

# Pembroke Regional Hospital

# MEMO

**To: All Employees**  
**From: Tanya Parker, Manager, Staffing and Scheduling**  
**Date: May 24, 2024**  
**Subject: Scheduling and Analytics and Employee Self-Serve Maintenance – May 25, 2024**

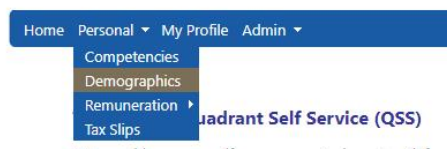
---

Scheduling and Analytics (S&A) and Employee Self-Serve (ESS) will undergo routine maintenance for a period of fifteen (15) hours from 1900 Saturday May 25<sup>th</sup> to 1000 Sunday May 26<sup>th</sup>.

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

Staffing will be working remotely, placing phone calls for immediate staffing needs from 1900 to 2200 May 25 and May 26<sup>th</sup> from 0600 to 1000. Employees who have been left a voicemail and wish to accept a shift must follow instructions left on their voicemail.

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.