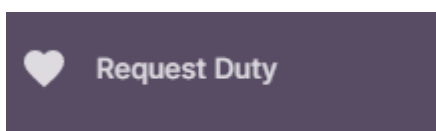


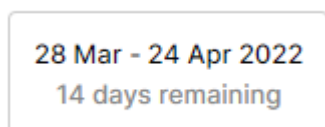
How to Request a Duty

Log in to Employee Online via the Trust Intranet

Select 'Request Duty' down the left hand side of the screen:



Select the roster period



Make sure you are selecting the correct unit, do not click the box under 'Corporate Bench' if this option is available to you as the shifts will not go where you want them to go.

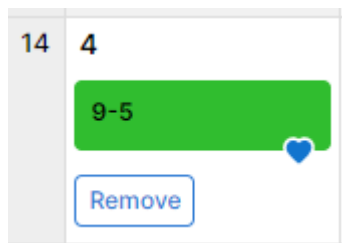
Select the day you wish to make the request

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

Click 'Request Duty'

Click the shift you would like to request, add a note if required, and then click 'submit'

The shift will now appear in the calendar with a blue heart on it:



If a rostering rule has been broken, then you may not be able to request certain shifts (i.e. if you are on a night the day before, you will not be able to request LD shifts for 48 hours afterwards).

When you reach your maximum number of requests for the period you will be notified. If you wish to change any of the requests you have made before the period closes, you can select 'remove' and then re-add.

If the maximum number of shifts for that day have been requested, that day will be unavailable.