GIG CYMRU NHS WALES | Bwrdd Iechyd Aneurin Bevan Health Board

HealthRoster Employee Online User Guide

E-Rostering Support

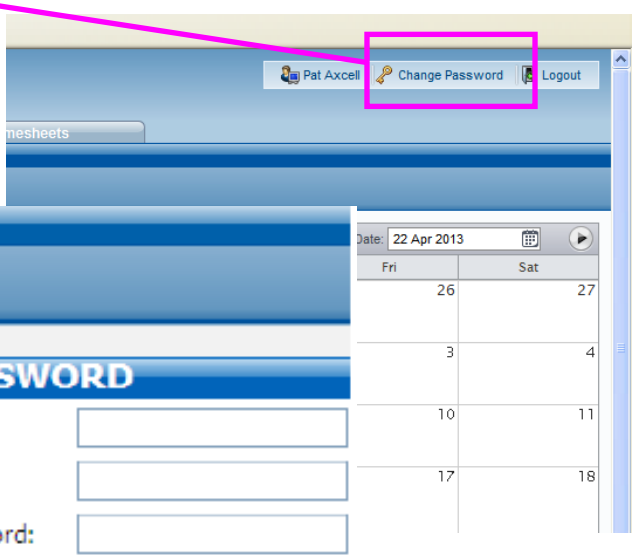
✉ **E-bost/E-mail: ABB.E-RosteringSupport@wales.nhs.uk**
☎ **Ffôn/Phone: 01633 623455**

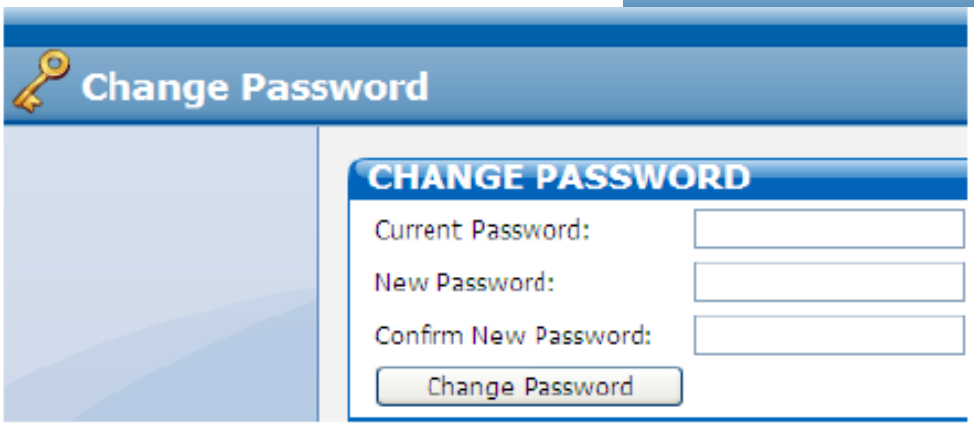
A. Logging In

1. Enter you User Name and Password, then click **LOGIN**

2. The first time you login please change your password to something personal to you that you will remember. Click on the 'Change Password' button in the top right hand corner of your EOL screen.

Enter the password provided to you
Choose a new memorable password
Click on **Change Password...**





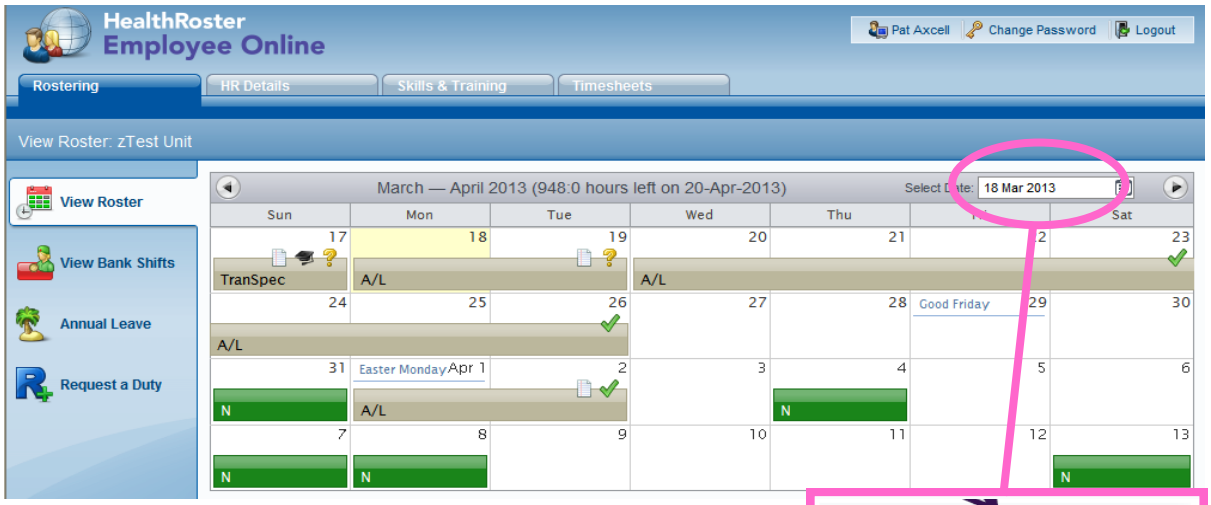
...**Employee Online will now open**

NOTE: If you forget your password contact the e-Rostering team to reset it. **Tel. 01633 623455**

