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HealthRoster Employee Online



Blackpool Teaching Hospitals 
NHS Foundation Trust

People Centred

Positive

Compassion

Excellence

Logging in to Employee Online

LOAD INTERNET EXPLORER

EOL can be accessed via the staff intranet:

The employee online homepage will come up.

1. Enter your Username and Password

TIP: Your Username is your surname and assignment number i.e. Smith12345678

2. The first time you login, you will be prompted to change your password.

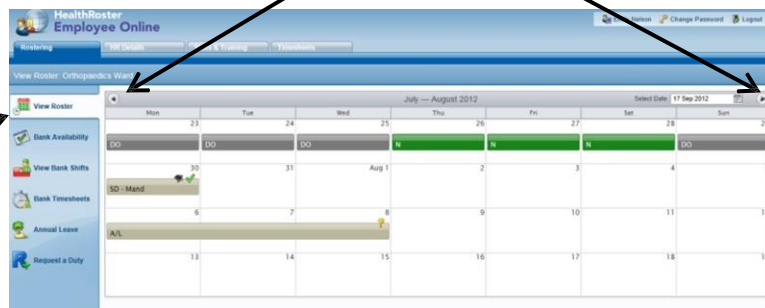
EMPLOYEE ONLINE | MEDIC ONLINE

Log in

[Forgotten Password](#)

Viewing Your Roster

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

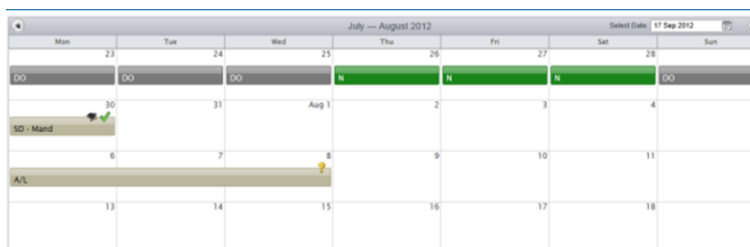


2. Use the navigation arrows to scroll period view backwards or forwards

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



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

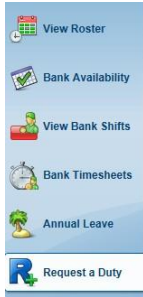


4. Click on the Duty or an Unavailability to view more details



Requesting Duties / Study Days

1. Click on Request a Duty from the left hand menu

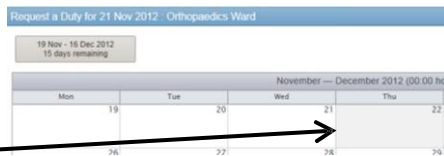


2. Select the appropriate roster you wish to make a request for



TIP: You will see how many days left remaining you have to make request on the roster period selected.

2. Click on the day you wish to request a duty



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

Request for 12 Apr 2012

Request a duty

If required add a note then click on the button to request a duty

RAD:

REST:

Notes:

Other staffs' duties

Name	Request	Grade	Shift
Rachel Anderson		Band 5	Early
Sonia Cheny		Band 5	Early
Theresa Coleman		Band 5	Early
Angela Cytton		Band 5	Early
Jenny Green		Band 5	Early

1 2

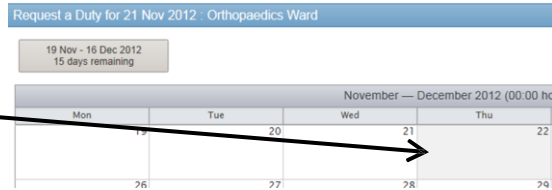
+ Request annual leave

+ Request study leave

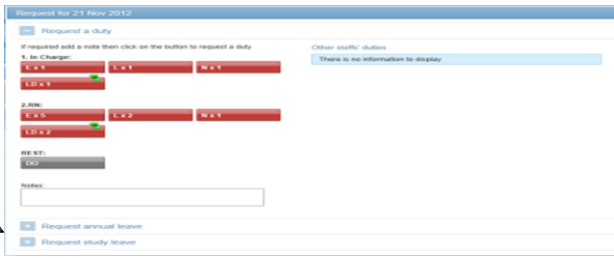
TIP: If you wish to add notes do this before clicking on the duty

Requesting Duties / Study Days continued.....

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

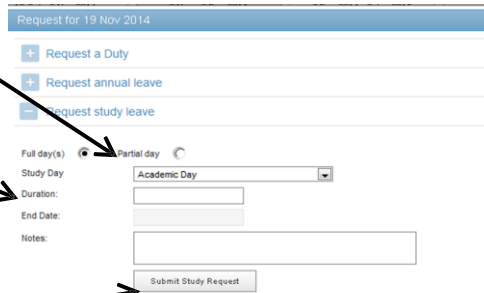


2. Click on Request Study Leave



3. Select the required option from the drop down box

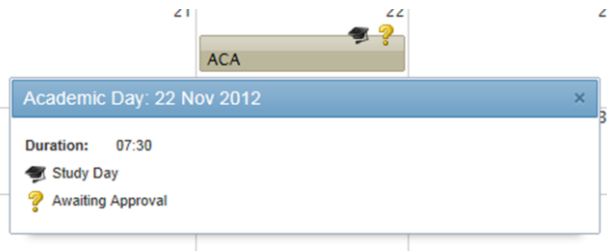
4. Enter the Duration (Number of days)



TIP: Add notes if required.

