Saskatchewan Health Authority	Title: How to change department contact preferences on sask.staffscheduling.ca Role performing Activity: Manager or Designate		
	Location: sask.staffscheduling.ca	Department/Unit: HR Systems and Analytics	
WORK	Document Owner:	Date Prepared:	
	HR Systems	June 8, 2023	
	Last Revision:	Date Approved:	
JIANDAND	Sep 29, 2023		
	Related Policies/Documentat	ion	

Work Standard Summary: How to change the notification rules of your department.

	Essential Tasks:
1.	Go to <u>sask.staffscheduling.ca</u> and enter your employee number and password. Ensure you are using your manager profile at the top right of the screen:             • Manager         • JANE DOE (1234567)         •         • My Account         Manager Home         • Switch Profile         Scheduler         Employee         • Employee         • O Scheduler         • O S
2.	At the top of the screen, click on "My Departments" under "Search".  Search  My Departments Employees Absence Requests

3.	You will be shown a list of your departments. Click "Notification Rules" next to the
	department you are interested in:
	Departments
	You have Manager access on the following 2
	Facility Department
	Saskatoon - HUMBOLDT DISTRICT HOSPITAL SCHEDULING Department Details
	Saskatoon - NAW ONSITE SCHEDULING Department Details
4.	You will be brought to a page that looks like this. Here, you can see manager incumbents,
	manager position numbers, default email notifications, configured email notification rules
	call transfer rules, department fallback email as well as the department scheduling team. If
	call transfer fules, department failback enfail, as well as the department scheduling team. If
	you wish to learn more about a section, click the information button next to it:
	Scheduling
	Manager Incumbents (41) +
	Manager Position Number: Hidden for confidentiality.
	Default Email Notification Rules
	Regarding Positions ALL Excludes Manager
	Schedule
	Any Day, Any Time Include Stat Holidays
	Department managers will appear here. Hidden for confidentiality.
	+ New Routing Rule
	Line Call Transfer Bula
	Fallback Email fallback _email@email.com
	Department Scheduling Team Testing Team
	CONFIGURED EMAIL NOTIFICATION RULES
5.	To adjust email notification rules for the department, click "New Routing Rule" under
	"Configured Email Notification Rules":
	Configured Email Notification Rules
	+ New Routing Rule

Job Code     Title     Employe       Not selected     Job codes appear here.     STAFF SCHEDULER(SEIU)     Hid confid       Selected     SR STAFF SCHED(SEIU)     K     K	loyees Hidden for onfidentialit
Not selected     Job codes appear here.     STAFF SCHEDULER(SEIU)     Hid confid       Selected     SR STAFF SCHED(SEIU)     K	Hidden for onfidentialit
Selected SR STAFF SCHED(SEIU)	onfidentialit
4	
MANAGER(OOS)	
HOME CARE SCHED(SEIU)	
Job codes appear here. STAFF SCHED COORD(SEIU) Confide	idden for
SR HOME CARE SCHED(SEIU)	fidentiality.
	fidentiality.

7. Next, click "click to set" under "Schedule" to configure when you want this rule to apply. This will open a pop-up window that looks like the image below. Make the selections you want by clicking the days of the week under "Select Days" – this will open "Set Times", where you can set each day's time individually by clicking the box next to "Customize Per Day", or you can set a time that applies to all selected days by leaving it unchecked. The "Review" section will show you what the schedule will look like by highlighting your selected times in blue.

The following image shows a schedule that has been set for Monday between 8:00-16:00 and Tuesday from 10:00-14:00:

Sunday ∢	Monday	Tuesday	Wednesday	Thursday	Friday	Saturda
Set Tin	nes					
Customize	Per Day					
Monday	08:00	- 16:00				
Tuesday	10:00	- 14:00				
Include Sta	t Holidays					
Review						
						<b>.</b>
Sunday	Monday	Tuesday	vvednesday	Thursday	Friday	Saturday
	- 06:00 -	- 06:00 -	- 06:00 -	- 06:00 -	- 06:00 -	06.00
- 06:00 -	- 00.00 -					- 00:00 -
- 06:00 - - 12:00 -	- 12:00 -	- 12:00 -	- 12:00 -	- 12:00 -	- 12:00 -	- 12:00 -

Once you are confident with the schedule, click "Confirm" at the bottom right of the pop-up window.

Note: Selected days must be consecutive, and any position, time, or day not covered by a configured rule will use the department default rule.

