



SAFETY TALK

ASK HR HELP DESK

The need to provide employees with a first line contact for their simple Human Resources (HR) requests was highlighted in the Health PEI People Strategy. The Human Resources division is answering this need by providing an Ask HR Help Desk for all staff to ask any questions related to their employment lifecycle.



Why a Help Desk?

The Ask HR Help Desk provides a single point of contact between HR and all employees. It is an excellent way to bring resolution to concerns and/or questions. Common questions might be related to:

- Health benefits
- Employment Verification Letter
- Retirement
- Payroll Errors

How to Reach the Ask HR Help Desk

- ⇒ Ask HR Help Desk is available Monday through Friday from **8am—4pm** for all staff
- ⇒ Telephone Number: **1-800-372-3529**
- ⇒ Email address: **askhr@ihis.org**

Our Help Desk team is looking forward to supporting staff and ensuring requests are addressed in a timely manner by the most appropriate resource.

DATE: _____
FACILITY: _____

SAFETY TALK LEAD BY: _____
DEPARTMENT: _____

DISCUSSION QUESTIONS:

WHEN SHOULD WE CONTACT THE ASK HR TEAM?

HOW CAN WE ENSURE STAFF HAVE THE ASK HR HELP DESK CONTACT INFORMATION?

EMPLOYEE CONCERNS & IDEAS FOR IMPROVEMENT:

EMPLOYEES PRESENT:

FOLLOW UP ON CONCERNS:

If you have any feedback on the Safety Talks program or a suggestion for a Safety Talk, please contact a member of the Wellness & Safety Team or email healthpeihr@ihis.org.

Safety Talks can be found on the Staff Resource Centre at: <https://src.healthpei.ca/safety-talks>