

PEMBROKE REGIONAL HOSPITAL

MEMO

TO: All Staff

FROM: Brent McIntyre, Director, Human Resources

DATE: February 24, 2022

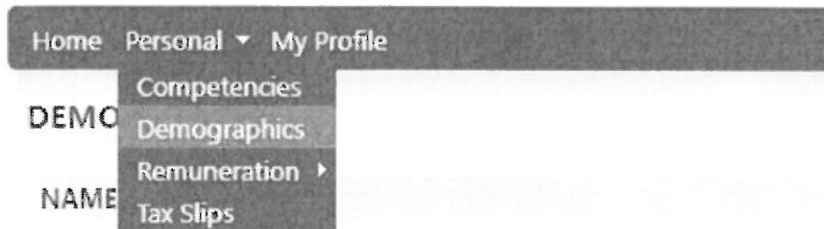
SUBJECT: Contact Information communique



As a friendly reminder, it is important that all staff keep their contact information up to date. Please update your contact information (email and phone number) in the Employee SelfServe Portal. **Please ensure that your contact information is updated by March 13, 2022.**

To do this:

1. Go to StaffResources Site: <https://www.pemreghos.org/staffresources>
2. Click on "Employee Self Serve"
3. Log in
4. Click "demographics"



5. Edit the applicable information

If you have any issues, questions, or concerns, please contact helpdesk@pemreghos.org