Saskatchewan **Health Authority**	**Title: How to see the Smart Calls you've been sent** **Role performing Activity: All Users**

WORK STANDARD	**Location:** sask.staffscheduling.ca	**Department/Unit: HR Systems and Analytics**
	Document Owner: HR Systems	**Date Prepared:** June 5, 2023
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	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:
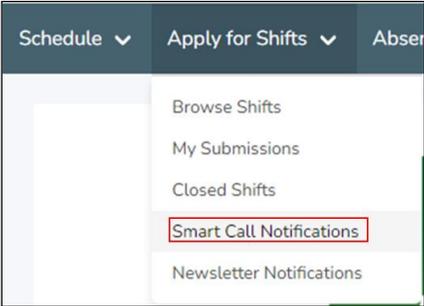
3.	Type in any relevant information regarding the Smart Call notification you are interested in, then click "Search" at the bottom of the page. Alternatively, just click "Search" to be shown the complete list of Smart Call notifications:
4.	The page will look something like this. Here, you can see the department, occupation, and shift details about the shift you were notified for:
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: