

# STEP 1 INSTRUCTIONS



Click on the  icon in the top left corner for more information

# Step 1 Identification Information

The screenshot shows a web application interface for 'Step 1 Identification Information'. The interface includes a sidebar on the left with navigation options: 'Step 1 Identification Information', 'Step 2 Forms Activity', 'Step 3 Absence Details', 'Step 4 Stay at Work/Return to Work Details', 'Step 5 Phase 1 and 2 Planning', and 'Step 6 File Closure/Authorization'. The main content area is titled 'Step 1 Identification Information (of employee)' and contains a form with various input fields. Three blue circular callouts are overlaid on the form: '1' points to the 'Select Employee Assignment' dropdown, '2' points to the 'Organisation' field, and '3' points to the 'HR&PT Contact email' dropdown. A green button labeled 'Next HR&PT of absence' is visible at the top right of the form area. The top right corner of the application shows 'PSC' and a help icon. The bottom of the form has fields for 'Employee Status (PVE, PVE Term, LE)', 'Manager/Supervisor Name', 'Manager/Supervisor Email', and 'Manager/Supervisor Contact Number (work)'. The sidebar also shows 'Account', 'Notifications', 'Worklog', and 'Log Out' options.



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 HRBP Administrator and Human Resource Business Partner



# Selecting the HRBP

The screenshot displays the 'PSC Client' interface for an employee's absence information. The main heading is 'Step 1 Identification Information (of employee)'. The status is 'In-Progress'. A green button labeled 'Alert HRBPT of absence' is visible. Below this, a dropdown menu for 'HRBPT contact email\*' is open, showing a list of HR Business Partner Teams (A through F). A red arrow points to the list. The form includes the following fields:

- Case ID: 0122
- S: [Redacted]
- Phone Numbers: (work) 306-235-1776 (W1), (home) 306-235-4247 (H1), (cell) [Redacted]
- Home Address: Box 296
- City/Town: Buffalo Narrows
- Ministry: 003
- Organization: 003 North Region
- Union: SGEU
- Occupation Code: PSC
- Level: 04
- Employee Status (PFT, PPT, Term, LS): Permanent
- Manager/Supervisor Name: [Redacted]
- Manager/Supervisor Email: [Redacted]
- Manager/Supervisor Contact Number: (work): [Redacted]

# Initial Alert to HRBP

## Status Display

The screenshot displays a web application interface for HRBP alerting. The main section is titled "Status Display". On the left, there is a navigation pane with steps: Step 1 Identification Information, Step 2 Forms Activity, Step 3 Absence Details, Step 4 Stay at Work/Return to Work Details, Step 5 Phase I and II Planning, and Step 6 File Closure/Authorization. The main content area shows "Step 1 Identification Information (of employee)". The "Type of Absence" is "Absence less than 5 consecutive work days/shifts, other attendance or performance management issues (patterned use, excess use, etc)". A "Status" dropdown is set to "In-Progress", with a red arrow pointing to it. Below the status is a green button labeled "Alert HRBPT of absence", with a green arrow pointing to it. A text box below the button says: "After alerting the HRBPT, click the button on the right side of your information will be saved." Below this is a form for "Identification Information (of employee)" with fields for Case ID, HRBPT contact email, Employee Name, Employee Number, and Employee Assignment Number.

Be at Work

Step 1 Identification Information

Step 2 Forms Activity

Step 3 Absence Details

Step 4 Stay at Work/Return to Work Details

Step 5 Phase I and II Planning

Step 6 File Closure/Authorization

Account

Step 1 Identification Information (of employee)

Type of Absence: Absence less than 5 consecutive work days/shifts, other attendance or performance management issues (patterned use, excess use, etc)

After alerting the HRBPT, click the button on the right side of your information will be saved.

Identification Information (of employee)

Case ID

HRBPT contact email\*

Select Employee Assignment\*

Employee Name

Employee Number

Employee Assignment Number

Status: In-Progress

Alert HRBPT of absence

PSC



# 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**

