Staff Hours Report

The staff hours report allows you to see a staff member's timesheet and net hours over the time period selected. It quickly allows for any anomalies to be identified i.e. weeks where a member of staff appears to have worked under or over their contract.

To run the report – Rostering – Assigned Hours – Staff Hours

			Rostering	SafeCare		Personnel	Payro	oll a	Admin	Gateway	Refe	rence Data			
View Ro	sters 🔻	Bank R	equests 🔻	Daily Staffing	•	Unavailability	•	Assigned	Hours 🔻	Roster Stats	•	Attendance	Exceptions	Repor	rts 🔻
All Categories		All Grade Typ	oes 🗸	All Teams		All Shift Types		© Sta	aff Hours			~ All	I Fulfillment Types		Only Requ
	-							-L As	signed Dutie	es by Person					
Person Search	Q							Ca Du	ties with Wa	irnings					

The report can either be run for an individual or a whole unit. Enter the search criteria (including Surname or Staff number if you are looking for an individual). Select the time period you wish to look over. Once the criteria is correct – select the search button.

^		Rostering	SafeCare		Payroll	Admin	Gateway Refer	rence Data					
	View Rosters 💌	Bank Requests 👻	Daily Staffing 🔻	Unavailability	≁ As	signed Hours 👻	Roster Stats 💌	Attendance Exceptions	Reports 💌				
Staff Hours										0 Records	ш	X	G
Unit	Workforce Deployment Services	✓ Free	m *	01/03/2021			i i	To *	27/03/2022				
Staff No		Su	mame								Extract	-	Q
					^								
Unit	Staff Number Surname	Forenames Gra	de Net Hour	rs Hours Left (P	ublic Holiday	vs included) \downarrow							

The report will then bring up a list of staff on the unit or the individual you have requested. Select the individual's line and a panel will then appear on the right hand side.

This panel will detail the weekly timesheets for the individual selected - columns visible can be amended by selecting depending on which data you want to see.

Contracted hours = employee's contracted hours for that week

Assigned hours = the number of hours assigned to the person for that week – if this does not match contracted hours – this may need to be investigated.

Hours left = identifies how many hours under contract have been assigned that week

Hours Weekly Breakdown		56 Record	s 💵	X	С
Week	Start and E Contracted Hours	Assigned Hours	Hours Left N	let Hours	
> 01/03/2021 - 07/03/2021	37:30	37:30			
> 08/03/2021 - 14/03/2021	37:30	37:45			
> 15/03/2021 - 21/03/2021	37:30	38:00			
> 22/03/2021 - 28/03/2021	37:30	37:30			
> 29/03/2021 - 04/04/2021	37:30	37:30			
> 05/04/2021 - 11/04/2021	37:30	37:30			
> 12/04/2021 - 18/04/2021	37:30	38:30			
> 19/04/2021 - 25/04/2021	37:30	38:00			
> 26/04/2021 - 02/05/2021	37:30	38:30			
> 03/05/2021 - 09/05/2021	37:30	38:30			
> 10/05/2021 - 16/05/2021	37:30	38:00			
> 17/05/2021 - 23/05/2021	37:30	38:15			
> 24/05/2021 - 30/05/2021	37:30	38:30			
> 31/05/2021 - 06/06/2021	37:30	37:00	00:30		
> 07/06/2021 - 13/06/2021	37:30	37:30			
> 14/06/2021 - 20/06/2021	37:30	38:30			
> 21/06/2021 - 27/06/2021	37:30	36:45	00:45		

✓ 05/07/2021 - 11/07/2021		37:30	38:30
9-5 - 05/07/2021	08:30 - 17:00		08:00
9-5 - 06/07/2021	08:40 - 17:00		07:50
9-5 - 07/07/2021	08:30 - 16:30		07:30
. Working from Home -	08:30 - 17:00		08:00
. Working from Home -	08:20 - 16:00		07:10
DO - 10/07/2021	00:00 - 00:00		00:00
DO - 11/07/2021	00:00 - 00:00		00:00

By clicking the arrow next to the date – this will expand the selected week allowing you to quickly see what hours were assigned that week.

By working through these reports – you will be able to identify anomalies – such as missing Bank holidays or annual leave – or where the wrong hours may have pulled for a sickness. If you make a note of these dates you can then go in to your roster as usual and update – or request that these are unlocked by the e-Rostering team.