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HealthRoster

Assigning / Removing Overtime



Blackpool Teaching Hospitals 
NHS Foundation Trust

People Centred

Positive

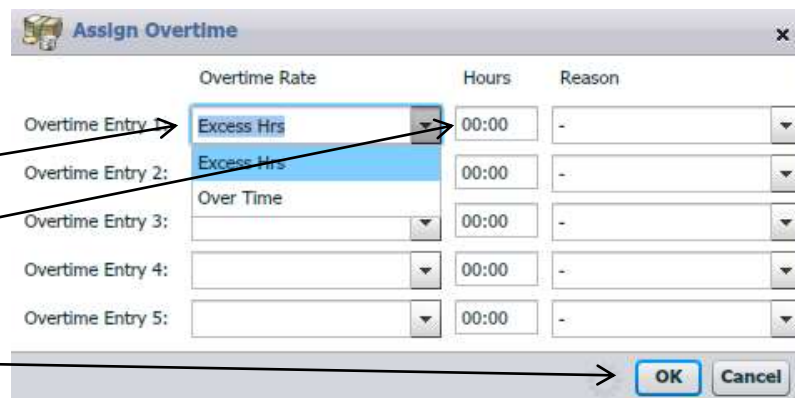
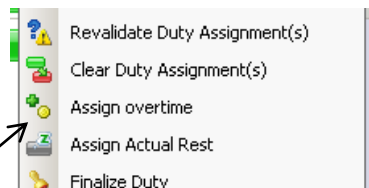
Compassion

Excellence

Assigning Overtime

Overtime needs to be assigned to the roster in order for additional hours to be paid. If additional duties/hours are assigned without overtime being applied the system will record this as TOIL only

1. Manually assign the additional duty and/or adjust the duty times to reflect hours worked
2. Right click on the duty and select 'Assign Overtime'
3. Select the rate from the drop down list
4. Select the amount of overtime hours to be paid
5. Click 'OK'
6. A gold coin symbol indicates that overtime is assigned



The 'Assign Overtime' dialog box contains a table with three columns: 'Overtime Rate', 'Hours', and 'Reason'. It has five rows for 'Overtime Entry 1' through 'Overtime Entry 5'. The first two rows have 'Excess Hrs' selected in the rate column. The 'Hours' column for all rows is '00:00' and the 'Reason' column is '-'. At the bottom right are 'OK' and 'Cancel' buttons.

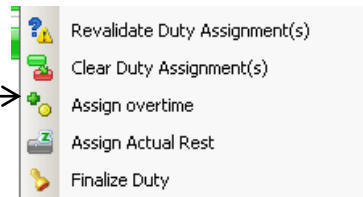
Overtime Entry	Overtime Rate	Hours	Reason
Overtime Entry 1	Excess Hrs	00:00	-
Overtime Entry 2	Excess Hrs	00:00	-
Overtime Entry 3	Over Time	00:00	-
Overtime Entry 4		00:00	-
Overtime Entry 5		00:00	-



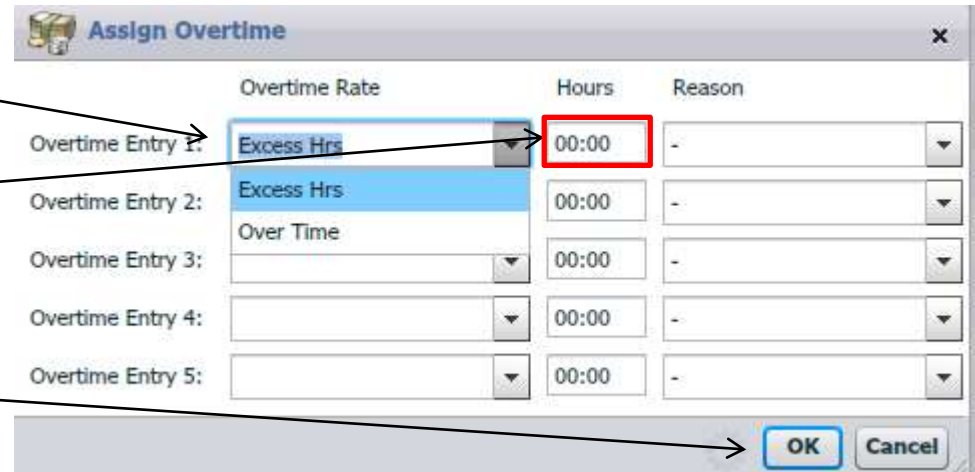
Removing Overtime

If overtime/excess hours have been incorrectly assigned to a member of staff you will need to remove this payment request BEFORE the roster is finalised for payroll. If the roster has already been finalised for payroll please follow the guide below but you must also inform the e-Rostering team by email of the error

1. Right click on the duty and select 'Assign Overtime'



2. Leave the selected 'Overtime Rate'



The 'Assign Overtime' dialog box contains a table with the following structure:

	Overtime Rate	Hours	Reason
Overtime Entry 1:	Excess Hrs	00:00	-
Overtime Entry 2:	Excess Hrs	00:00	-
Overtime Entry 3:	Over Time	00:00	-
Overtime Entry 4:		00:00	-
Overtime Entry 5:		00:00	-

Arrows from the instructions point to the 'Excess Hrs' dropdown in the first row, the '00:00' value in the first row, and the 'OK' button at the bottom right.

3. Change the 'Hours' to 00:00

4. Select 'OK'

TIP: The gold coin should be removed from the shift indicating an overtime payment will not be made. If the shift or shift times are also incorrect these will need to be amended