

Recording On-Call

PLEASE NOTE: This guidance is specifically for those who come into work during their on-call and NOT those on stand-by at home who are paid the Trust-wide on-call hourly rate and any call out time.

To add an on-call duty to take back Time Owing and not payment, please record as below:

Group *
 Working Day

State *
 Approved

Reason *
 On-Call UP - On-Call (Unpaid)

Start *
 04/02/2023 09:00

Duration *
 1

End *
 04/02/2023 17:00

Work Time Refresh

Week Start 30/01/2023 Reset to default values

Posting ↑	30/1 Mo	31/1 Tu	1/2 We	2/2 Th	3/2 Fr	4/2 Sa	5/2 Su
Corporate Ben							00:00
Workforce Dep							07:30

This will need to be added by the Roster Manager as a Working Day – On-call (Unpaid) the hours amended to reflect the times of the on-call and a check to ensure that the work time has been recorded and not defaulted to zero.

This time will then be added to your Net Hours and when it is taken back, this should be recorded as:

Group *
 Other Leave

State *
 Approved

Reason *
 T/O(Flexi) - Time Owing / Flexi Leave

Start *
 03/02/2023 09:00

Duration *
 1

End *
 03/02/2023 17:00

Work Time Refresh

Week Start 30/01/2023 Reset to default values

Posting ↑	30/1 Mo	31/1 Tu	1/2 We	2/2 Th	3/2 Fr	4/2 Sa	5/2 Su
Corporate Ben							00:00
Workforce Dep							00:00

This will need to be added by the Roster Manager as Other Leave – T/O (Flexi) – Time Owing Flexi Leave, the hours amended to reflect the times of the on-call and a check to ensure that the work time remains as zero to allow the time to be deducted from your balance.

If you have any queries please contact the team who will be able to assist you:

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Email: bfwh.e-rostering@nhs.net