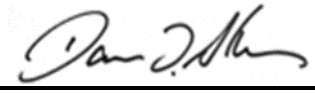
Informational Bulletin

Telestaff Return Plan

Date: January 18, 2022 Number: 22.002

Effective Date: January 18, 2022 Expiration Date: N/A

Approved By: Darren L. Stevens, Fire Rescue Chief



We are ready to return to utilizing Telestaff. Those of you that were here when we switched from ePro to Telestaff are going to be familiar with the large part of the plan. The plan is a three-phase plan to allow for full re-integration of Telestaff. Phase 1 will run from 1/18-1/20, Phase 2 will run from 1/20-1/21, and Phase 3 will be the final switch over to occur on 1/22.

Prior to opening for End User access, system administrators have completed the following:

- Upload of historical scheduling data for the rosters. This would include any overtime worked on a field unit
- All holds/recalls that have been worked since the outage began have been entered and tracked appropriately
- Upload of future scheduling data through 2/4/2022
- Leave accruals have been updated with the January Import

Phase 1 (1/18-1/20):

- End user access to WFTS is turned back on. All employees will be required to reset their password on initial login
- End users to complete the following:
  - Ensure all your information is correct on your "My Info" tab
  - Ensure all specialties are correct and current
  - Ensure your schedule appears correct
  - Enter sign up codes for overtime as appropriate
- End users to continue to report overtime utilizing the Google Forms
- End users will need to reset their password on initial login. All passwords have been reset to 12345
- Swaps for the rest of this week will follow the down time paper form

Phase 2 (1/20-1/21):

- 1/21: System administrators to turn on the Auto-Hire function
- System will run the first Fill By Rules on 1/21 at 1300 to begin filling any open vacancies not already filled
- 1/21 will be the last day that end users have to enter overtime utilizing the Google Form

Phase 3 (1/22):

- Telestaff is now fully operational
- End users can cease the use of the Google Form for overtime reporting
- During the week of 1/24, System Administrators will enter the back log of overtime exceptions from the system outage
- All downtime processes will cease to be used

Lt. Coleman will be on the conference call each morning, 1/18-1/21, to go over this with everyone and ensure that all questions are answered. Any other questions please forward to the staffing team.