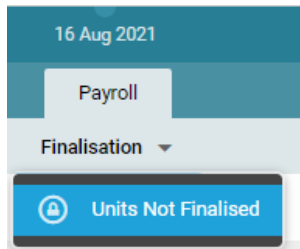


Units not Finalised

Units not finalised will give you a list of any shifts that are unlocked between a set date range. This date range is usually the previous payroll period (weekly or monthly).

To navigate to units not finalised, select the Payroll tab > Finalisation > Units Not Finalised



Once there, you'll have a selection of fields you'll need to fill in to load the data:

Units				1 Records	✓		✕	↻
Unit	Mitchinson Ward	Show Report For	Any	Payroll *	ESR Monthly			
Extract Batch Lists	Any	From	16/08/2021	To	12/09/2021			
Pay Period	Any							

Unit	The unit you want to look at
Extract Batch Lists	Leave as Any
Pay Period	Leave as Any
Show Report For	Leave as Any
From	Start date of the pay period you want to look at
Payroll	ESR Monthly/ESR Weekly (Substantive) Zero Hours Monthly/Zero Hours Weekly (Bank)
To	The end date of the pay period you want to look at

Once you've filled in your required fields, click the search icon (magnifying glass)

It will then load your roster and tell you how many duties and unavailabilities are outstanding for that time period:

Organisation Short Name ↑	Start	Organisation Long Name	End	1st Approver	2nd Approver	Count Unfinalise	Count Unfinalised Unavailabilities
<input checked="" type="checkbox"/> Mitchinson Ward	-	382 Test - 113143	-			4	0

You can then click on the bar to pop up a side panel with more information:




Mitchinson Ward

External Name -

Internal Name -

Cost Centre

Unfinalised Duty Assignments | Unfinalised Unavailabilities

Duties 4 Records   

Name	Staff Number	Assignme	Valid Date ↓	Shift	Status
<input checked="" type="checkbox"/>	00000010		19/08/2021	Day	Assigned
<input checked="" type="checkbox"/>	00000010		18/08/2021	Day	Assigned
<input checked="" type="checkbox"/>	00000010		17/08/2021	Day	Assigned
<input checked="" type="checkbox"/>	00000010		16/08/2021	Day	Assigned

From this list you can see the unfinalised shifts, and there is also an option to view unfinalised unavailabilities by clicking the tab on the right hand side.

If you are happy that the outstanding shift has been worked, you can lock it down from here by right clicking > selecting finalise. Otherwise you can export the list by using the excel button and go back to the roster and have a look at the shifts.

You can select the refresh button to see if all of the shifts have now been finalised.

Once this page no longer brings back any data, your roster is fully locked down.