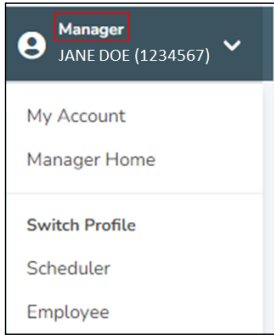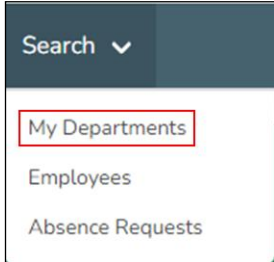|	
![Saskatchewan Health Authority logo] Saskatchewan **Health Authority**	**Title: How to change department contact preferences on sask.staffscheduling.ca** **Role performing Activity: Manager or Designate**

WORK STANDARD	**Location:** sask.staffscheduling.ca	**Department/Unit: HR Systems and Analytics**
	Document Owner: HR Systems	**Date Prepared:** June 8, 2023
	Last Revision: Sep 29, 2023	**Date Approved:**
	Related Policies/Documentation	

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

	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.	At the top of the screen, click on "My Departments" under "Search".

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] [Notification Rules] Saskatoon - NAW ONSITE SCHEDULING [Department Details] [Notification Rules]
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 you wish to learn more about a section, click the information button next to it:
	Department Notification Rules 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. Configured Email Notification Rules ⓘ + New Routing Rule Call Transfer Rules ⓘ + New Call Transfer Rule 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

6.	Click "click to set" under "Regarding Positions". This will open a pop-up window that looks like this. Select the department positions that should trigger this notification rule when reporting absent. If you would like this rule to apply to all non-manager positions in the department, click "Select All":
	Select Regarding Positions for New Rule Select the positions that should trigger this notification rule when reporting absent. Department Manager Positions
			Job Code	Title	Employees
		☐ Not selected	Job codes appear here.	STAFF SCHEDULER(SEIU)	Hidden for confidentiality.
		☑ Selected		SR STAFF SCHED(SEIU)	
		Employee Positions All current and future positions, except the manager positions. ☐ Select All
			Job Code	Title	Employees
		☑		MANAGER(OOS)	
		☑		HOME CARE SCHED(SEIU)	
		☑	Job codes appear here.	STAFF SCHED COORD(SEIU)	Hidden for confidentiality.
		☐		SR HOME CARE SCHED(SEIU)	
		☐		UNIT ASSISTANT(SEIU)	
	Once you are confident with your selections, click "Confirm" at the bottom right of the pop-up window: ✔ Confirm

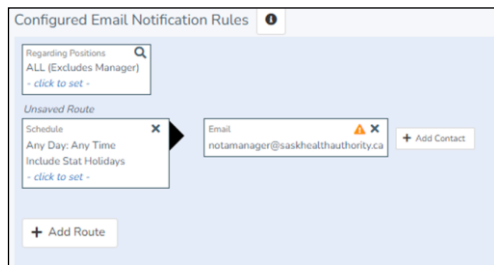| 7.	Next, click "click to set" under "Schedule" to configure when you want this rule to apply. This will open a pop-up window that looks like the image below. Make the selections you want by clicking the days of the week under "Select Days" – this will open "Set Times", where you can set each day's 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: 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.

