A  Logging In to Employee Online

1  Enter your User Name and Password and click on Login

2  The first time you login, you will be prompted to change your password
   • Enter the password provided to you
   • Choose a new memorable password
   • Click on Change Password

Employee Online will open

B  Viewing Your Roster

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

2  Use the navigation arrows to change the period view

Note: You can also select the Month and year using the drop down lists, or move back and forth through the months using the arrows.

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

Duties/shifts are displayed in green.

4  Click on a Duty or an Unavailability to view more details
C Personal Details

You can view and check the personal information that is held about you in HealthRoster within My Profile.

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

1. Click on My Profile tab at the top of the screen and click in HR Details on the left hand panel to check Personal and Employment information.

2. Click on Contacts & Addresses in the left hand menu to view personal and next of kin contact information.

3. Click on the Work Contracts tab in the left hand menu to view details of all contracts.

4. Click on the Postings tab in the left hand menu to view details of all postings.

D Skills & Training Record

You can view your own competence record in the My Profile tab at the top of the screen and by selecting the Skills tab in the left hand panel.

Click on the Skills tab in the left hand menu to view a summary of your skills and competences, as recorded in HealthRoster.
E  View Timesheets

You can view Historical Timesheets for work recorded in HealthRoster under the **Timesheets** tab.

1. From the **Bank** section, click on the relevant period.

2. Click on the **arrow** next to the timesheet to view details.
Record Bank Availability

1. Click on Record Availability from the left menu.

2. Use the navigation arrows or use the calendar to find the date you wish to offer your availability for.

3. Drag and drop the shifts/periods you would be willing to work into the Availability calendar.

4. Customise your availability by choosing the exact times of your entire available period, then drag and drop this into the Availability calendar.

5. Use the Unavailability option to block a day as No Bank. Enter the length of unavailability in days before dragging on to the calendar.

6. Customised specific availability shows the exact times and the clock icon. Unavailability is displayed as No Bank in grey.

Note: Click on the ‘Remove’ link to delete availability entered.
G. View Unfilled Bank Shifts

1. Click on 'Unfilled Bank Duties' from the left menu.

2. Use the filter icon on the column headings to filter the information.

H. View, Confirm and Decline Unconfirmed Bank Duties

1. Click on View Bank Shifts from the left menu.

2. Expand the Unconfirmed Duties section by clicking on the +

3. Select either Confirm or Decline against each Unconfirmed Duty

Note: Once you click on 'Decline', the shift is removed from the list. If you confirm the duty, it will become confirmed, but will not show up on the roster in EOL, until the roster itself is fully approved.
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Self Book Unfilled Bank Shifts

1. Click on ‘View Bank Shift’s from the left menu.

   ![View Rosters](image1)

   ![Record Availability](image2)

   ![Unfilled Bank Duties](image3)

   ![Bank Rosters](image4)

   ![Filter Icon](image5)

   ![Filter Clear](image6)

   ![SHOW ROWS WITH VALUE THAT](image7)

   ![Is not equal to](image8)

   ![And](image9)

   ![Is equal to](image10)

   ![Filter Clear](image11)

2. Use the filter icon on the column headings to filter the information.

3. From the ‘Unfilled Duties’ screen, select ‘Book Bank’ next to the required duty.

   ![Unfilled Duties Screen](image12)

   ![Filter Icon](image13)

   ![Filter Clear](image14)

4. Click on ‘OK’ to confirm the booking.

   ![Shift Booking Request](image15)

   ![OK Cancel](image16)

   ![NOTE](image17)

   ![If the booking breaks a rule in HealthRoster, you will not be booked into the duty, and an error message will appear. Please call the Bank Office to book your shift.](image18)

   ![ALL3.0 07.2017](image19)
1. Click on Bank Timesheets from the left menu.

2. Read the Disclaimer Message, then click Agree on the Disclaimer Screen.

3. To confirm a Timesheet, click on OK next to the relevant episode.

NOTE: You only have this option if the appropriate permissions have been given to you.

4. To edit a Timesheet click on Edit next to the relevant episode.

5. Adjust times as appropriate and click on Update.

Note: Timesheets that have already been confirmed or edited will show the small timesheet icon .

Note: Those awaiting confirmation/editing will show with a green duty icon .