text: Employee will receive an automated text
	Text/Call: Employee will receive both

6.	If the employee wants to start (or stop) receiving emails, ensure the check boxes are marked appropriatedly – checked means they will receive emails, empty means they will not: **Email Notifications** [Hidden] : ☐ Smart Call 🛈 **Daily Newsletter Preferences** ☑ Unfilled Shifts Newsletter 🛈 **Update Contact Methods**
7.	Ensure to click "Update Contact Methods" after all applicable changes have been made: **Email Notifications** [Hidden] : ☐ Smart Call 🛈 **Daily Newsletter Preferences** ☑ Unfilled Shifts Newsletter 🛈 **Update Contact Methods**
8.	If you scroll to the very bottom of the page, there is a link to see the employee's contact preference update history: Last Updated: May 11, 2023, 14:21 CST by JANE DOE (1234567) View your preference update history.

9.	The report looks like this and displays exactly when/if shift preferences have been changed. Click on "Details" on the right side of the screen to see which preferences were changed:
	JANE DOE (1234567) Preference Update History

Select Position

--- ALL ---

Search

Select your position here

Updated By		Department	Occupation	
	on May 12, 2023, 15:46 CST	Emergency	(Manager)	Details
	on May 12, 2023, 15:42 CST	Emergency	(Manager)	Details
User name hidden	on May 12, 2023, 15:30 CST	Emergency	(Manager)	Details
	on May 12, 2023, 15:30 CST	Emergency	(Manager)	Details
	on May 12, 2023, 15:30 CST	Emergency	(Manager)	Details
	on May 12, 2023, 15:30 CST	Emergency	(Manager)	Details
Default		All	All	Details

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