

Pembroke Regional Hospital

MEMO

To: All Employees
From: Tanya Parker, Manager, Staffing and Scheduling
Date: March 11, 2024
Subject: Scheduling and Analytics and Employee Self-Serve Maintenance – March 16, 2024

Scheduling and Analytics (S&A) and Employee Self-Serve (ESS) will undergo routine maintenance Saturday March 16th, from 0800 to 1800.

During this time, S&A and ESS will be unavailable.

The Staffing office will open from 0700 to 1900 and will be placing phone calls for immediate staffing needs. Employees will be required to phone the Staffing office, at 613-732-2811 extension 6155, to accept shift offers.

In advance of the scheduled maintenance, please review your contact information in Employee Self-Serve to ensure your primary phone number is Priority 1.



CONTACTS	
Priority	Type
1	Home

Thank you.

