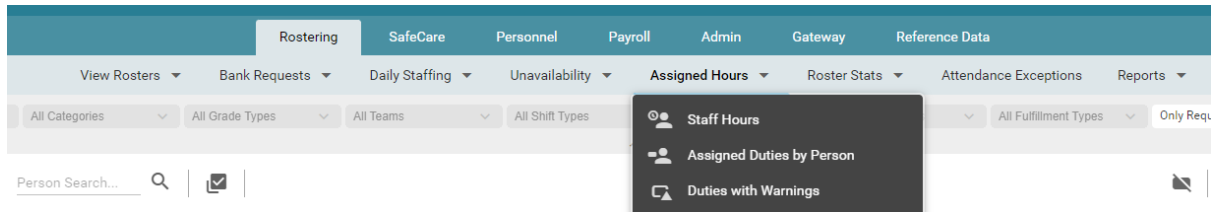


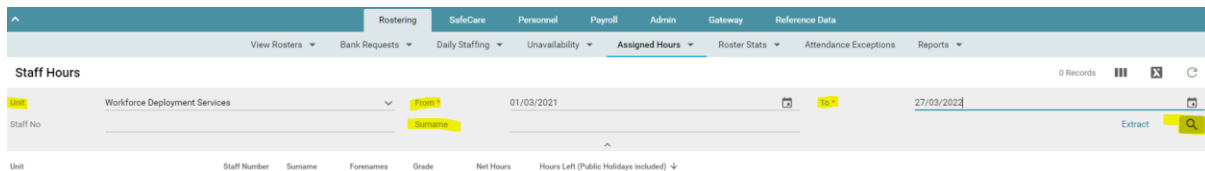
Staff Hours Report

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



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.



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

| Week | Start and End | Contracted Hours | Assigned Hours | Hours Left | Net 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 | |

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.

| | | |
|---------------------------|---------------|-------|
| ▼ 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 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.