

Submitting a Call List Request Form

Purpose of the Form

This form is used by employees to communicate their preference for calls shifts after the schedule has been posted. This form is used in two instances:

1. To be removed from all future calls
- OR-**
2. To be added back on a call list for future calls

For individual days and blocks of time when you do not wish to be called, please submit a "Request Change Availability" in Employee Self-Service.

Submitting the Call List Request

- 1 From the KGH intranet page go to "Departments"

The screenshot shows the KGH intranet homepage. A red box highlights the "Departments" link in the navigation menu, with an arrow pointing to it and the text "Click the **Departments** button to expand the list". Another red box highlights the "People Services Centre" link in a dropdown menu, with an arrow pointing to it and the text "Double Click.". The page content includes a "2015-16 KGH this year" section, a "KG+ today" banner, and an "Events" sidebar for June 24, 2016.

- 2 Choose **People Services Centre** from the drop down menu.

The screenshot shows a dropdown menu for the People Services Centre. The menu items are: Sciences Research, Patient Records and Registration, Patient Relations Program, Patient Safety, Quality & Risk, **People Services Centre**, People Services & Organizational Effectiveness, Pharmacy Services, Privacy, and Security and Life Safety. A red box highlights "People Services Centre" with an arrow pointing to it and the text "Double Click.".

- 3 Click the **Call Request Form** on the left of the screen.

The screenshot shows the People Services Centre page. On the left, a list of links includes "Call Request Form", which is highlighted with a red box and an arrow pointing to it with the text "Double Click.". The main content area has a heading "People Services Centre" and a welcome message. Below the message, there is a link for "Open Hours" which is also highlighted with a red box and an arrow pointing to it with the text "Double Click.".

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- 4 Complete the sections in the **Employee Information** section. Type your name in the **Employee Signature** box. Once completed, click the **Send to PS Forms** button.

Call List Request

Employee Information

Employee Name: _____

Employee Number: _____

Department: _____

Type of Request:

- Remove me for all future calls. I will not be called for available shifts until I submit another request.
- Add me back on the call list for all future calls. I will be called for available shifts once request processed.

For individual days and blocks of time when you do not wish to be called, please submit a "Request Change Availability" in Employee Self-Service. Please select "unavailable" for the dates in which you do not want to be called. <http://intranet.kgh.on.ca/defaultnc.aspx?page=1&Doc.Id=57043&Doc.IdType=document>

Employee Signature: _____ Date: _____

Send to PS Forms

Annotations: "Click the box that corresponds with your request" points to the Type of Request section. "Click the button when complete" points to the Send to PS Forms button. "Type your name on the line." points to the Employee Signature field.

- 5 Once you click the **Send to PS Forms** button, a dialog box will open. Choose the appropriate email submission method. Then, click **Continue**. Send the email to complete your request.

Send Email

How would you like to send this email?

- Default email application (Microsoft Outlook)
- Use Webmail

Select

Remember my choices

Continue **Cancel**

Send

To: PS Forms

Cc:

Subject: Form Returned: Call%20Request%20Form.pdf

Attached: Call%20Request%20Form.pdf (46 KB)

Form Returned: Call%20Request%20Form.pdf

The attached file is the filled-out form. Please open it to review the data.

Annotations: A red arrow points from the Send button in the dialog box to the Send button in the email composition window.