5. Click on Submit request

6. The request will appear on your calendar. Click on request to view details and status



TIP: '?' means that the request is pencilled in and is awaiting approval

View / Edit Requests

1. Click on the remove link to delete a request

Request a Duty for : Orthopaedics Ward

19 Nov - 16 Dec 2012
15 days remaining

November — December 2012 (53:30 hours, 5 requests)

Mon	Tue	Wed	Thu	Fri	Sat	Sun
19	20	21	22	23	24	25
			ACA Remove	L Remove		
26	27	28	29	30	Dec 1	2
		N Remove			N Remove	
3	4	5	6	7	8	9
			N Remove	N Remove		

The cap icon indicates that this is a Study day Request

The 'R' indicates that this is a Request

The star icon indicates that this is an 'In Charge' duty

Requests with Warnings

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

ERROR(S)

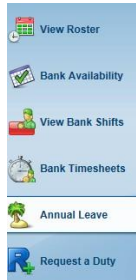
An Unavailability period overlaps with this assignment.
You have already requested the maximum number of these shifts in the period 19/11/2012 to 16/12/2012.

TIP: A Warning will tell you a rule has been broken and it is unlikely the request will be allowed.

TIP: A Violation will tell you why the request cannot be made.

View / Request Annual Leave

1. Click on Annual Leave from the left hand menu



A Summary of your annual leave is visible. Icons show the leave status: Approved, Cancelled or requested.

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

Annual Leave | Study Days

Entitlement Periods

01 Apr 2018 - 31 Mar 2019

Entitlement Type	Coverage	Period	Entitlement	Remaining	Notes
Annual Leave	Entitlement Balance	1 Apr 2018 - 31 Mar 2019	217.5 hrs	20 hrs	
Flexible Futures	Entitlement Balance	1 Apr 2018 - 31 Mar 2019	0 hrs	0 hrs	

Episodes (7)

Status	Period	Duration	Times	Notes	Delete
? Annual Leave Paid	24 Apr 2018	10 hrs	09:00 - 19:00		X
? Annual Leave Paid	25 Apr 2018	7.5 hrs			X
X Annual Leave Paid	27 Apr 2018	0 hrs			
✓ Annual Leave Paid	8-11 May 2018	30 hrs			
? Annual Leave Paid	18-24 Jun 2018	37.5 hrs			X
? Annual Leave Paid	16-29 Jul 2018	75 hrs			X
? Annual Leave Paid	13-19 Aug 2018	37.5 hrs			X

1 | 1 - 7 of 7 items

Your request will be displayed

Tip: To remove the request click the delete icon

View / Request Annual Leave continued


Entitlement Balance

Entitlement	217.5 hrs ?
Remaining	20 hrs
Taken	0 hrs
Planned	30 hrs
Requested	167.5 hrs

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


Request Leave Form

Full day(s) Partial day

From: 

Number of days:

End date:

Reason: 

3. Click Submit Leave request.

TIP: Add notes if required

Notes

Note: A warning message will appear if your request breaks a rule

WARNING(S)

Cannot have more than 5 people on AnnualLeave - A/L on 18/09/2012 00:00:00.
Cannot have more than 5 people on AnnualLeave - A/L on 18/09/2012 00:00:00.

View Timesheets

You can view Historical Timesheets held in Healthroster under the Timesheets Tab .



1. Click on the relevant period

Add Timesheet Drag and drop the duty you require onto the calendar

Select an available week

02 Apr 2018 09 Apr 2018 16 Apr 2018 23 Apr 2018

2. Drag and drop duties/unavailabilities to the timesheet bar at the bottom.

Duties

- Ward Clerk 07.30 - 15.30
- Housekeeper 07.30 - 15.30
- Long Day 07.30 - 21.00
- Early 07.30 - 15.30
- Day 08.00 - 16.00
- Late 15.30 - 21.00
- Night 20.45 - 07.45
- Rest shift

Unavailability

- Annual Leave Reason ▾ + 1 - Days
- Sickness Reason ▾ + 1 - Days
- Study Leave Reason ▾ + 1 - Days
- Parenting Reason ▾ + 1 - Days
- Working Day Reason ▾ + 1 - Days
- Other Leave Reason ▾ + 1 - Days
- Unknown Reason ▾ + 1 - Days

Apr 23 — 29 2018 (Hours left this week: 1940:00)

Mon 23/4	Tue 24/4	Wed 25/4	Thu 26/4	Fri 27/4	Sat 28/4	Sun 29/4
	A/L	DO				