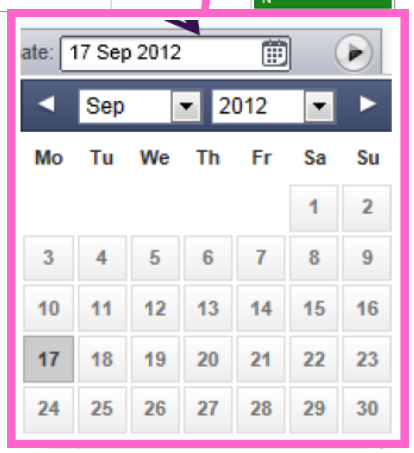
B. Viewing your Roster

1. Your roster will automatically appear when you log in. To return to this page click **View Roster**

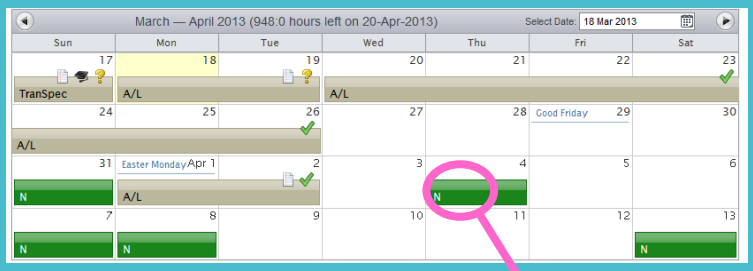
2. Use the navigation arrows to change the period view



3. Click the **Select Date** box to open calendar. Use this to navigate to a different **View Date**



NOTE: Duties are displayed in green; nights in dark green. Duties in other units are displayed in yellow. Rest shifts are dark grey. Unavailability (absence and activity other than standard duties) are displayed in light grey.

