

MEMO

To: All Hospital Staff

From: Jeannine Verdenik, Vice President-People & Culture

Date: January 15, 2024

RE: Employee Records – Contact Information

As part of our ongoing effort to maintain accurate and up-to-date employee records, Human Resources is requesting that you review and, if applicable, update your contact information including: address, phone number(s), and emergency contact information.

With the upcoming release of UKG Dimensions scheduling software, your primary phone number in your Human Resources employee record will be used by your manager or the Staffing Office to contact you for future available shifts.

To review your current information, please access your employee profile through the Virtuo ESS self-serve platform: <https://ess.tbrhsc.net/Login.aspx>. If you have any changes to your contact information, update your information with Human Resources by visiting Human Resources or by completing the attached form and submitting via e-mail to TBRHSC.HumanResources@tbh.net or via interoffice mail. If your contact information on Virtuo ESS is up-to-date, then no action is required.

Should you require any assistance or have any questions, please don't hesitate to reach out to Human Resources.