

Web Based Redeployment Tool

User Guide

April 2020



— PURPOSE

- The redeployment plan connects with various task forces at HHS to ensure we have proper staffing levels across our operations, particularly in areas experiencing high volumes.
- As the progression of the COVID Capacity Staging is initiated, so to is the staging of the redeployment plan, which will result in employees being identified for redeployment by their leaders.
- The Central Redeployment Office (CRO) will align staff to the most appropriate area of work based on skills and needs.



LINK TO REDEPLOYMENT TOOL

- The web-based redeployment tool is intended to be used by leaders* or their delegates to identify staff who can be redeployed.
- Link to tool can be found in HUB posting or...
- Copy & Paste into Chrome Browser <https://bprsgl02.hhsc.ca:16020/>

* Please note that some departments utilize a decentralized deployment structure, please see FAQ to identify applicability



SIGN IN

- Use HHS email address and window/citrix password.

Login

HHS Email

Password



DASHBOARD

- 3 options (note the left sidebar has same options):
 - Availability (required)
 - Skills (required)
 - Delegates (optional)

The screenshot shows the 'Redeployment Tool' interface. At the top, there is a dark blue header with the text 'W. Hamilton Health Sciences' and 'Redeployment Tool'. Below the header is a vertical sidebar on the left containing three menu items: 'Dashboard' (with a grid icon), 'Employee Availability' (with a calendar icon), and 'Employee Skills' (with a list icon). To the right of the sidebar, the main content area features three colored cards: a teal card for 'Availability' with the subtitle 'Adjust your employees weekly schedules.', a purple card for 'Skills' with the subtitle 'Specify your employees skills.', and a dark teal card for 'Manage Delegates' with the subtitle 'Set your preferences (eg. Delegates)'. A separate dark blue box on the left side of the image contains the same three menu items from the sidebar, with lines connecting it to the sidebar in the main interface.

NAVIGATION AND VIEW

Search for employee, delegated manager, job code, or job type.

Employees are populated from myHR hierarchy

**some issues have been noted here, please ensure myHR hierarchy is correct.

W. Western Piedmont University

Redeployment Tool SIGN OUT

Name _____ Manager Name _____

Job Code _____ Select a type _____

RESET SEARCH

PREVIOUS WEEK Monday, Apr 27th - Sunday, May 3rd NEXT WEEK

RESTRICTIONS	Select All	Mon 27	Tue 28	Wed 29	Thur 30	Fri 1	Sat 2	Sun 3
Select employee restriction(s)	Current Week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select employee restriction(s)	Current Week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select employee restriction(s)	Current Week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select employee restriction(s)	Current Week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select employee restriction(s)	Current Week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select employee restriction(s)	Current Week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select employee restriction(s)	Current Week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rows per page: _____ 1-7 of 7

Change records per page

See current page

Navigate to other pages



AVAILABILITY

Select applicable week(s) – it is recommended that these are set into the future (e.g. 2 weeks is recommended)

← PREVIOUS WEEK Monday, Apr 27th - Sunday, May 3rd NEXT WEEK →

EMPLOYEE	RESTRICTIONS	Select All	Mon 27	Tue 28	Wed 29	Thur 30	Fri 1	Sat 2	Sun 3
Employees	Select employee restriction(s)	Current Week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Select employee restriction(s)	Current Week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Select employee restriction(s)	Current Week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Restrictions: Indicate any working restrictions from drop down list.

Use Select All column, to select all current week.

Days of week: Select check boxes staff are available for redeployment. Check = available.



SKILLS

Select the "Occupation Type" – most closely associated with the employee's current role

Select the "Skills" the employee has that may align with current experience or past experience.

EMPLOYEE	TYPE	SKILLS
[REDACTED]	Direct Patient Care	Mechanical Ventilators Basic Respiratory Assessment ACLS Airway Management ECG Interpretations Pressure Monitoring
[REDACTED]	Allied Health	Select skills
[REDACTED]	Staff (except Business Clerk/Clerical)	Has Clerical Skills Has Clinical Skills
[REDACTED]	Business Clerk/Clerical	Community Wide Scheduling (CWS) Acute Med/Surg Business Clerk
[REDACTED]	Staff (except Business Clerk/Clerical)	Has Clerical Skills
[REDACTED]	Staff (except Business Clerk/Clerical)	Has Clerical Skills
[REDACTED]	Staff (except Business Clerk/Clerical)	Has Clerical Skills

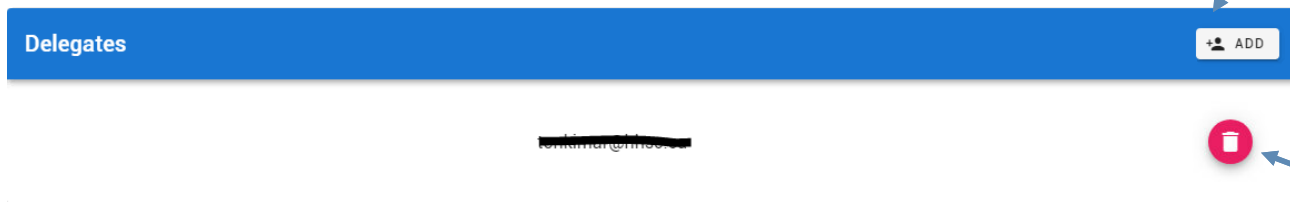
****Please note: Skills will save and do not need to be updated each time you enter the tool.**



DELEGATION

Leaders can delegate to any HHS user with an HHS email address.

Click to add delegate by email address. See second image below



Click to remove previously added delegate.

Add Delegate

Email Address
username@hhsc.ca

SAVE

Enter email address and click save.



DELEGATION - FAQ

- Leaders can only delegate their own staff, not re-delegate staff that have been delegated to them.
- Both the leader and delegate can complete and update the tool.
- A leader who has their own, and delegated employees, their own employees will be displayed first, followed by delegates.
- A leader who has been delegated to, these employees will be displayed with the Manager's name beside them.



— QUESTIONS

- Access: please use HHSC email address to log in
- If issues arise related to Internet Explorer, please try to copy and paste into Chrome.
- ICT Helpdesk will help to triage technical issues x43000
- Questions related to your staff restrictions or other staff related questions please direct to your HRBP.

