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"



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



Click the Call Request Form on the left of the screen.

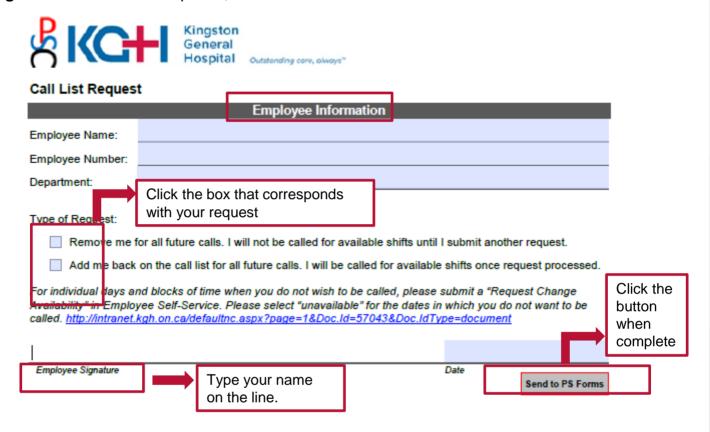
3



Submitting a Call List Request Form



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.



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.

