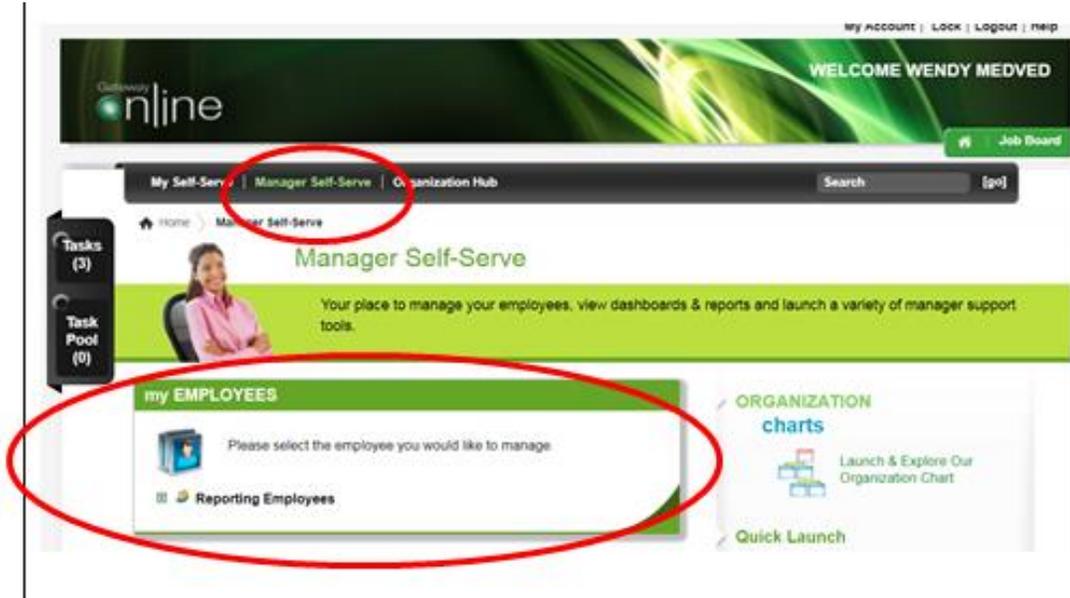|	Title: Correcting Reporting Relationships in Respirator Registry Role performing Activity: Managers, Leaders, Area Administrators, and the Registry Coordinator	
WORK STANDARD	**Location:** Respirator Registry homepage	**Department/ Unit:** Quality & Safety
	Document Owner: Erin Roesch, Director, Quality & Safety - Regina	**Date Prepared:** June 11, 2021
	Last Revision: August 26, 2021	**Date Approved:** June 16, 2021
	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 fRQHR:** 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).

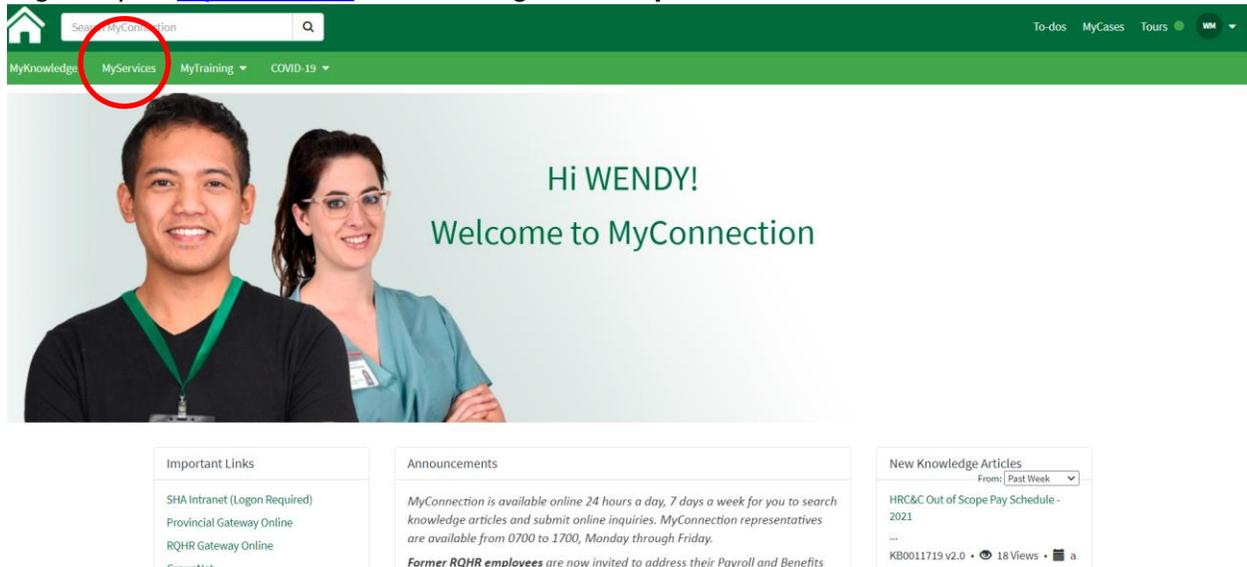| 2.	**If you are from fRQHR – go to Step 6 (ignore steps 2 to 5).**
	Log in to your Gateway Online account and go to the **Manager Self-Serve** Tab. Under **My Employees**, click on the **Reporting Employees** link.
