

HealthRoster - Employee Online

Logging in to Employee Online

Load Internet Explorer, EOL can be accessed via the staff intranet. The employee online homepage will come up.

Enter your username and password

TIP – Your username is your surname followed by your payroll number.



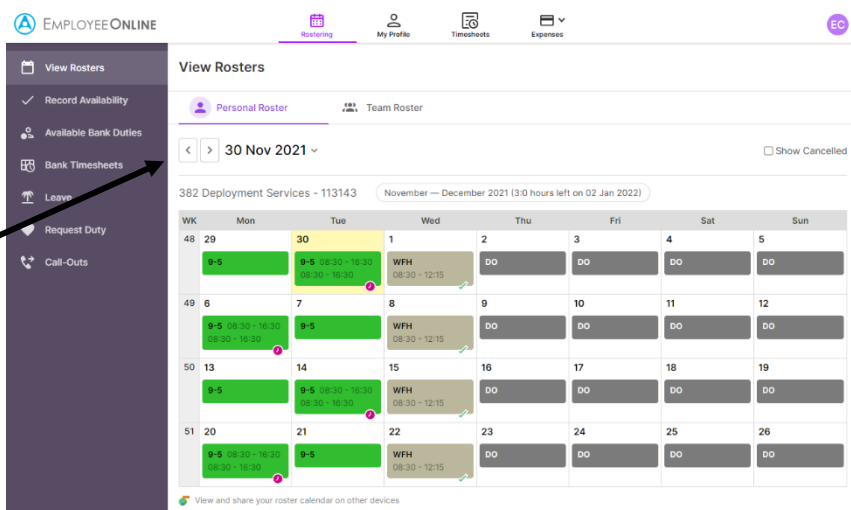
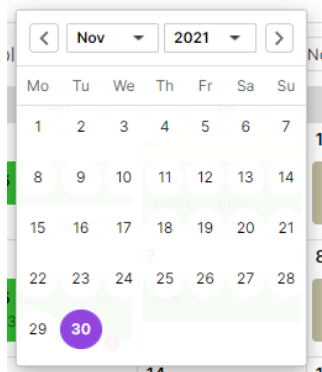
Viewing your roster

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

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

Click on the date to change the selected date

30 Nov 2021 ▾



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.

Click on a duty to view more details.



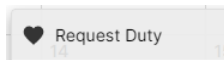
Requesting Duties/Study Days

Click on 'request Duty' from the left hand menu.

Select the appropriate roster you would like to make the request for.

TIP- You will be able to see how many days remaining to request on the roster period selected.

Click on the day you wish to request a duty. Select 'Request Duty'



Request for 6 Apr 2022
✕

Vacant Duties

Select a duty to request

BANK ONLY SHIFTS

BANK WFH × 10

MANAGER ON DUTY

MOD

REST

DO

SUBSTANTIVE SHIFTS

9-5 × 50

WFH 10 available

09:00 - 17:00
 Work Time 7h 30m
 Rest Start (Duration) 12:45 (30m)

Request Booking

Notes

Enter a request note

Cancel Submit

Request for 14 Apr 2022
✕

Request Study Leave

Full day(s) Partial day

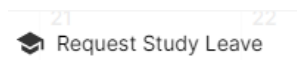
Study Day
 Apprenticeship Training

Duration:

End Date:

Notes:

To request a study day click on the day you wish to request. Select 'Request study Leave'



Enter duration of days and date, you can also add a note.

Your request will appear on your calendar. Click on the request to view status.

View/ Edit requests

March — April 2022 (15:00, 3 requests 52:30 hours remaining in period)

WK	Mon	Tue	Wed	Thu	Fri	Sat	Sun
13	28	29	30 DO <small>Remove</small>	31	1	2	3
14	4	5 9-5 <small>Remove</small>	6	7	8	9	10
15	11 9-5 <small>Remove</small>	12	13	14 App Train <small>Remove</small>	15	16	17
16	18	19	20	21	22	23	24

Click on the 'remove' link to delete a request

The cap icon indicates that this is a study day requested.

The heart indicated that this is a request

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.

The violation will tell you why the request cannot be made.



View/Request Annual Leave

Annual Leave Study Days Other Leave

Entitlement Periods

< > 01 Apr 2021 - 31 Mar 2022

Entitlement Type	Coverage	Period	Entitlement	Remaining	Notes
Flexible Futures	Entitlement Balance	1 Apr 2021 - 31 Mar 2022	7.50 days	5.00 days	See notes
Annual Leave	Entitlement Balance	1 Apr 2021 - 31 Mar 2022	20.77 days	1.03 days	See notes
Other Annual Leave		1 Apr 2021 - 31 Mar 2022			

To view and request annual leave, click on the tab on the left-hand menu.

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

A summary of your requests is visible. Icons show the

▼ Episodes (16)

Status	Period	Duration	Times	Notes	Delete
✓ Annual Leave Paid	6 Sep 2021	1 day			
✓ Annual Leave Paid	15 Nov 2021	0.23 days	09:00 - 10:45		
✓ Annual Leave Paid	27-29 Dec 2021	2.5 days			
✓ Annual Leave Paid	3 Jan 2022	1 day			
✓ Annual Leave Paid	19 Jan 2022	0.5 days			
⚠ Annual Leave Paid	21 Feb 2022	1 day			

1 2 11 - 16 of 16 Items

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

Request Leave Form

Full day(s) Partial day

From
 07 Feb 2022

Number of days
 5 Set

End date
 Fri, 11 Feb 2022

Reason:
 Annual Leave Paid

Submit Leave Request

Notes

Click Submit Leave Request

Tip – A Warning will appear if your request breaks a rule.