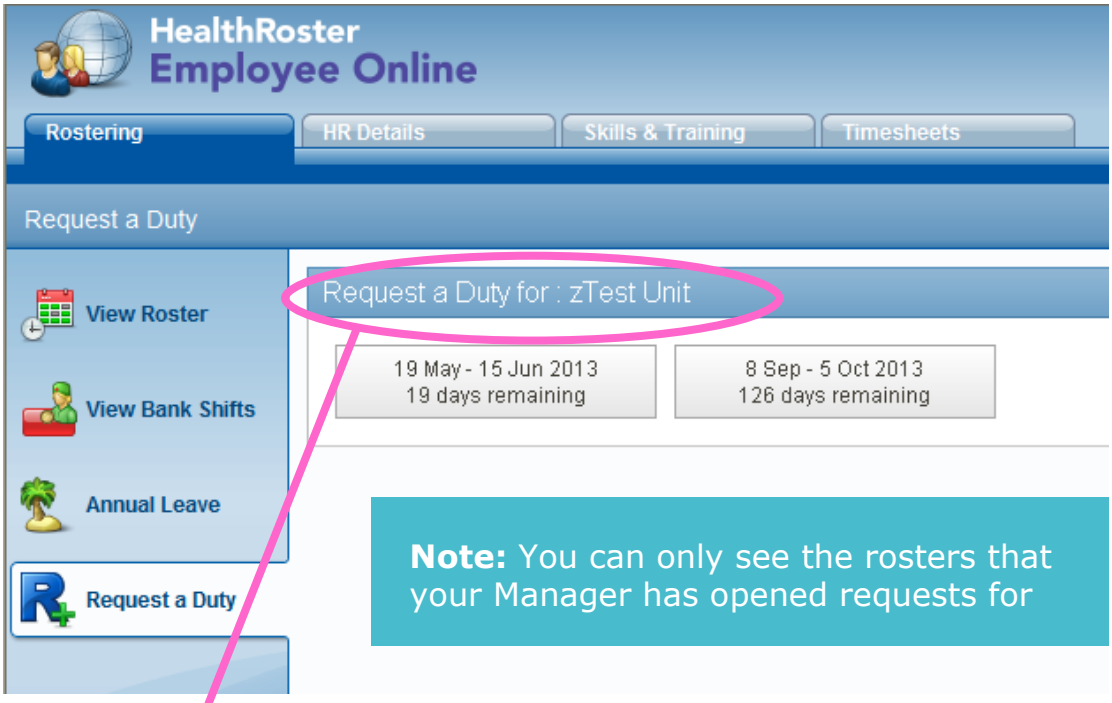


4. Click on a duty or unavailability to view more details.

C. Requesting duties

1 Click on Request a Duty from the left hand menu

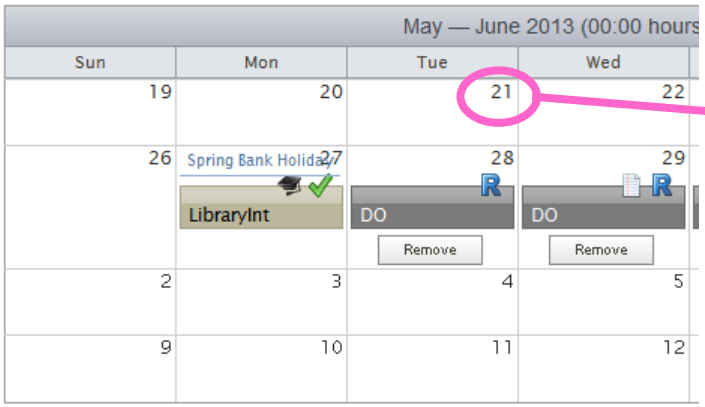
2 Select the roster you wish to make a request for



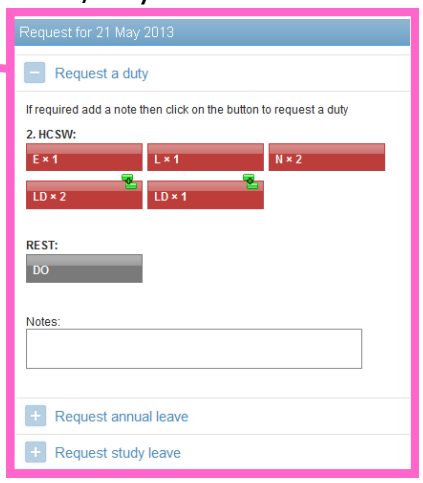
Note: You can only see the rosters that your Manager has opened requests for

Note: If you work on a ward/unit that provides staff for other ward/units (e.g.Physio) you must select the relevant area for your request