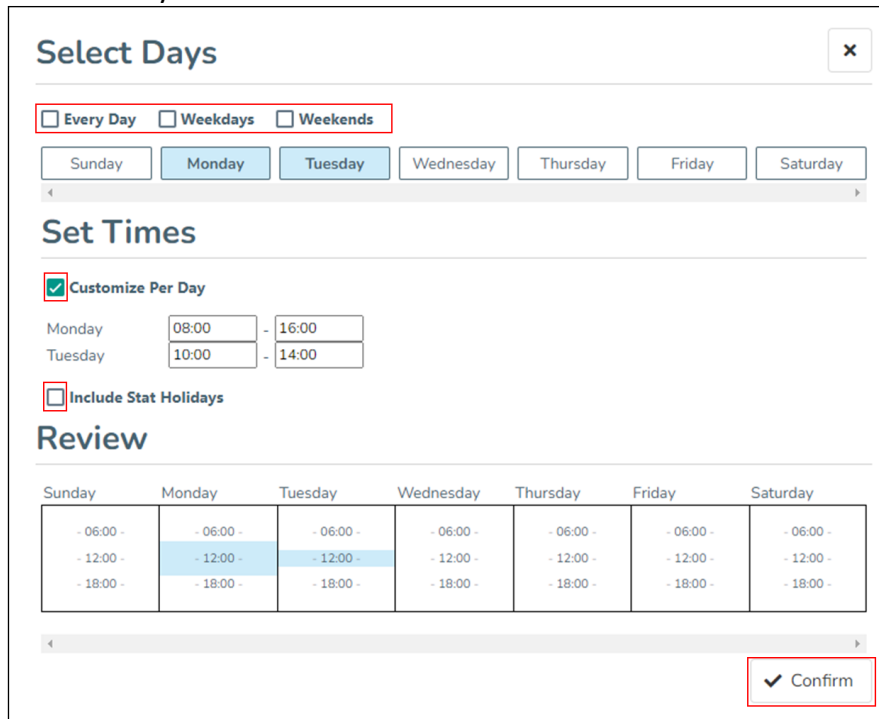|	
8.	Now that you have selected the positions and schedule of the notification rule, click "Add Contact" to select the manager, delegate, or email contact you would like this rule to be routed to: A pop-up window will open. Click the name(s) of the managers or delegates you would like to route this rule to, or enter an email address under "Add Email Address": **Disabling Department Email Notifications** If you are wanting to disable department notifications for your department, enter the fake email address "notamanager@saskhealthauthority.ca" into the "Add Email Address" field, then click the "+ Add Email Contact" button. Ensure that you have set "Regarding Positions" to "ALL" and "Schedule" to "Any Time" including Stat Holidays. Your "Configured Email Notification Rules" section should now look like this: ***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
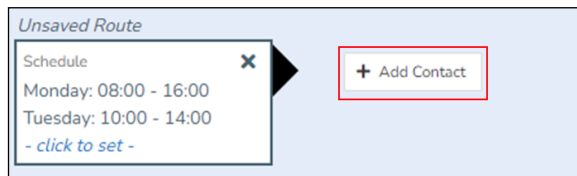
10.	To adjust call transfer rules for the department, click "New Call Transfer Rule" under "Call Transfer Rules": Call Transfer Rules ⓘ ＋ New Call Transfer Rule
11.	Click "click to set" under "Schedule" to configure the times and days you want this rule to apply. This will open a pop-up window that looks like the image below. Make the selections you want by clicking the days of the week under "Select Days" – this will open "Set Times", 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: **Select Days** ✕ ☐ Every Day ☐ Weekdays ☐ Weekends Sunday │ Monday │ Tuesday │ Wednesday │ Thursday │ Friday │ Saturday **Set Times** ☑ Customize Per Day Monday │ 08:00 │ - │ 16:00 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 - - 12:00 - │ - 12:00 - │ - 12:00 - │ - 12:00 - │ - 12:00 - │ - 12:00 - │ - 12:00 - - 18:00 - │ - 18:00 - │ - 18:00 - │ - 18:00 - │ - 18:00 - │ - 18:00 - │ - 18:00 - ✔ 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 creating. This will open a pop-up window. Schedule Monday: 08:00 - 16:00 Tuesday: 10:00 - 14:00 Include Stat Holidays - click to set - ＋ Add Phone Number Enter the phone number and extension you wish to add and click "Set Phone Number".

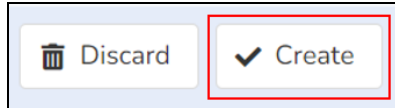| 13.	Once you are confident with your selections, click "Create" at the top right of the "Call Transfer Rules" section. Note: If you wish to delete your rule, click "Delete" next to your rule.
14.	If you wish to see past changes to department notification rules, click "Audit Past Changes" at the bottom of the page: Audit Past Changes This will open a page where you can find the details of any past rules by clicking under "Details": | Details	Changed Rule ID	Changed By	Applicable From	To
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View Snapshot: Department Call Forwarding Rule	1		Jun 08, 2023 11:21 CST	Present
View Snapshot: Department Call Forwarding Rule	1		Jun 08, 2023 11:21 CST	Jun 08, 2023 11:21 CST
View Snapshot: Department Notification Rule	1	Hidden for confidentiality.	Jun 08, 2023 11:19 CST	Present
View Snapshot: Department Notification Rule	1		Jun 08, 2023 11:19 CST	Jun 08, 2023 11:19 CST	 Use your browser's "Back" button to return to the Department Notification Rules page.
	DISABLING DEPARTMENT NOTIFICATIONS
15.	Scroll to Configured Email Notification Rules and click "New Routing Rule": Configured Email Notification Rules ⓘ + New Routing Rule
16.	Click "Click to set" for the Regarding Positions: Configured Email Notification Rules ⓘ Regarding Positions 🔍 ALL (Excludes Manager) - click to set - Unsaved Route Schedule ✕ Any Day: Any Time Include Stat Holidays - click to set - ▶ + Add Contact
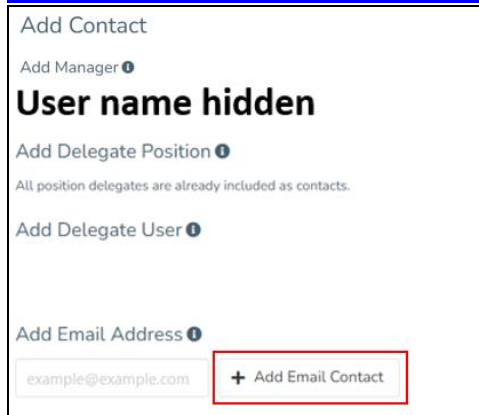
17.	From the pop up window select the position(s) you want to set a notification rule for and click "Confirm":

18.	Ensure that "Any Day: Any Time" and "Include Stat Holidays" are appearing under Schedule:

19.	Click "+ Add Contact":

20.	From this window go to "Add Email Address" and enter notamanager@saskhealthauthority.ca. Click "+ Add Email Contact":
21.	Click "Create" to submit configured email notification rules: