

Email: e-rostering@bfwhospitalsnhs.uk

Website: <http://www.bfwh.nhs.uk/working-for-the-trust/e-rostering-and-corporate-bench>

Phone: 01253 953690

HealthRoster Employee Online



Blackpool Teaching Hospitals 
NHS Foundation Trust

People Centred

Positive

Compassion

Excellence

Logging in to Employee Online

LOAD INTERNET EXPLORER

EOL can be accessed via the staff intranet:

The employee online homepage will come up.

1. Enter your Username and Password

Tip: Your Username is your Surname and assignment number i.e. Smith12345678



HealthRoster
Employee Online

Login

Please Log In

Username:

Password:

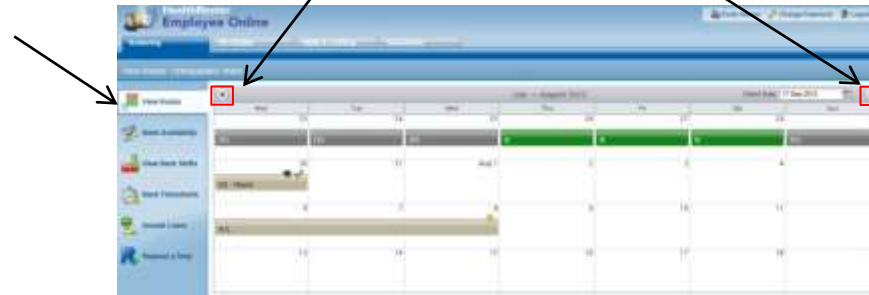
Login

Version: 4.0.13.5
Health Roster Version: 10.0.101B.4

2. The first time you login, you will be prompted to change your password

Viewing Your Roster

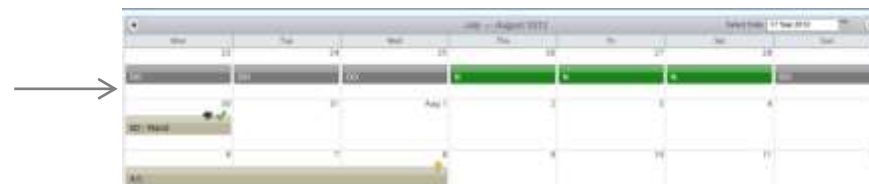
1. Your roster will automatically appear when you log in. To return to this click on 'View Roster'



3. Click in the Select Date box to open the calendar. Use this to navigate to a different View Date



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.



4. Click on the Duty or an Unavailability to view more details



Requesting Duties / Study Days

1. Click on Request a Duty from the left hand menu



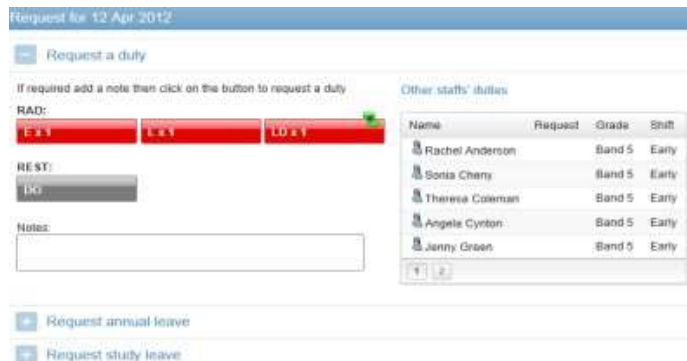
2. Select the appropriate roster you wish to make a request for



3. Click on the day you wish to request a duty

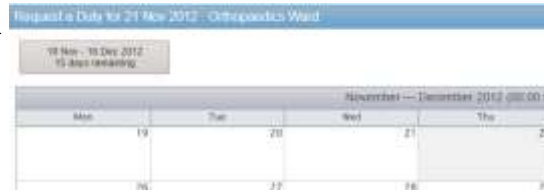


4. A selection of available duties and rest shifts appear. Click on the required shift/day off.



Requesting Duties / Study Days continued.....

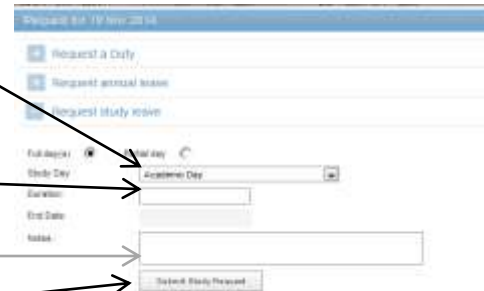
1. To request a Study Day, click on the date you wish to make a request for



2. Click on Request Study Leave



3. Select the required option from the drop down box



4. Enter the Duration (Number of days)

TIP: Add notes if required

5. Click on Submit request

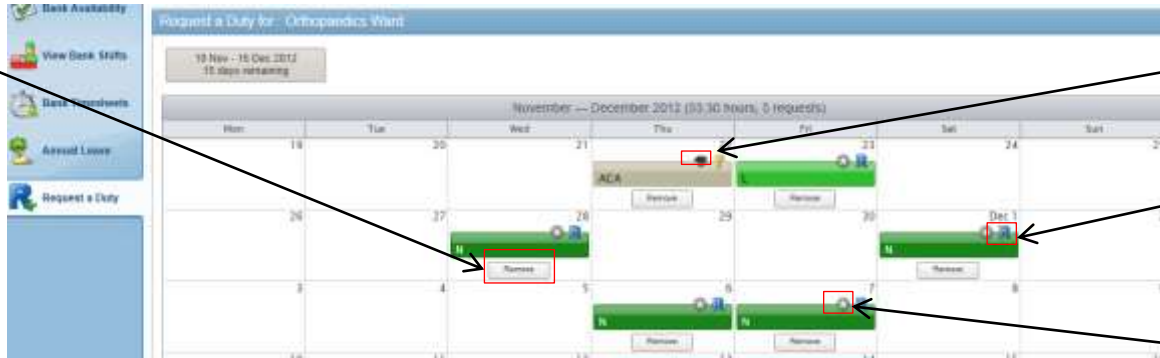
6. The request will appear on your calendar. Click on request to view details and status