3.	Confirm that the employee listing is correct. The information that is available here 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 o Employee has recently been hired into your department.
5.	If the examples in step 4 do not apply, proceed to steps 6-8 for instructions for how to go into My 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.*

6.	Log in to your **MyConnection** account and go to the **MyServices** Tab.
7.	From the drop down menu, select **Position Management** and then go to **Reporting Relationship Change** and click on View Details.
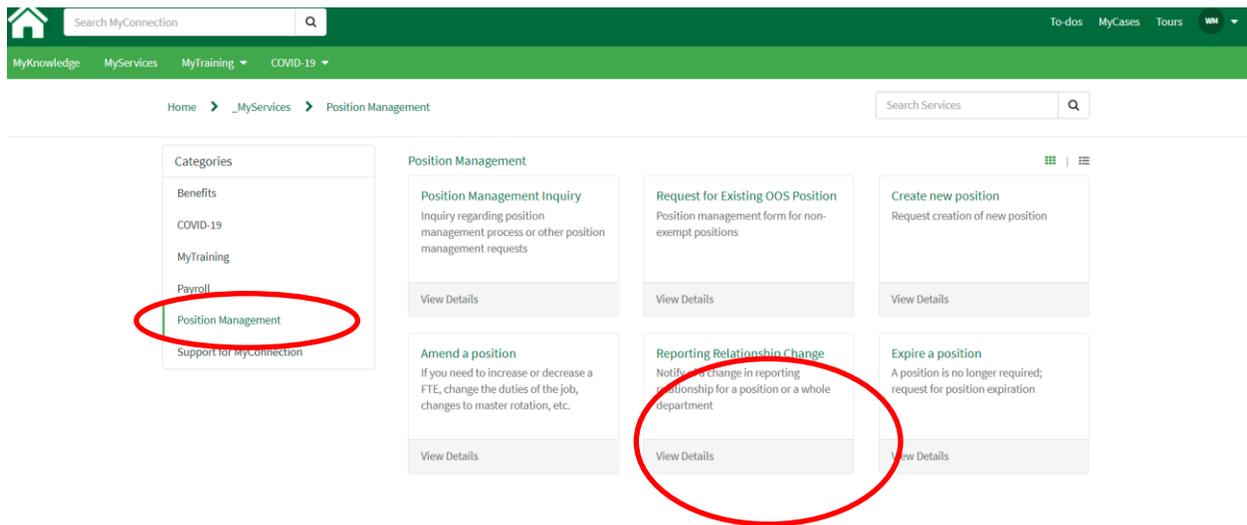
8.	Enter the required information and click **Submit**.
9.	For more information on how to create a case, refer to the training course called "Position Management - Requestor Training" or refer to the FAQ – KB0011076. All inquiries can by logged in My Connection under Position Management ◊ Position Management Inquiry. You can also access support for MyConnection by calling the Manager Hotline at 1-833-766-4390 or 306-766-4390. The Manager Hotline is manned from 0700 to 1700, Monday through Friday.
10.	If you issue continues to remain unresolved, please contact RespiratorRegistrySupport@saskhealthauthority.ca.