3 Click on the day you wish to request a duty



4 A selection of available duties and rest shifts will appear. Click on the required shift/day off

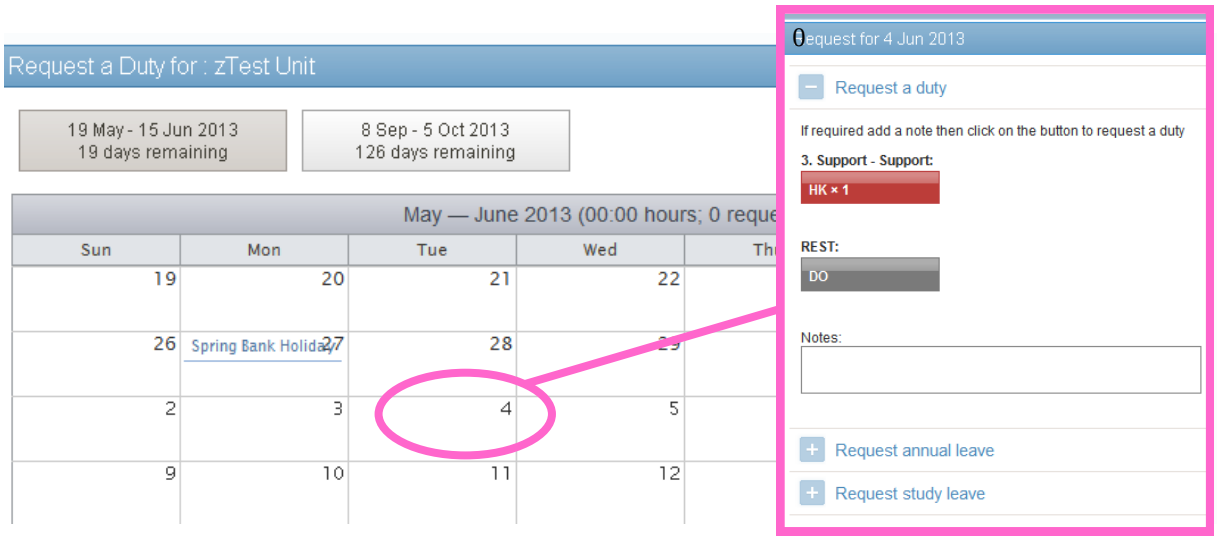


Note: If you wish to add notes do this before clicking on the duty

D. Requesting study days

1. To request a Study Day, click on the date you wish to make a request for

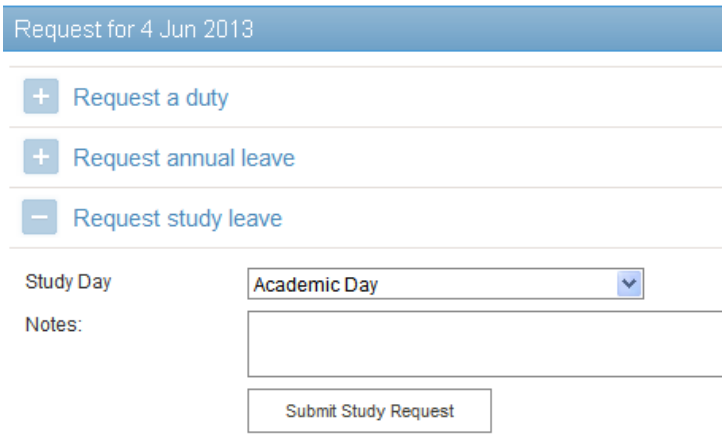
2. Click on **Request Study Leave**



3. Select the required option from the drop down menu

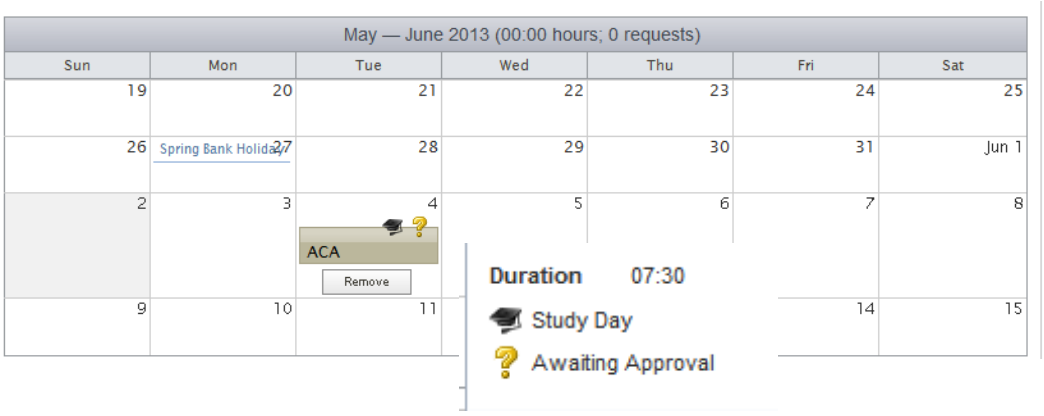
4. Add notes if required

5. Click on **Submit Study Request...**



...The Request will appear in your Calendar

6. Click on the request to view details and status



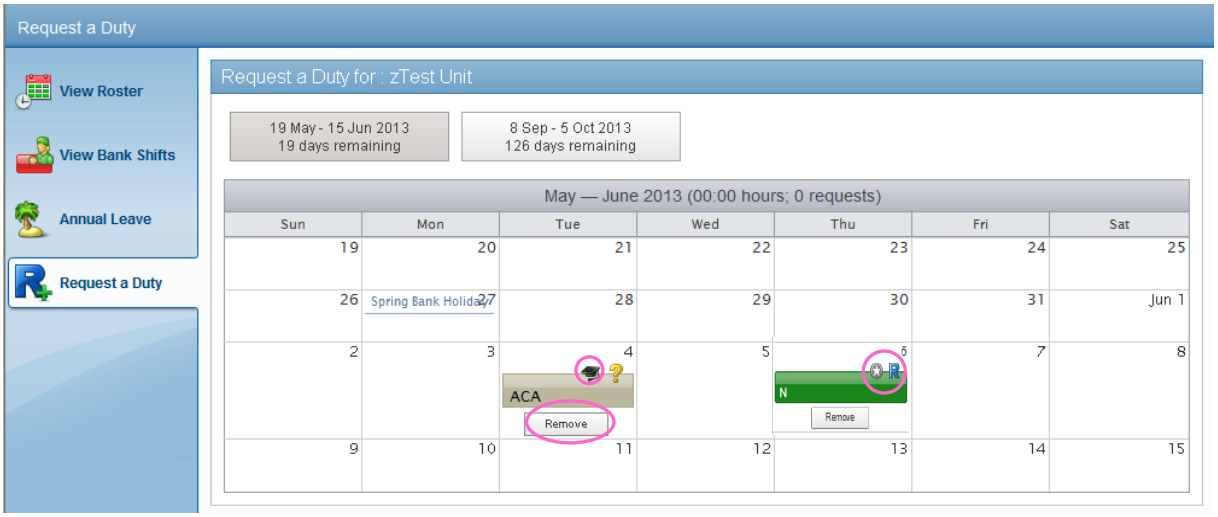
E. View/edit requests

Click on the **Remove** link to delete a request

The cap icon indicates that this is a Study Day request

The 'R' icon indicated that this is a request

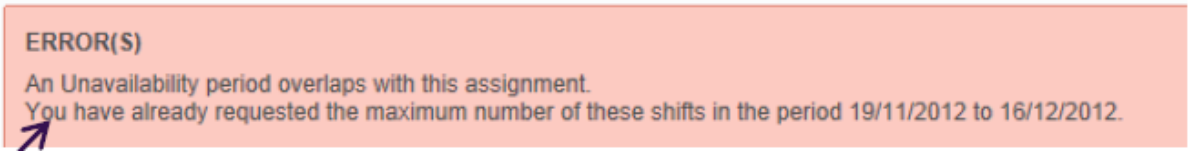
The Star icon indicates that this is an 'In charge' duty



F. Requests with warnings

If the duty or study day request breaks a rule, a warning or violation will appear:

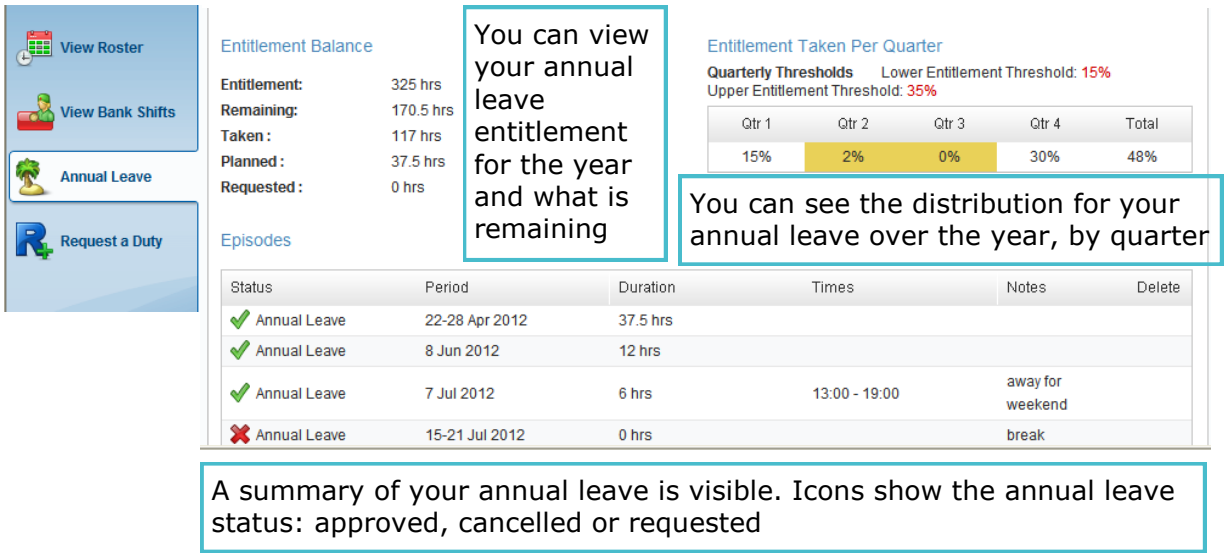
*A warning will tell you a rule has been broken and it is unlikely the request will be allowed



*A violation will tell you why the request cannot be made.

G. View/request annual leave

1 Click on **Annual Leave** from the left hand menu

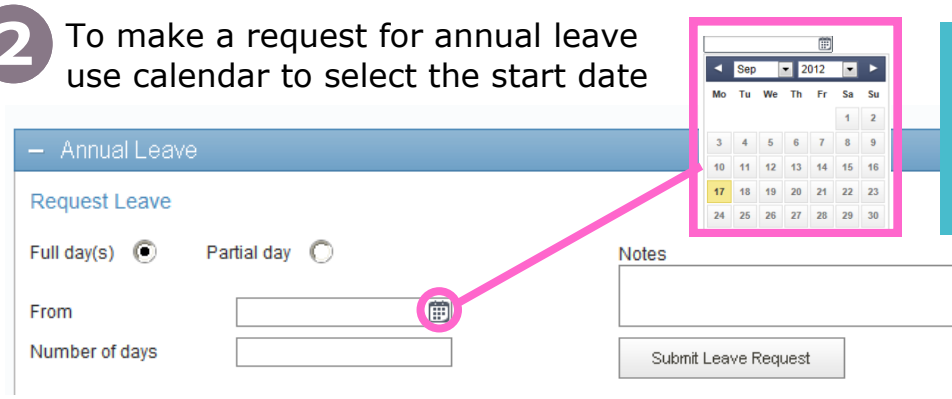


You can view your annual leave entitlement for the year and what is remaining

You can see the distribution for your annual leave over the year, by quarter

A summary of your annual leave is visible. Icons show the annual leave status: approved, cancelled or requested