8.	Now that you have selected the positions and schedule of the notification rule, click "Add
	Contact" to select the manager, delegate, or email contact you would like this rule to be
	routed to:
	Unsaved Route
	Schedule + Add Contact
	Tuesday: 10:00 - 14:00
	- click to set -
	A pop-up window will open. Click the name(s) of the managers or delegates you would like
	to route this rule to, or enter an email address under "Add Email Address":
	Add Contact
	Add Manager 🖸
	Hidden for confidentiality.
	Add Delegate Position ①
	All position delegates are already included as contacts.
	Hidden for confidentiality.
	Add Email Address ()
	example@example.com + Add Email Contact
	▲ Email must be in the format "example@example.com".
	Disabling Department Email Notifications
	Disabiling Department Email Notifications
	in you are wanting to disable department notifications for your department, enter the lake
	then click the "+ Add Empil Contact" button Encure that you have set "Pergarding Decitions"
	their click the + Add Elilah Contact Dutton. Ensure that you have set Regarding Positions
	Notification Pulos" soction should now look like this:
	Configured Email Notification Rules
	Regarding Positions Q
	ALL [Excludes Manager] - click to set -
	Unsaved Route Schedule Email Adv Add Contact
	Any Day: Any Time Indiamanagor@saskhealthauthority.ca Include Stat Holidays - cick to set -
	+ Add Route
	For more detailed instructions on how to disable department notifications, go to step 15.
9.	Once you are confident with your email notification rule configuration, click "Create" at the
	top right of the "Configured Email Notification Rules" section.
	Note: If you wish to delete your rule, click "Delete" next to your rule.
	CALL TRANSFER RULES

10.	To adjust call transfer rules for the department, click "New Call Transfer Rule" under "Call
	Transfer Rules":
	Call Transfer Rules 0
	+ New Call Transfer Rule
11.	Click "click to set" under "Schedule" to configure the times and days you want this rule to
	apply. This will open a pop-up window that looks like the image below. Make the selections
	you want by clicking the days of the week under "Select Days" – this will open "Set Times",
	Day", or you can set a time that applies to all selected days by leaving it unchecked. The
	"Review" section will show you what the schedule will look like by highlighting your selected
	times in blue.
	The following image shows a schedule that has been set for Monday between 8:00-16:00 and Tuesday from 10:00-14:00:
	Select Days ×
	Every Day Weekdays Weekends
	Sunday Monday Tuesday Wednesday Thursday Friday Saturday
	Set Times
	Customize Per Day
	Monday         08.00         -         10.00           Tuesday         10:00         -         14:00
	Include Stat Holidays
	Review
	Sunday Monday Tuesday Wednesday Thursday Friday Saturday
	- 06:00 - 06:00 - 06:00 - 06:00 - 06:00 - 06:00 - 06:00 - 12:0
	- 12:00 -     - 12:00 -     - 12:00 -     - 12:00 -     - 12:00 -       - 18:00 -     - 18:00 -     - 18:00 -     - 18:00 -     - 18:00 -
	4
	✓ Confirm
	Once you are confident with the schedule, click "Confirm" at the bottom right of the pop-up
	window.
12.	Next, click "Add Phone Number" next to the schedule section of the call transfer rule you are
	Schedule + Add Phone Number
	Monday: 08:00 - 16:00 Tuesday: 10:00 - 14:00
	Include Stat Holidays - click to set -
	Enter the phone number and extension you wish to add and click "Set Phone Number".

