

STEP 1 INSTRUCTIONS



Hover over the button in the top left corner for more information

Step 1 Identification Information

PSC Client User Acceptance Testing Mode

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< ● Identification Information ● Forms Activity ● Absence Details ● Stay at Work/Return to Work Details ● Phase I and II Planning ● File Closure/Authorization Next >

Identification Information (of employee)

Type of Absence: **Absence greater than 5 consecutive work days/shifts**

After alerting the HRBPT, click the Next > button on the right to proceed. Your information will be saved.

Status

In-Progress

Alert HRBPT of absence

Identification Information (of employee)

| | |
|--|---|
| Case ID 5672 | HRBPT Code 3 |
| Select Employee Assignment ? | Employee Name |
| <input style="width: 90%;" type="text" value=""/> 1 | Employee Assignr |
| <input style="width: 90%;" type="text" value=""/> | |

Phone Numbers: (work) (home)

Home Address City/Town 2 Employee Home Email (if available)

Ministry Organization Union

Occupation Code Level

Employee Category Assignment Category

A manager/supervisor may also select a delegate to manage the case in their absence

Manager/Supervisor Name

Bjola-Matileg, Carrie

Manager/Supervisor Email

janice.macdonald@gov.sk.ca

Manager/Supervisor Contact Number:
(work)

(306) 787 - 3502

Delegate

Delegate Email

Role of the Human Resources Business Partner



Selecting the HRBP

PSC Client User Acceptance Testing Mode

Identification Information Forms Activity Absence Details Stay at Work/Return to Work Details Phase I and II Planning File Closure/Authorization

Next >

Identification Information (of employee)

Type of Absence: Absence greater than 5 consecutive work days/shifts

Status: In-Progress

Alert HRBPT of absence

After alerting the HRBPT, click the Next > button on the right to proceed. Your information will be saved.

Identification Information (of employee)

Case ID: 5672

HRBPT contact email * ?

Select Employee Assignment * ?

Employee Name

Employee Assignment Number

Employee Number


Phone Numbers: (work) (home) (cell)

Home Address City/Town Employee Home Email (if available)

Ministry Organization Union

Occupation Code Level

Employee Category Assignment Category



Initial Alert to HRBP Team

PSC Client User Acceptance Testing Mode

Home, Search, Help icons

Navigation: Identification Information (selected), Forms Activity, Absence Details, Stay at Work/Return to Work Details, Phase I and II Planning, File Closure/Authorization

Identification Information (of employee)
Type of Absence: **Absence greater than 5 consecutive work days/shifts**

After alerting the HRBPT, click the **Next >** button on the right to proceed. Your information will be saved.

Alert HRBPT of absence (Green button)

Status: In-Progress (Dropdown menu)

Next > (Yellow button)

Identification Information (of employee)

Case ID: 5672
HRBPT contact email: [Dropdown]

Select Employee Assignment: [Dropdown] Employee Name: [Text Field]

Employee Number: [Text Field] Employee Assignment Number: [Text Field]

Phone Numbers: (work) [Text Field] (home) [Text Field] (cell) [Text Field]

Home Address: [Text Field] City/Town: [Text Field] Employee Home Email (if available): [Text Field]

Ministry: [Text Field] Organization: [Text Field] Union: [Text Field]

Occupation Code: [Text Field] Level: [Text Field]

Employee Category: [Text Field] Assignment Category: [Text Field]

Sample Automated Email

From: itrac@fcicanada.com <itrac@fcicanada.com>

Sent: Monday, September 24, 2018 10:20 AM

To: HRBPT

Subject: Be at Work Case File #0369 033 Ministry #

A file has been created for **Employee Name** as he/she has been entered into the Be At Work program. Please visit PSC Client, Be At Work portal to view details.

Case Delegate: **No Delegate Selected**