

Managing bank availability and shifts

IMPORTANT



Temporary Staffing **DO NOT** accept paper timesheets any more. If you submit a paper timesheet to Temporary Staffing, it will be destroyed and you will not receive payment.



Bank Staff using your Employee Online account.

If you do not have an account, please speak to your manager.

Using the links on the internet/intranet, sign in to Employee Online.

This will usually be your surname followed by your employee number.

E.G.

Username

Smith00000000 (first letter is capital)

Password

00000000 (employee number)

Please Log in

Username:

Password:

Login

The first screen is a personal roster – this will show what you've been scheduled to do per day.

The buttons on the left-hand side allow you to navigate around the screens.

The screenshot shows the HealthRoster Employee Online interface. The main content area displays a calendar view for November and December 2013, showing scheduled shifts from 9:00 AM to 5:00 PM. The interface includes a navigation menu on the left with options like View Roster, Bank Availability, View Bank Shifts, Bank Timesheets, Annual Leave, and Request a Duty. The top navigation bar includes Rostering, HR Details, Skills & Training, and Timesheets. The calendar shows shifts for most days, with some days marked as T/O (Time Off) or A/L (Annual Leave).

BankStaff



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Availability for Bank

Giving bank details of your availability will help you pick up Bank Shifts quicker.

Select **Bank Availability**.



At the top of the screen, you will find **Availability** and **Unavailability** boxes.

Using the roster below, you can drag any of these boxes onto the roster to show you're available, or unavailable for that day.

See example below.

Once the availability has been dragged in, you will see it appear on your roster.

If you want to remove it – click the remove button.

If you're available between a certain time only, you can specify using this box.
(Use 24-hour clock)

If you're not available to work, then you can place unavailability in. If you do not record yourself as unavailable, you will still see shifts for these days.

You can change the number of days you're unavailable by amending the digit.

Drag it onto the day once you've finished.

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Click on any box in your roster to display information for it.

(e.g. duty hours and rest times, other staff on duty etc...)

09:00 - 17:00 :: 27 Nov 2013

Work Time 07:30 **Rest Time** 00:30
Start-End 08:00 - 16:00

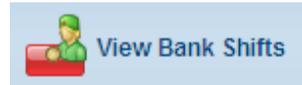
Duty has altered times

Assigned Staff
 Administrator-Band 4 A&C: Thorneycroft, L
 Project Manager-Corporate: Mineyko, S

Booking bank shifts

Booking / Requesting available bank shifts.

Click the **View Bank Shifts** button from the buttons.



The shifts that are available will be shown in a list. Details of that shift will be shown in a list.

If you see one that you're available for – click Book.

Unfilled Duties (25 Nov 2013 - 17 Feb 2014)

RequestID	Day	Date	Start-End	Shift	Unit	Location	Grade	Grade Type	Action
1113000016	Fri	20 Dec 2013	09:00 - 17:00	9:00-17:00	223 Portering Department (PRH)		B2 A&C	A&C	Book
1113000015	Sat	21 Dec 2013	09:00 - 17:00	9:00-17:00	223 Portering Department (PRH)			A&C	Book
1113000019	Fri	27 Dec 2013	09:00 - 17:00	9:00-17:00	223 Portering Department (PRH)		B2 A&C	A&C	Book

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You will be asked to confirm.

Double check before clicking OK.

Shift Booking Request

You are about to book the following duty:
9:00-17:00, Fri 20 Dec 2013, 223 Portering Department (PRH).
Click OK to confirm. Click Cancel to stop this action.

