



UNIFIED FIRE AUTHORITY

MEMORANDUM

24-080

June 6, 2024

TO: All Personnel

FROM: Captain Simons

SUBJECT: Telestaff Switch

Beginning the week of June 10th, 2024, we will be switching to a new Telestaff platform and URL. The new URL will be given in a separate memo to ensure that the following information is first understood.

Moving to the “new” Telestaff will mean that everything entered following June 14th will have to be reentered. Employees will need to reenter their trades, anti-sign ups, and shift availability for overtime. Events and extra scheduled activities will also need to be reentered in the new URL.

The Staffing office is working hard to manually enter all logged hours, any anti-sign ups and all mandatory hours have been entered. CM hours will be reset as well, but then reset again on July 1, 2024 according to policy. This means that on June 14th, everyone’s hours will be at zero for Constant Manning hours (unless you have worked any extra hours since May 22, 2024- which will be accounted for) and then reset again on July 1st according to policy.

If you have used Telestaff to keep track of trades owed or owed to you, this information will not be carried forward and everyone will need to be responsible for their own trades owed. Going forward the system will track the trades just like the old one we are used to.

We anticipate hiccups. If you notice something that is completely wrong in the new environment, please gather the pertinent information and send an email to staffing (csimons@unifiedfire.org) Unless there is an immediate staffing related issue, the staffing number should not be used for these matters.

Aesthetically, there will be some differences. Some of our work codes have been grouped together and many of the overtime codes start out with a CM heading and then are further abbreviated to show where the vacancy need is filled. Sign ups, trades, and etc should all be similar. While we have not yet entered all of the vacation for the remainder of the year, this will be worked on over the next few weeks as well.

Telestaff will send you an email asking you to reset your password. You can ignore this email. The password will be a single sign on password generated through Outlook. One small change in our usernames will be that they are now the entire name with domain address. For example, my old username was csimons. My new username is

csimons@unifiedfire.org. If you have issues signing on to Telestaff, please contact me first. If we cannot fix it, then we will involve IT. Please be patient with the transition. We are working hard to minimize impact to Operations