
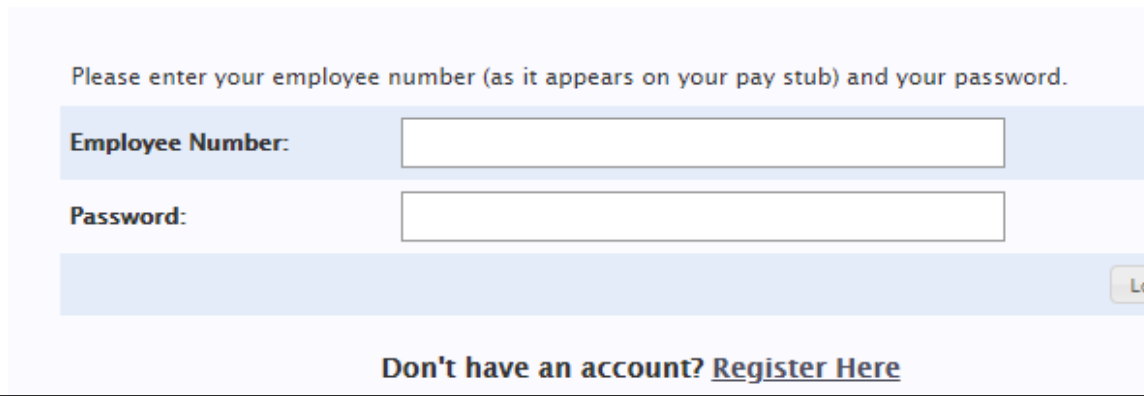
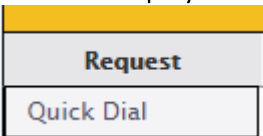
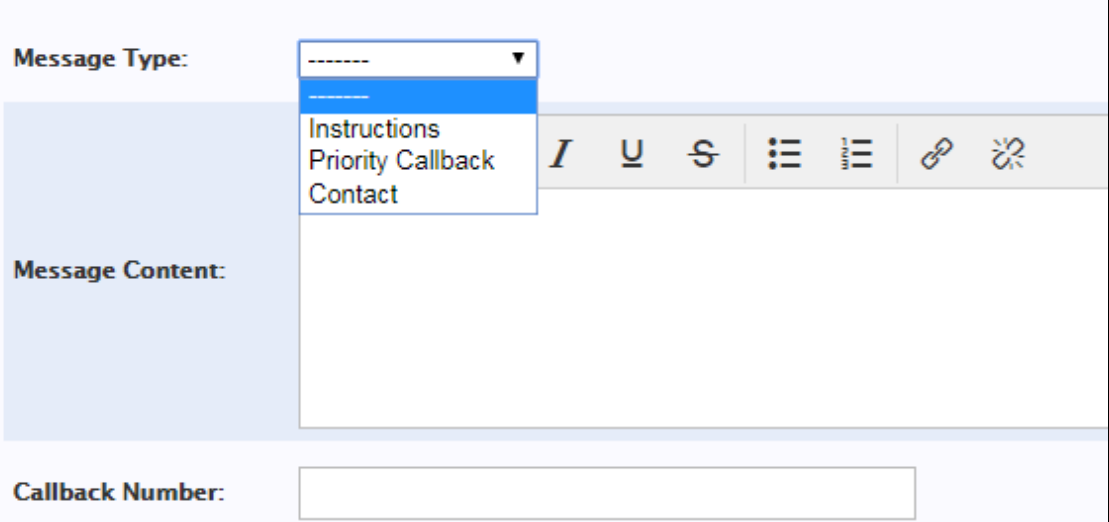


WORK STANDARD	 Saskatchewan Health Authority		Title: Submitting Quick Dial Messages Online via sha.staffscheduling.ca Role performing Activity: Employee
	Location: All	Department/Unit: Various	
	Document Owner: HR Systems and Analytics	Date Prepared: March 18/20	
	Last Revision: March 18/20	Date Approved:	
	Related Policies/Documentation		

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

Essential Tasks:	
1.	Log in to www.sha.staffscheduling.ca using your employee number and password: 
2.	From the Employee Home Page, open the “Request” drop down menu and select “Quick Dial” 

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"> a. Instructions b. Priority Callback c. Contact 
4.	<p>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!</p> <p>Please include a phone number to reach you at in the “Callback Number” box.</p>
5.	Click Submit.
6.	To review your submission, follow the Employee Quick Dial Work Standard
	If you have questions about this Work Standard, please call 1-833-931-1771 between the hours of 08:00-16:00 Monday to Friday.