



**Web Site Address:** [www.yourfacility-staffingangel.com](http://www.yourfacility-staffingangel.com)  
**Your Staffing Angel User Name:** (insert employee ID here)  
**Your Staffing Angel Password:** (insert employee's password here)

**Dear (employee's first name inserted here)**

We are pleased to announce the launch of Staffing Angel within Your Facility. Staffing Angel is an innovative, Internet-based scheduling system that will offer you greater flexibility with your individual scheduling needs. This letter is designed to share a few of the benefits of this online scheduling system and prepare you for our training and implementation plan.

**A few of the benefits of Staffing Angel include:**

- Ability to view your work schedules within your assigned area(s) with up-to-date information.
- Provides a message board that alerts you to any changes to your schedule, messages from your Management team, and reminders messages.
- Provides an on-line method for requesting Time off. Your Director/designee will respond to your requests through Staffing Angel and your calendar will be updated to reflect their decision.

**Get a jump-start**

The Staffing Angel employee training module is available 24 x 7 on [www.yourfacility-StaffingAngel.com](http://www.yourfacility-StaffingAngel.com) click on the Training Button. Turn on your PC's speakers to listen and view the Staff tutorial. Please complete the training module on the web site by October 20, 2007.

**Login and View**

After you have completed this interactive training program, you may login to the Staffing Angel web site using your login and password information found at the top of this letter.

**The first official 4 week schedule on Staffing Angel is December 2nd – December 29th.**

Training and Launch Items	Completion and Launch Dates
Complete Staffing Angel Tutorial Module	Complete by October 20, 2007
<b>Unit Based FT/PT Staff</b> Self-Scheduling for the 4-week scheduling period of December 2 – December 29 <u>begins</u> on Sunday, October 21 at 12:01am.	<b>Unit Based FT/PT Staff</b> are to <u>complete</u> their schedules for the period of December 2 – December 29 by Saturday, November 17.
<b>Unit Based PRN Staff</b> Self-Scheduling for the 4-week scheduling period of December 2 – December 29 <u>begins</u> on Sunday, November 4 at 12:01am.	<b>Unit Based PRN Staff</b> are to <u>complete</u> their schedules for the period of December 2 – December 29 by Saturday, November 17.
<b>All Staff Members</b> may self-schedule any remaining shifts openings within their unit or outside of their unit beginning Sunday, November 18 at 1201am	<b>All Staff Members</b> may continue to pick up available shifts during the scheduling period. Shifts will remain available until they are filled.

Additional communication updates will be available through your Staffing Angel login. Please login on a regular basis to check for new information and updates. We look forward to your participation in this exciting endeavor.

Sincerely,

*The above letter will be three-folded. On the outside center fold it will be addressed with the following information:*

Employee Name  
(Employee's Assigned Unit here)

To login to Staffing Angel from any Internet browser within the hospital or outside the hospital, i.e., home computer, go to [www.yourfacility-StaffingAngel.com](http://www.yourfacility-StaffingAngel.com) and click on the Login button.