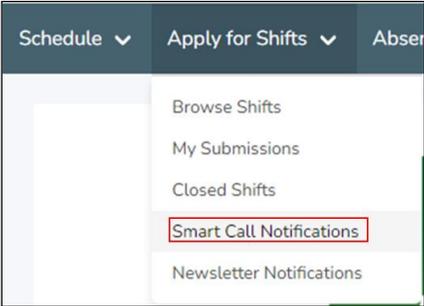


 Saskatchewan Health Authority <h1>WORK STANDARD</h1>	Title: How to see the Smart Calls you've been sent Role performing Activity: All Users	
	Location: sask.staffscheduling.ca	Department/Unit: HR Systems and Analytics
	Document Owner: HR Systems	Date Prepared: June 5, 2023
	Last Revision:	Date Approved:
	Related Policies/Documentation	

Work Standard Summary: How to view calls/texts/emails you are receiving (or not) for shifts.

Essential Tasks:	
1.	Go to sask.staffscheduling.ca and enter your employee number and password.
2.	Click "Apply for Shifts" and "Smart Call Notifications" at the top of the page: 

3. Type in any relevant information regarding the Smart Call notification you are interested in, then click “Search” at the bottom of the page. Alternatively, just click “Search” to be shown the complete list of Smart Call notifications:

Search Notifications

Source Shift ID

Shift Date
 

Result Date
 

Notification Date
 

Facility
 

Department
 

4. The page will look something like this. Here, you can see the department, occupation, and shift details about the shift you were notified for:

Shift Date
 

Notification Date
 

Employee	Department	Occupation	Shift Info	Submission	Notifications	Date Posted	Result
<input type="text" value="Employee Name"/>	<input type="text" value="Department Name"/>	<input type="text" value="Occupation Title"/>	Night (N) Jun 05, 2023 21:00 - 07:00 CST		No preferences set	Jun 03, 2023, 14:00 CST	-
<input type="text" value="Employee Name"/>	<input type="text" value="Department Name"/>	<input type="text" value="Occupation Title"/>	Night (N) Jun 05, 2023 21:00 - 07:00 CST		No preferences set	Jun 03, 2023, 10:00 CST	-

5. Note that the “Result” column on the right will detail whether you were granted or denied the shift in question, as well as when and how you were contacted:

Night (N) Jun 01, 2023 21:00 - 07:00 CST	Full Shift	No preferences set.	May 29, 2023, 14:04 CST	Denied on May 30, 2023, 10:11 CST via   
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