

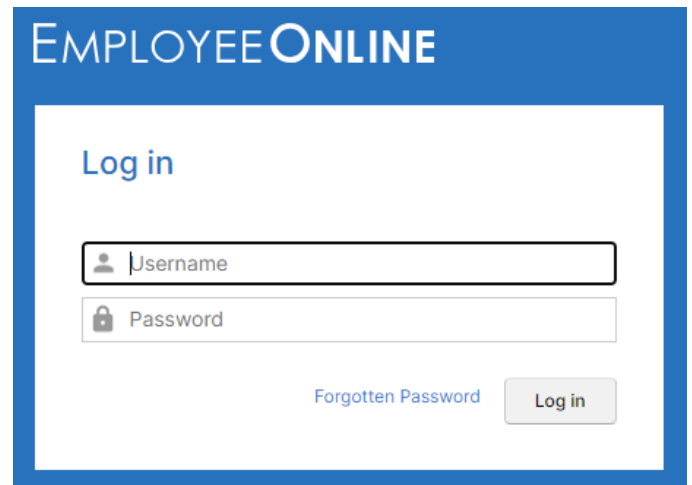
## HealthRoster - Employee Online

### Logging in to Employee Online

Load Internet Explorer, EOL can be accessed via the staff intranet.  
 The employee online homepage will come up.

Enter your username and password

*TIP – Your username is your surname followed by your payroll number.*

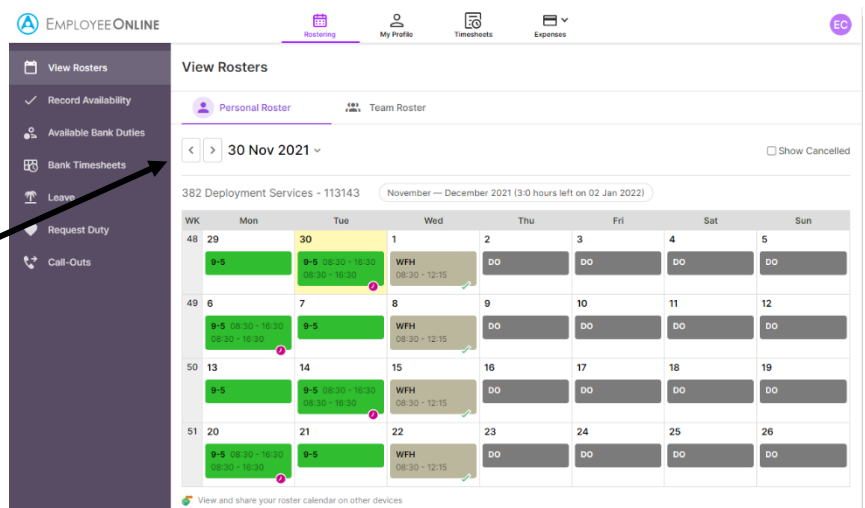


### Viewing your roster

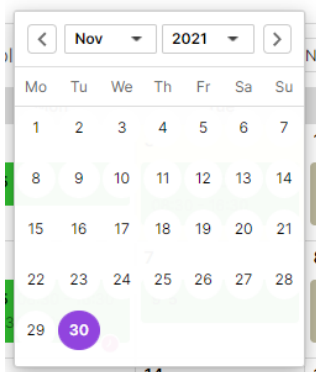
Your roster will automatically appear when you log in. To return to this click on 'View Roster'

Use the navigation arrows to scroll the period view backwards or forwards.

Click on the date to change the selected date



30 Nov 2021 ▾



*TIP - Duties are displayed in green, nights in dark green. Duties in other units are displayed in yellow. Rest shifts are shown in dark grey.*

*Unavailability (absence and activity other than standard duties) is displayed in grey.*

Click on a duty to view more details.



## View/Request Annual Leave

Annual Leave    Study Days    Other Leave

Entitlement Periods

< > 01 Apr 2021 - 31 Mar 2022

Entitlement Type	Coverage	Period	Entitlement	Remaining	Notes
Flexible Futures	Entitlement Balance	1 Apr 2021 - 31 Mar 2022	7.50 days	5.00 days	<a href="#">See notes</a>
Annual Leave	Entitlement Balance	1 Apr 2021 - 31 Mar 2022	20.77 days	1.03 days	<a href="#">See notes</a>
Other Annual Leave		1 Apr 2021 - 31 Mar 2022			

To view and request annual leave, click on the tab on the left-hand menu.

Here you can view your annual leave entitlement for the year and what is remaining

A summary of your requests is visible. Icons show the

Episodes (16)

Status	Period	Duration	Times	Notes	Delete
✓ Annual Leave Paid	6 Sep 2021	1 day			
✓ Annual Leave Paid	15 Nov 2021	0.23 days	09:00 - 10:45		
✓ Annual Leave Paid	27-29 Dec 2021	2.5 days			
✓ Annual Leave Paid	3 Jan 2022	1 day			
✓ Annual Leave Paid	19 Jan 2022	0.5 days			
⚠ Annual Leave Paid	21 Feb 2022	1 day			

1 2      11 - 16 of 16 Items

Enter the duration in days or enter details as appropriate for a part day.

Click Submit Leave Request

*Tip – A Warning will appear if your request breaks a rule.*

Request Leave Form

Full day(s)  Partial day

From  
07 Feb 2022

Number of days  
5

Set

End date  
Fri, 11 Feb 2022

Reason:  
Annual Leave Paid

Submit Leave Request

Notes

**Error**  
This Unavailability overlaps with an approved Roster for Workforce Deployment Services.