2 To make a request for annual leave use calendar to select the start date

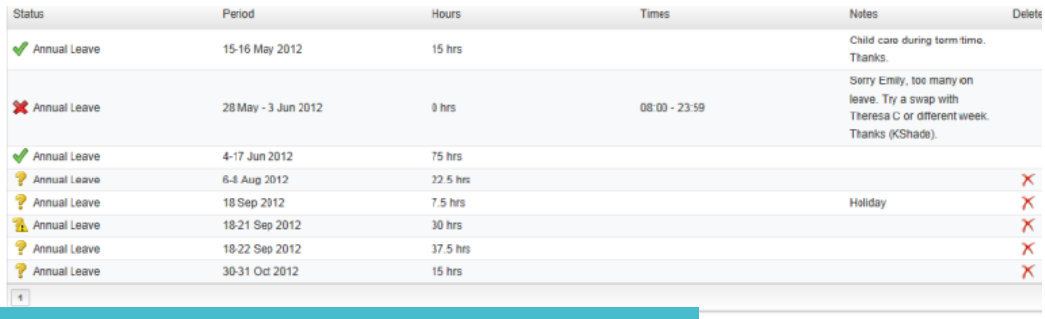


A warning message will appear if your request breaks a rule

3 Enter the duration in days or enter details as appropriate for a part day

4 Add notes if required

5 Click on **Submit Leave Request...** Your request will be displayed



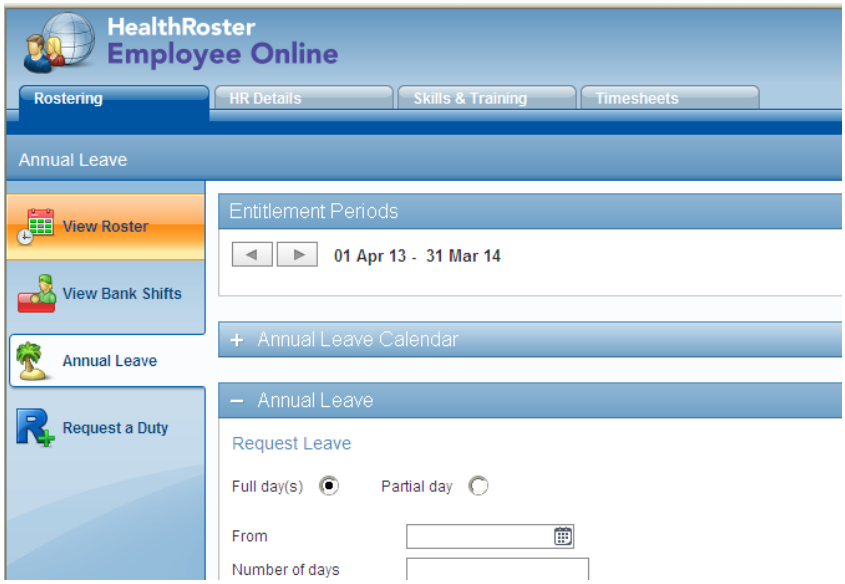
Note: To change the dates or duration the original request will need to be deleted and new request added

