

# PEMBROKE REGIONAL HOSPITAL

# MEMO

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**TO:** All Staff

**FROM:** Tanya Parker, Manager, Staffing & Scheduling

**DATE:** October 31, 2024

**SUBJECT:** Update on S&A Mobile App Activation Date

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Further to our memo of October 8th, we are writing to inform you of a change to the activation date for the S&A Mobile App. The app will now be fully activated on November 18, 2024, instead of the previously communicated date of November 4th. This delay allows additional time for staff to download the app and familiarize themselves with its functions to ensure a smooth transition.

Please note that beginning on November 18, the default mode for the S&A system's shift bidding will be via auto-call. If you would prefer to receive shift offers through the mobile app rather than by telephone, you must update your S&A preferences by logging into S&A on a computer to select the mobile app option. After this date, text messaging will no longer be available as a method for receiving shift offers.

Thank you to the more than four hundred staff members who have already installed the app on their mobile device or opted to receive shift bids by auto-call. We encourage anyone who has not yet done so to download the app and to update your personal preferences to avoid any interruptions.

To celebrate the launch, all employees who download the app will automatically be entered into a draw for a chance to win one of ten \$20.00 PRH Catch the Ace tickets for the December 4th draw. Winners will be announced the week of November 25th.

Please use the following link to access information on downloading and using the app.

<https://theottawahospital.sharepoint.com/sites/HumanResources344/SitePages/Staffing-and-Scheduling.aspx>

Thank you for your cooperation and understanding as we work to enhance our scheduling process.

