
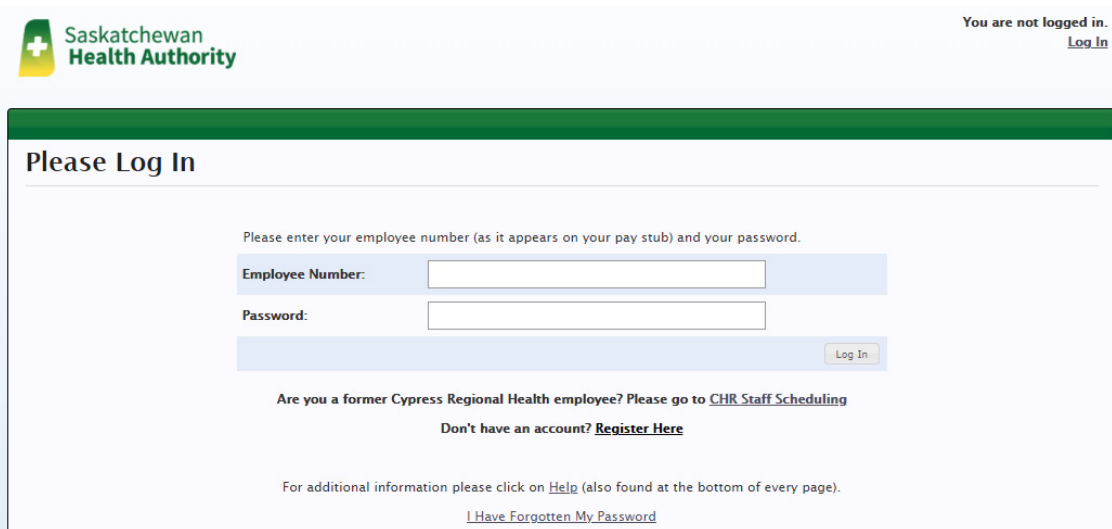
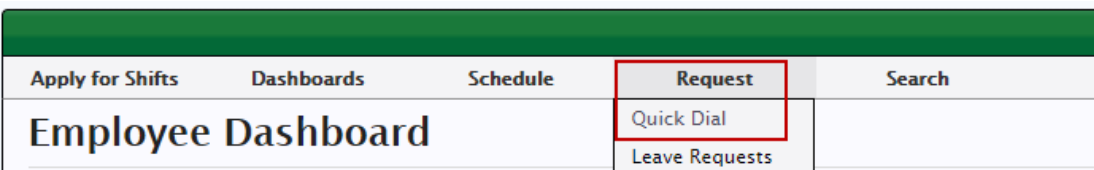
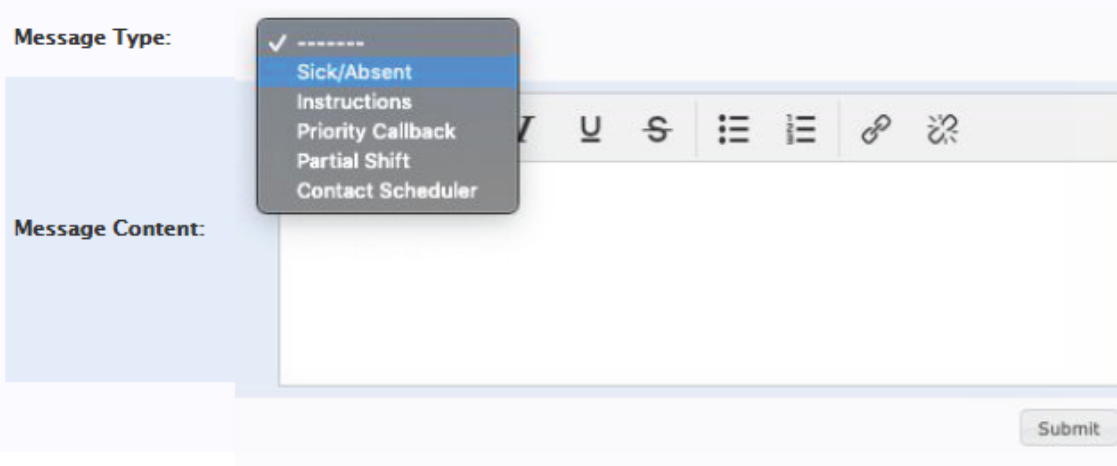


<b>WORK STANDARD</b>	 <b>Saskatchewan Health Authority</b>		<b>Title: Submitting Quick Dial Messages Online</b>  <b>Role performing Activity: Employee</b>
	<b>Location:</b> Staff Scheduling	<b>Department/Unit:</b> Staff Scheduling	
	<b>Document Owner:</b> Steve Noonan	<b>Date Prepared:</b> March 18/20	
	<b>Last Revision:</b> March 18/20	<b>Date Approved:</b>	
	<b>Related Policies/Documentation</b>		

Work Standard Summary: This work standard is how to leave a message for Scheduling without calling QuickDial.

<b>Essential Tasks:</b>	
1.	<p>Log in to <a href="http://www.staffscheduling.ca">www.staffscheduling.ca</a> using your employee number and password:</p> 
2.	<p>From the Employee Home Page, open the “Request” drop down menu and select “Quick Dial”</p> 

3.	<p>Select the Message Type from the dropdown menu. Your choices are the same as the options available to you on the phone system:</p> <ul style="list-style-type: none"> <li>a. Sick/Absent</li> <li>b. Instructions (for Managers)</li> <li>c. Priority Callback</li> <li>d. Partial Shift</li> <li>e. Contact Scheduler</li> </ul> 
4.	Provide the details of your message in the “Message Content” box. Please include any details you would normally leave in the voice message at the end of a phone request. The more detail the better!
5.	Click Submit.
6.	To review your submission, follow the Employee Quick Dial Work Standard
	If you have questions please call Staff Scheduling at 1-855-778-4141 between the hours of 08:00-16:30 Monday to Friday.