6 To remove the request click the **delete** icon

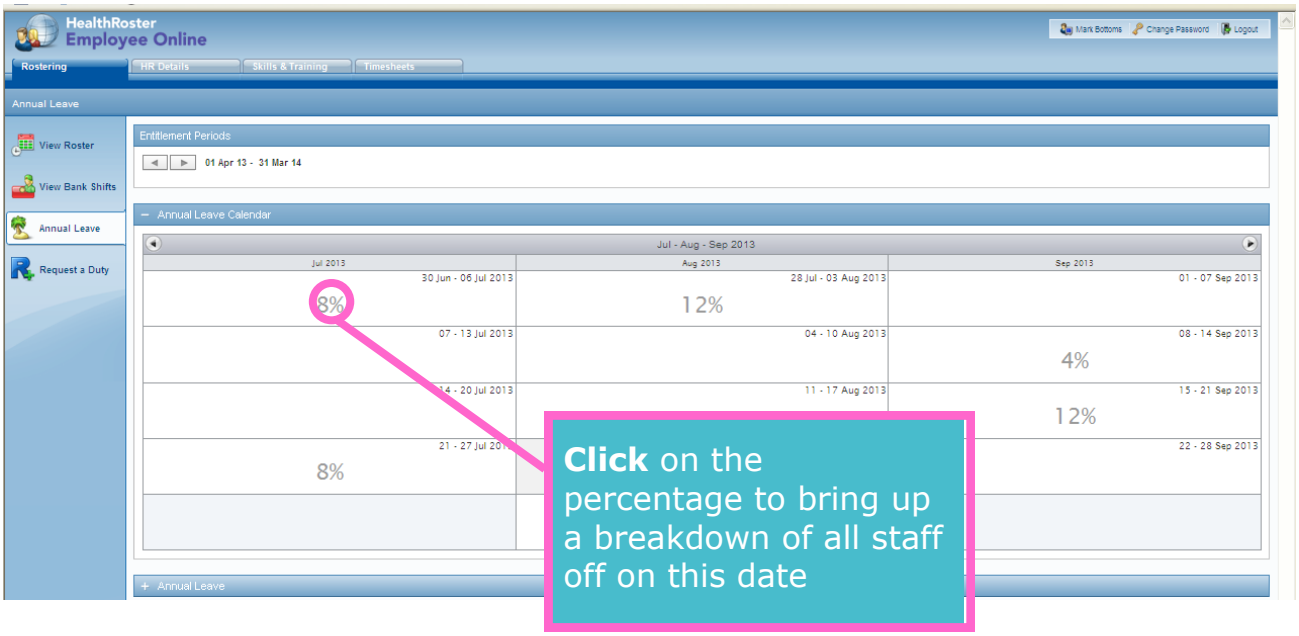
View/request annual leave

You can keep up to date with your annual leave requests throughout the year. This will ensure it is taken evenly as required and detailed in the ABHB Annual Leave Policy

7 Within the **Annual Leave** tab you will find two expandable options. Expand the top bar **Annual Leave Calendar**



8 The calendar view will detail the overall percentage of annual leave taken on the ward. Optimum percentage is between 14% and 17% to ensure a safe and efficient ward and annual leave requests may be declined if over this percentage and at the discretion of the Ward Manager



H. Personal details

1. You can view and check personal information that is held about you in HealthRoster under the **HR Details** tab

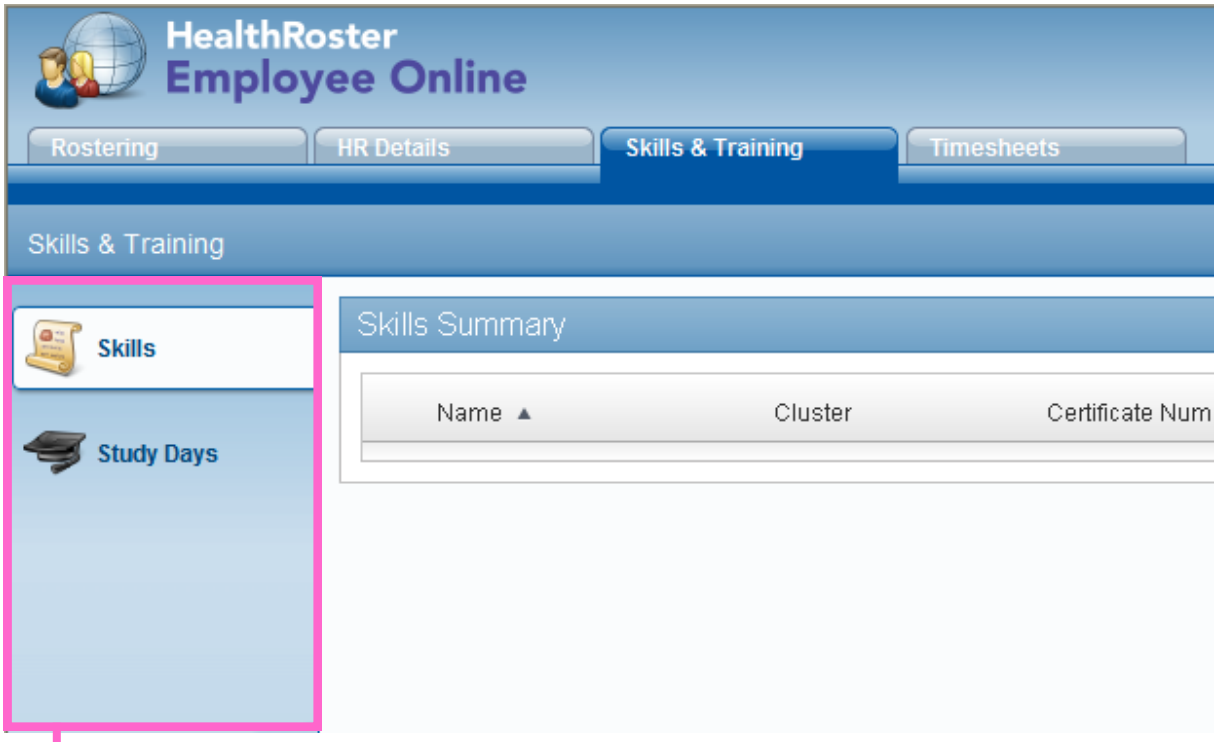
Click on **Basic Details** in the left hand menu to check Personal and Employment information

