



# STEP 4 INSTRUCTIONS

## STAY AT WORK/RETURN TO WORK DETAILS



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

## Step 4 Stay at Work/Return to Work Details

The screenshot shows the PSC Clear web application interface. The top navigation bar includes the text "Be at Work", a home icon, a printer icon, a bar chart icon, a clock icon, the text "PSC Clear", a search icon, and a help icon. The left sidebar contains a list of steps: "Step 2 Identification Information" (checked), "Step 2 Forms Activity", "Step 2 Absence Details" (checked), "Step 4 Stay at Work/Return to Work Details" (selected), "Step 5 Phase I and II Planning", "Step 6 Account", "Notifications", "Go to my profile", and "Log Out".

The main content area displays the following text:

The employee is medically cleared to return to work after he/she has provided medical information from a Licensed Healthcare Provider that clearly outlines the employee's medical restrictions (e.g. a completed Form 111 or Licensed Healthcare Provider letter). Clear medical restrictions allow you to make operational decisions regarding the job duties the employee can and cannot do. If clear medical restrictions have not been provided, contact your HRBP to determine next steps.

After completing the form click the button on the right to proceed. Your information will be saved.

The form titled "Stay at Work/Return to Work Details" contains the following questions and options:

Is the employee able to return to work in his/her own occupation with no restrictions?\*

Yes  No

Is the employee able to return to his/her home position with accommodations?\*

Yes  No

NOTE: If you are not an IHWS or HRBP user this is the last step of the wizard that you will need to fill out.

The bottom right corner of the application shows a zoom level of 100%.

# Stay at Work/Return to Work Details

The screenshot displays the PSC Client interface for the 'Stay at Work/Return to Work Details' page. The top navigation bar includes 'Be at Work', a home icon, a search icon, a bar chart icon, a clock icon, and the 'PSC Client' logo with a search and help icon. The left sidebar shows a list of steps: Step 2 Identification Information (checked), Step 2 Forms Activity, Step 2 Absence Details (checked), Step 4 Stay at Work/Return to Work Details (selected), Step 5 Phase I and II Planning, and Step 6 Account. The main content area shows 'Step 4 Stay at Work/Return to Work Details' with a status box 'Rehab Placement Unconfirmed'. Below this, it lists 'Type of Absence: Absence greater than 5 consecutive work days/shifts', 'Case ID: 0137', and 'Employee Name' (redacted). A green box highlights the text: 'The employee is medically cleared to return to work after he/she has provided medical information from a Licensed Healthcare Provider that clearly outlines the employee's medical restrictions (e.g. a completed Form 111 or Licensed Healthcare Provider letter). Clear medical restrictions allow you to make operational decisions regarding the job duties the employee can and cannot do. If clear medical restrictions have not been provided, contact'. A green arrow points to the right-hand navigation menu.

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 - 44733

Notifications 11

Go to my profile

Log Out

Case ID: 0405

Employee Name: Rumball, Kimberli

Once the employee has provided sufficient medical information that includes clear and objective restrictions that allow you to make operational decisions, Step 4 can begin.

The employee is medically cleared to return to work after he/she has provided medical information from a Licensed Healthcare Provider that clearly outlines the employee's medical restrictions (e.g. a completed Form 111 or Licensed Healthcare Provider letter). Clear medical restrictions allow you to make operational decisions regarding the job duties the employee can and cannot do. If clear medical restrictions have not been provided, contact your HRBP to determine next steps.

After completing the form click the  button on the right to proceed. Your information will be saved.

Stay at Work/Return to Work Details

Is the employee able to return to work in his/her own occupation with no restrictions?\*

Yes No

Is the employee able to return with accommodations?\*

Yes No

NOTE: Please go to the actions button on the right and select "Rehab Placement Unconfirmed." If you are not an IHWB or HRBP user this is the last step of the wizard that you will need to fill out.

# Requesting Closure of the Case

The screenshot displays the PSCClient web application interface. The left sidebar shows a progress bar with six steps: Step 1 (Identification Information, checked), Step 2 (Forms Activity, warning), Step 3 (Absence Details, edit), Step 4 (Stay at Work/Return to Work Details), Step 5 (Phase I and II Planning, edit), and Step 6 (File Closure/Authorization, edit). The main content area shows instructions for Step 4, with a blue arrow pointing to the 'Request file closure by Manager' option in the Actions menu. A text box at the bottom provides instructions: 'Return employee to work and contact HRBP to close this file by going to actions on the right side of the screen and choosing "Request file closure by Manager"'. The browser address bar shows the URL: https://pscclient-uat.saskatchewan.ca/apex/f?p=151:2:2237756865404::WIZARD::CUR\_PROCESS\_ID%2CCUR\_STEP\_ID:1832%2C5156#

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 - 44733

Notifications 11

Go to my profile

Log Out

Once the employee has provided sufficient medical information that includes clear and objective restrictions that allow you to make operational decisions, Step 4 can begin.

The employee is medically cleared to return to work after he/she has provided medical information from a Licensed Healthcare Provider that clearly outlines the employee's medical restrictions completed Form 111 or Licensed Healthcare Provider letter. If the medical restrictions allow you to make operational decisions regarding the job duties the employee can and cannot perform, and medical restrictions have not been provided, contact your manager to determine next steps.

After completing the form click the button on the right to proceed. Your information will be saved.

Stay at Work/Return to Work Details

Is the employee able to return to work in his/her own occupation with no restrictions?\*

Yes No

Return employee to work and contact HRBP to close this file by going to actions on the right side of the screen and choosing "Request file closure by Manager".

Actions

- Contacting HRBP
- Rehab Placement Unconfirmed
- Consulting with HRBP
- Request file closure by Manager**
- Notify manager

90%

2:56 PM  
9/25/2018