Assigning Agency shifts

Load your vacant duties and select the relevant shifts you want your agency worker to work



Select the shift you want to use, please right click the red vacant duty and choose the option 'send to bank'. (*If you want to block book agency shifts please hold down your shift key and select the first and last shift*).



Send To Bank		6
Selected Unit Fulfilment Duties	(Sending 1/2 duties to Bank)	Additional Request Information (Applies to 1 highlighted duty)
Requirement Lo	cation Shift Date	Bank Unit *
🗹 🛑 Registered -	Early 09/03/2021	Corporate Bench 1
Registered -	Early 09/03/2021	Request Reason * Establishment Vacancies
		Gender -
		Required Grade * HCA Band 2
		Fallback Grade -
		Cost Centre
		Required Specialty -
		Fallback Specialty
		Preferred Person •••
		Cancel OK

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Peo	pie	Cell	ueu

Double check the duties you want to assign down the left hand side and untick the ones you don't want.

Complete the three mandatory fields on the right hand side. Note: Bank Unit is always Corporate Bench. Click OK.

There will be a green man on the duties. Select all duties again, right click and choose the option 'send to agency'.



The following box appears; double check the shifts selected and click OK.

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ected B	ank Fulfilment Duties (Ser	ıding 1/1	duties to Agency)	Additional Request Information (Applies to 1 highlighted duty)
	Requirement Location	Shift	Date	Request Reason *
0	Registered -	Early	09/03/2021	Establishment Vacancies
				Gender
				·
				Required Grade *
				HCA Band 2
				Fallback Grade
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				Cost Centre
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				Required Specialty
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				Fallback Specialty
				•
				Preferred Person
				Nominate Preferred Person
				1 71/20
				Cancel OK

The shift will then have a purple agency man on it. Select all duties again, right click and choose option 'Find person'.



Please select the search tab then select the Unit: Agency and type in the surname of the required Agency worker. Click Assign confirmed.

Material Duriel Control Optime Activity	Vacant Duties Resourcing Org Unit Activity	1 Records Opt. Grade Required Grade Block ID	🗹 III 🔟 🤇
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Your agency worker will appear at the bottom of your roster.

Bank and Agency		
RN Bloggs, Natalie (RN ⊞■ Band 5)	E Mitchinson Ward	