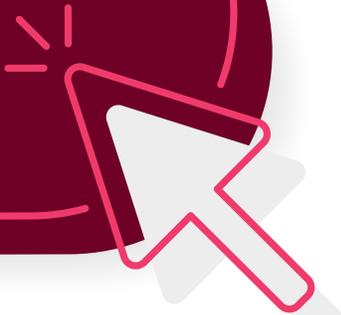


TIPS FOR SUCCESSFULLY SUBMITTING ONLINE WSRs



The Online WSR is a great tool that saves nurses time when they need to fill out a form, but technology comes with certain requirements. Please keep these tips in mind when doing an Online WSR so that you can fill it out and follow the process as seamlessly as possible.

TALK TO YOUR MANAGER OR SUPERVISOR

Article 1103 (3) (a) of the Collective Agreement clearly states the following: *“A nurse(s) with a concern as referenced in 1 (a) (i) above shall discuss the matter at the ward/unit/ program level utilizing established lines of communication including the designated out of scope manager with the objective of resolving the concern. If the matter is not resolved to the satisfaction of the nurse(s), the nurse(s) may complete and submit a Workload Staffing Report.”* Therefore, **you must speak with your Manager or Supervisor prior to submitting a WSR.** Additionally, the Manager or Supervisor that you name and provide the email for on the WSR form you submit must be the same as the one you spoke with.

SAVE, SAVE, SAVE

That little teal button at the top of the page that says “Save Draft” is your best friend! Sometimes things happen – computers crash, someone calls you away mid-form,

an error occurs when you hit submit, your Manager’s email box is full and can’t accept any more emails, etc. The best way to save yourself from having to re-enter all that info you put into the form is to click on “Save Draft” often while you are filling out the form and especially before you click “Submit Report”.

SPELLING AND FORMATTING MATTER

Please make sure you have entered the Manager or Supervisor email correctly. **Spelling errors in the email address or incorrect email address formatting are the cause of nearly all Manager email bounces.** Bounces then require you to print off the form and follow a paper form submission process. But you can avoid all that by double-checking that you have entered the Manager or Supervisor email address correctly. Also, keep in mind that you can only enter one email address in the Manager email box, so it should be the one of the Manager or Supervisor you spoke to about the Workload Staffing situation.

VERIFY YOUR ACCOUNT

The first time that you file an Online WSR under your account credentials, you will be sent an email asking you to “Please link your email account to your MNU member number.” Please click on that link, as it will help the system recognize you. **Verifying your account will also make filling out future forms easier, as it will then prefill your name and email address when you login and initiate any new forms.**

KEEP YOUR ACCOUNT CREDENTIALS PRIVATE

While more than one nurse will often add their names to the same WSR, **the person filling out the form and who will be the main contact for the WSR should be using their own credentials** to login and do the form. Please do not share your account credentials.