

PEMBROKE REGIONAL HOSPITAL

MEMO

TO: All Staff

FROM: Brent McIntyre, Director, Human Resources

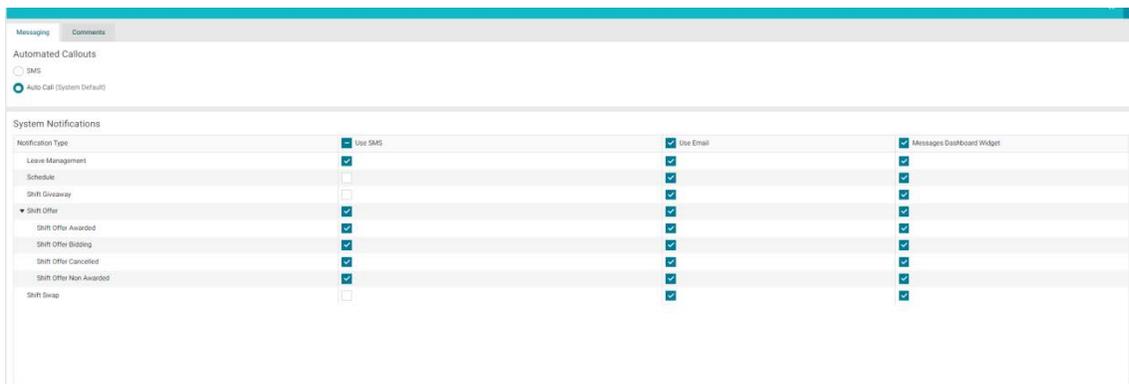
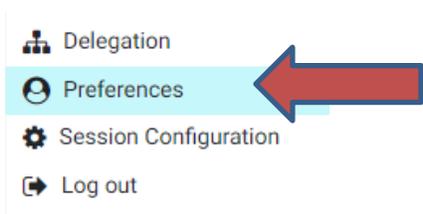
DATE: October 6, 2022

SUBJECT: S&A Employee Preferences

We are pleased to announce an enhancement to S&A employee preferences.

Employees now have the ability to select additional preferences for shift offer notifications. Please note that while you are able select email notifications, the feature is not available at this time.

To edit your employee preferences, select the user icon  , then select preferences.



A screenshot of the 'System Notifications' settings page. It shows a table with columns for 'Use SMS', 'Use Email', and 'Messages Dashboard Widget'. The 'Use SMS' column has a dropdown menu set to 'SMS'. The 'Use Email' column has a dropdown menu set to 'Auto Call (System Default)'. The 'Messages Dashboard Widget' column has a dropdown menu set to 'Messages Dashboard Widget'. The table lists various notification types with checkboxes for each column.

Notification Type	Use SMS	Use Email	Messages Dashboard Widget
Leave Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Schedule	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Giveaway	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▼ Shift Offer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Offer Awarded	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Offer Bidding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Offer Cancelled	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Offer Non Awarded	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Swap	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Please check the boxes for your preferred system notifications, and how you would like to receive shift offer confirmation, shift offer cancellations and shift offers non awarded.

Schedule
Shift Giveaway
▼ Shift Offer
Shift Offer Awarded
Shift Offer Bidding
Shift Offer Cancelled
Shift Offer Non Awarded



Click the save icon to save your changes.

If you have any questions regarding S&A, please reach out to Tanya Parker at tanya.parker@pemreghos.org or Andrea Pond at andrea.pond@pemreghos.org.