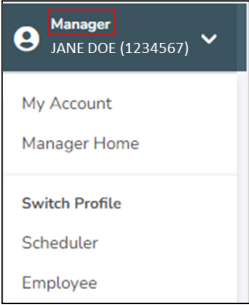
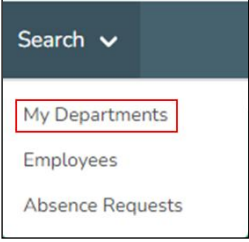
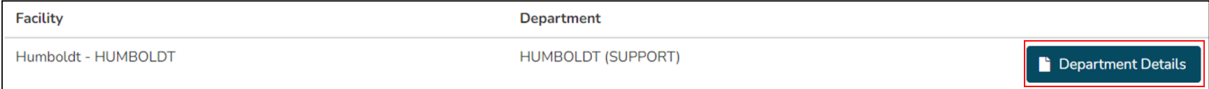
 <p><b>Saskatchewan Health Authority</b></p> <p style="font-size: 2em; font-weight: bold;">WORK STANDARD</p>	<p><b>Title:</b> How to select leaves for an employee on <a href="http://sask.staffscheduling.ca">sask.staffscheduling.ca</a></p> <p><b>Role performing Activity:</b> Manager or Designate</p>	
	<p><b>Location:</b> <a href="http://sask.staffscheduling.ca">sask.staffscheduling.ca</a></p>	<p><b>Department/Unit:</b> HR Systems and Analytics</p>
	<p><b>Document Owner:</b> HR Systems</p>	<p><b>Date Prepared:</b> June 9, 2023</p>
	<p><b>Last Revision:</b></p>	<p><b>Date Approved:</b></p>
	<p><b>Related Policies/Documentation</b></p>	

Work Standard Summary: If an employee says they are not receiving notifications, you may look them up to see what the issue might be.

Essential Tasks:	
1.	<p>Go to <a href="http://sask.staffscheduling.ca">sask.staffscheduling.ca</a> 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 “Department”:</p> 
3.	<p>Choose the department the employee belongs to and click “View Department Details” on the right hand side:</p> 

4. Find the employee you are looking for and click on the view employee 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. Scroll to Smart Call Preferences to view employee preferences.

**Note: Correctly Select Position drop down menu if employee holds more than 1 position:**

**Smart Call Preferences**

Do Not Notify Me Between:

Your "Do Not Notify Me Between" setting applies to all Smart Call notifications and cannot be applied differently for each position. Please press "Add" after any changes to this setting and before changing any below settings.

**Select Position:**

Saskatoon - HUMBOLDT DISTRICT HOSPITAL SCHEDULING - SCHED (STAFF SCHEDULER(SEIU))

To set the notification preferences for a position, select one from the dropdown, configure your preferences, then apply the changes. New positions will automatically use your organization's default notification preferences but you can change them afterward.

6. Click "View your preference update history" to view employee previous smart call preference submissions:

Last Updated: Jun 09, 2023, 08:55 CST

[View your preference update history.](#)