Once you are confident w Transfer Rules" section. Note: If you wish to delet If you wish to see past ch at the bottom of the page Audit Past Changes	vith your seled te your rule, c anges to depa e:	ctions, click "Create lick "Delete" next t artment notificatio	e" at the top rig to your rule. n rules, click "A	ht of the "Call udit Past Changes"
This will open a page whe	ere you can fi	nd the details of an	y past rules by	clicking under
Details View Snapshot: Department Call Forwarding Rule View Snapshot: Department Call Forwarding Rule View Snapshot: Department Notification Rule View Snapshot: Department Notification Rule	Changed Rute ID 1 1 1	Changed By Hidden for confidentiality.	Applicable From Jun 08, 2023 11:21 CST Jun 08, 2023 11:21 CST Jun 08, 2023 11:19 CST Jun 08, 2023 11:19 CST	To           Present           Jun 08, 2023 11:21 CST           Present           Jun 08, 2023 11:19 CST
Use your browser's "Back	" button to re	eturn to the Depart	tment Notificat	ion Rules page.
DISABLING DEPARTMEN	T NOTIFICATI	ONS		
Scroll to Configured Emai	I Notification	Rules and click "Ne	ew Routing Rule	e":
Click "Click to set" for the	Regarding Po	ositions:		
Configured Email Notification Regarding Positions ALL (Excludes Manager) - click to set - Unsaved Route Schedule Any Day: Any Time Include Stat Holidays - click to set -	+ Add Contact			
	Once you are confident w Transfer Rules" section. Note: If you wish to delet If you wish to see past ch at the bottom of the page Audit Past Changes This will open a page whe "Details": Details View Snapshot: Department Call Forwarding Rule View Snapshot: Department Call Forwarding Rule View Snapshot: Department Notification Rule Use your browser's "Back DISABLING DEPARTMENT Scroll to Configured Email Configured Email Notification Rule + New Routing Rule Click "Click to set" for the Configured Email Notification Rule Configured Email Notification Rule Click "Click to set" for the Configured Email Notification Rule Click to set - Unsaved Route Schedule Any Day: Any Time Include Stat Holidays - click to set -	Once you are confident with your select Transfer Rules" section. Note: If you wish to delete your rule, c If you wish to see past changes to deparat at the bottom of the page:	Once you are confident with your selections, click "Create Transfer Rules" section. Note: If you wish to delete your rule, click "Delete" next to If you wish to see past changes to department notificatio at the bottom of the page: Audit Past Changes This will open a page where you can find the details of an "Details": Use your browser (all forwarding file 1 Vive Supplete Deartment Call forwarding file 1 Vive Supplete Deartment Call forwarding file 1 Vive Supplete Deartment Call forwarding file 1 Vive Supplete Deartment Realization Rule 1 Vive Supplete Deartment Realization Rule 1 Use your browser's "Back" button to return to the Depart DISABLING DEPARTMENT NOTIFICATIONS Scroll to Configured Email Notification Rules and click "Net Configured Email Notification Rules • + New Routing Rule • Click "Click to set" for the Regarding Positions: Configured Email Notification Rules • ALL (Excludes Manager) - click to set -	Once you are confident with your selections, click "Create" at the top rig Transfer Rules" section. Note: If you wish to delete your rule, click "Delete" next to your rule. If you wish to see past changes to department notification rules, click "A at the bottom of the page: Autif Put Changes This will open a page where you can find the details of any past rules by "Details":

Select the Depart	ct Regarding Pos e positions that should trigger thi tment Manager Position	itions for New Rule notification rule when reporting absent. Is	
	Job Code	Title Employees	
	3001315	STAFF SCHEDULER(SEIU)	
	3008012	SR STAFF SCHED(SEIU)	
Employ	vee Positions		
All current	t and future positions, except the ect All	manager positions.	
	Job Code	Title Employees	
	10040	MANAGER(OOS)	
	3001343	HOME CARE SCHED(SEIU)	
	3002193	STAFF SCHED COORD(SEIU)	
	3005309	SR HOME CARE SCHED(SEIU)	
	3008043	UNIT ASSISTANT(SEIU)	
-			
			✓ C
Ensu Con	ure that "An nfigured Email garding Positions .L (Excludes Manag	y Day: Any Time" and "Include Stat Ho Notification Rules	lidays" are appearing under Sch
Ensu Con Re AL - c Un Sci Ar Inc - c	ure that "An nfigured Email garding Positions .L (Excludes Manag click to set - saved Route hedule hy Day: Any Time clude Stat Holidays click to set -	y Day: Any Time" and "Include Stat Ho Notification Rules	lidays" are appearing under Sch
Ensu Corr Re AL - C Sci Ar Inc - C	ure that "An figured Email garding Positions L (Excludes Manag- click to set - saved Route hedule hy Day: Any Time clude Stat Holidays click to set - k "+ Add Cor	y Day: Any Time" and "Include Stat Ho Notification Rules • • • • • • • • • • • • • • •	lidays" are appearing under Sch
Ensu Corr Re AL         	ure that "An nfigured Email garding Positions .L (Excludes Manag click to set - saved Route hedule hy Day: Any Time clude Stat Holidays click to set -	y Day: Any Time" and "Include Stat Ho Notification Rules • er) + Add Contact thact":	lidays" are appearing under Sch
Ensu Cor Re AL - C Un Sci Ar Inc - C	ure that "An figured Email garding Positions L (Excludes Manage click to set - saved Route hedule by Day: Any Time clude Stat Holidays click to set - k "+ Add Cor figured Email garding Positions L (Excludes Manage click to set -	y Day: Any Time" and "Include Stat Ho Notification Rules • er) + Add Contact ttact": Notification Rules •	lidays" are appearing under Sch

20.	From this window go to "Add Email Address" and enter
	notamanager@saskhealthauthority.ca. Click "+ Add Email Contact":
	Add Contact
	Add Manager 🛛
	User name hidden
	Add Delegate Position 0
	All position delegates are already included as contacts.
	Add Delegate User 0
	Add Email Address ()
	example@example.com + Add Email Contact
21.	Click "Create" to submit configured email notification rules:
	Discard Create