Error
 This Unavailability overlaps with an approved Roster for Workforce Deployment Services.

Annual leave Calendar

You can view where your colleagues (people on the same roster) have taken their annual leave by clicking on the 'Annual Leave Calendar'

This is displayed in % and will show in red if there is a high number of staff who have requested leave on this period. It will display in yellow if there are medium number of staff that have requested this period. And in white if there are low numbers of staff that have requested this period.

Annual Leave Calendar

Jun - Jul - Aug 2021		
Jun 2021	Jul 2021	Aug 2021
31 May - 06 Jun 2021 21%	28 Jun - 04 Jul 2021 9%	26 Jul - 01 Aug 2021 9%
07 - 13 Jun 2021 12%	05 - 11 Jul 2021 11%	02 - 08 Aug 2021 12%
14 - 20 Jun 2021 13%	12 - 18 Jul 2021 16%	09 - 15 Aug 2021 11%
21 - 27 Jun 2021 10%	19 - 25 Jul 2021 14%	16 - 22 Aug 2021 17%
		23 - 29 Aug 2021 24%

Blackpool Teaching Hospitals NHS
 NHS Foundation Trust
e-Rostering Team
 Non-Medical Workforce Services
"Getting the right people, in the right place, at the right time"
 Allocate Awards 2021 Winners - Operational Roster Excellence

View Timesheets

Click on the relevant period

EMPLOYEE ONLINE

Rostering My Profile Timesheets Expenses

Add Timesheet Add Timesheet For 382 Deployment Services - 113143

Historical Timesheets

Select an available week

08 Nov 2021 15 Nov 2021 22 Nov 2021 29 Nov 2021 06 Dec 2021

You can view Historical timesheets held in HealthRoster

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

Add Timesheet For 382 Deployment Services - 113143

Drag and drop the duty you require onto the calendar

Select an available week

08 Nov 2021 15 Nov 2021 22 Nov 2021 29 Nov 2021 06 Dec 2021

Duties

WFH 09:00 - 17:00

Manager on duty 09:00 - 17:00

Supernumerary 09:00 - 17:00

9-5 09:00 - 17:00

Training AM 10:00 - 12:00

Training AM 10:00 - 12:00

Training PM 13:00 - 15:00

DO

Unavailability

Full day(s) Partial day

Annual Leave Days Reason... + 1 -

Sickness Days Reason... + 1 -

Study Leave Days Reason... + 1 -

Parenting Days Reason... + 1 -

Working Day Days Reason... + 1 -

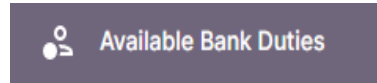
Other Leave Days Reason... + 1 -

Unknown Days Reason... + 1 -

Nov 29 - Dec 5 2021 (Hours left this week: -00:25)

WK	Mon 29/11	Tue 30/11	Wed 1/12	Thu 2/12	Fri 3/12	Sat 4/12	Sun 5/12
48	9-5 09:15 - 17:00 09:15 - 17:00 Remove	9-5 Remove	9-5 08:50 - 13:15 08:50 - 13:15 Remove	DO Remove	DO Remove	DO Remove	DO Remove

Available/Booking Bank Shifts

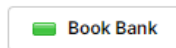


To book available bank shifts you would need to select the tab

Available Duties (07 Mar 2022-13 Mar 2022) Choose Period: 07 - 13 Mar 2022

Request ID	D...	Date	Start-End	Shift	Unit	Location	Activity Name	Gr...	Grade T...	Speci...	Preferred Per...
0322285161	Tue	08 Mar 2022	07:15 - 07:45	Ward Clerk	Gastro Unit Staff - 110219			A&C Band 2	A&C		-

This will allow you to view the shifts that are available to you, you can then use the scrolling bar at



the bottom to allow you to select the link

It will then display the details of the shifts you are about to book.

Shift Booking Request ✕

You are about to book the following duty:
 Long Day, Sat 2022-03-12(07:00-19:30), ED PFA.
 Click OK to confirm. Click Cancel to stop this action.

SUCCESS ✕

You have been booked onto this duty: WFH, Fri 2022-03-11(09:00-17:00), Workforce Deployment Services.

This will then appear on your roster.

Personal Roster Team Roster

< > 07 Mar 2022 Show Cancelled

382 Deployment Services - 113143 March — April 2022 (-5:55 hours owed on 24 Apr 2022)

WK	Mon	Tue	Wed	Thu	Fri	Sat	Sun
10	7 9-5	8 9-5 08:30 - 16:30 08:30 - 16:30	9 WFH 08:30 - 12:15	10 DO	11 BANK WFH Ref#0322287085	12 DO	13 DO
11	14 9-5 08:30 - 16:30 08:30 - 16:30	15 9-5	16 A/L	17 DO	18 DO	19 DO	20 DO
12	21 9-5	22 9-5 08:30 - 16:30 08:30 - 16:30	23 WFH 08:30 - 12:15	24 DO	25 DO	26 DO	27 DO
13	28 9-5 08:30 - 16:30 08:30 - 16:30	29 9-5	30 9-5 08:45 - 12:30 08:45 - 12:30	31 DO	1 DO	2 DO	3 DO

