Saskatchewan Health Authority	Title: Correcting Reporting Relationships in F Role performing Activity: Managers, Leaders, Administrators, and the Registry Coordinator	Respirator Registry , Area r	
	Location: Respirator Registry homepage	Department/ Unit:	
		Quality & Safety	
WORK	Document Owner: Erin Roesch, Director, Quality & Safety - Regina	Date Prepared: June 11, 2021	
	Last Revision: August 26, 2021	Date Approved: June 16, 2021	
STANDARD	Related Policies/Documentation Go to SHA Intranet>Departments>Quality & Safety home>Respiratory Protection Program>Respirator Registry to find related work standards		

Work Standard Summary: This work standard provides information on what to do if you have missing employees/departments or have extra employees/departments on your master employee list in the Respirator Registry. It outlines the steps to confirm and correct discrepancies in reporting relationships.

PRIVACY ALERT:

Entrance and use (including viewing) of electronic records must follow the need-to-know principle for your assigned job duties. Users are not to use these records to view records except as defined or their use will be assessed as a Privacy Breach per SHA Policy 07-003.

1. Employee status changes (LOA, termination, etc.) should be updated as soon as possible. Managers and Leaders should regularly review and verify their staff listings using Gateway Online to ensure the Respirator Registry accurately reflects employees and their respirator status by area and department.

For Managers and Leaders in <u>fRQHR</u>:

Please note that this does not apply to fRQHR as they see reporting relationships in VIP instead of Gateway Online. If you have at least one staff reporting to you and you receive a message that you are not authorized to view the Respirator Registry or do not see the employees that report to you in your Reports, please submit an inquiry in MyConnection (refer to Steps 6 to 9 below).

2.	If you are from fRQHR – go to Step 6 (ignore steps 2 to 5).
	Log in to your <u>Gateway Online</u> account and go to the Manager Self-Serve Tab. Under My Employees , click on the Reporting Employees link.
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3.	Confirm that the employee listing is correct. The information that is available here is being used to populate
	your employee information in the Respirator Registry.
	New Managers: If you have been newly appointed/awarded a manager position in the OOS organization design, please allow 2 weeks after your effective date for the reporting relationships to be updated in Gateway Online.
4.	If there are discrepancies in any of your employees' status (see examples below) follow your former regional
	practices to make corrections. This will ensure the Respirator Registry accurately reflects employees and
	their respirator status by area and department.
	Examples:
	o Employee has begun a leave of absence,
	o Employee has returned from a leave of absence,
	o Employee terminated their position in your department, OR
5	If the examples in step 4 do not apply, proceed to steps 6-8 for instructions for how to go into My
5.	Connection to report the discrepancies and identify the specific changes that are required.
	Note: It may be beneficial to have a conversation with your director to confirm the reporting relationships
	are as expected and have not been realigned with the new recruitment. If after confirming the employee is
	missing or is an extra, please perform the following steps.



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