- Click on **Contact & Addresses** to view personal and next of kin contact information
- Click on **Work Contract** to view details of all contracts
- Click on **Postings** to view details of all postings

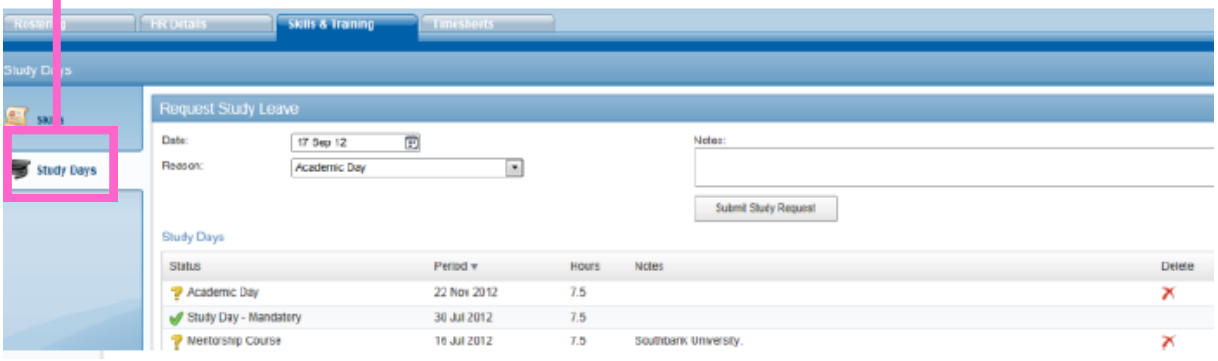
Note: You cannot make changes yourself and must inform your line manager of inaccuracies.

I. Skills and training record

1 You can view your own competence record and study day summary in the **Skills & Training** tab



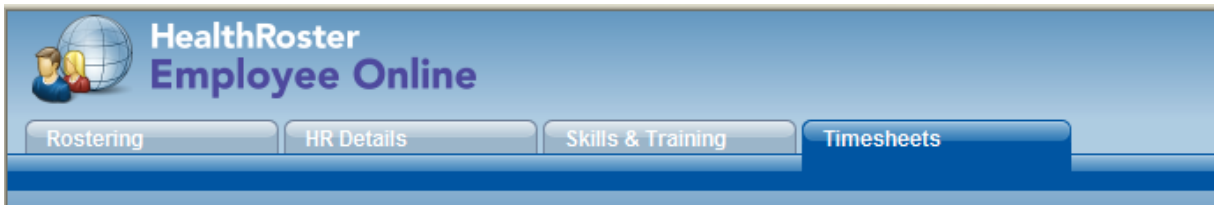
- Click on the **Skills** to view a summary of your skills and competences, as recorded in HealthRoster
- Click on the **Study Days** to view scheduled study days



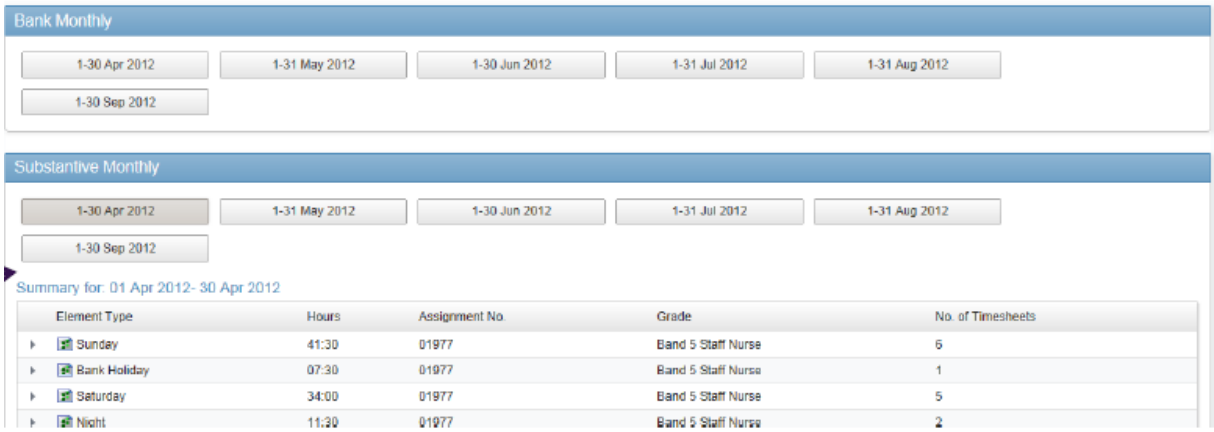
Note: Study Days can also be requested from this screen

J. View timesheets

1. You can view Historical timesheets held by you in the HealthRoster under the **Timesheets** tab



2. From the Bank or Substantive section on the relevant period



3. Click on the arrow next to the Timesheet to view details