TIP: '?' means that the request is pencilled in and is awaiting approval



View / Edit Requests

Click on the remove link to delete a request



The cap icon indicates that this is a Study day Request

The 'R' indicates that this is a Request

The star icon indicates that this is an 'In Charge' duty

Requests with Warnings

If the duty or study day request breaks a rule, a warning or violation will appear

ERROR(S)

An Unavailability period overlaps with this assignment.
You have already requested the maximum number of these shifts in the period 19/11/2012 to 16/12/2012.

TIP: A warning will tell you a rule has been broken and it is unlikely the request will be allowed

TIP: A violation will tell you why the request cannot be made

View / Request Annual Leave

1. Click on Annual Leave from the left hand menu



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

You can see the distribution of your annual leave over the year, by quarter

A Summary of your annual leave is visible. Icons show the leave status: Approved, Cancelled or requested

The interface shows a summary of leave entitlement and a list of requests. The entitlement summary is as follows:

Category	Hours
Entitlement	277 hrs
Remaining	148.5 hrs
Taken	90 hrs
Planned	0 hrs
Requested	37.5 hrs

The 'Entitlement Taken Per Quarter' chart shows the following distribution:

Quarter	Percentage
Qtr 1	32%
Qtr 2	8%
Qtr 3	5%
Qtr 4	0%
Total	48%

The list of requests below shows various statuses: Approved (green checkmark), Cancelled (red X), and Requested (yellow question mark).

Status	Period	Hours	Times	Notes	Delete
Approved	15-16 May 2012	15 hrs		Child care during term time. Thanks.	
Cancelled	28 May - 3 Jun 2012	0 hrs	08:00 - 23:00	Sorry Emily, too many on leave. Try a swap with Theresa C or different week. Thanks (KShade).	
Approved	4-17 Jan 2012	75 hrs			
Requested	6-8 Aug 2012	22.5 hrs			
Approved	30-31 Oct 2012	15 hrs			

2. To make a request for annual leave use the calendar to select the start date



View / Request Annual Leave continued.....

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

TIP: Add notes if required

4. Click Submit Leave

5. Your request will be displayed

Status	Period	Hours	Times	Notes	Delete
✓ Annual Leave	15-16 May 2012	16 hrs		Client case during term time. Thanks	
✗ Annual Leave	28 May - 3 Jun 2012	8 hrs	08:00 - 23:00	Sorry I can't, but really do have to. Try & swap with Theresa G or different week. Thanks (KSHAM)	
✓ Annual Leave	4-17 Jun 2012	13 hrs			
✓ Annual Leave	3-4 Aug 2012	22.5 hrs			
✓ Annual Leave	18 Sep 2012	7.5 hrs		Holidays	
✓ Annual Leave	18-21 Sep 2012	36 hrs			
✓ Annual Leave	19-22 Sep 2012	37.5 hrs			
✓ Annual Leave	04-07 Oct 2012	36 hrs			

TIP: To remove the request click the Delete icon

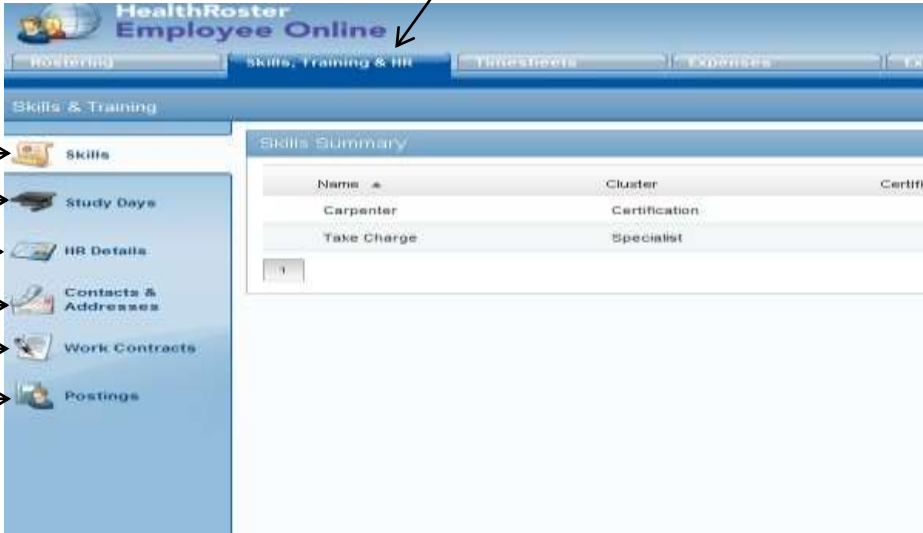
Note: A warning message will appear if your request breaks a rule

WARNING(S)

Cannot have more than 5 people on AnnualLeave - A/L on 18/09/2012 00:00:00.
 Cannot have more than 5 people on AnnualLeave - A/L on 18/09/2012 00:00:00.

Skills, Training & HR

You can view and check Personal information that is held about you in HealthRoster under this tab and also view your own skills record and view and request study days



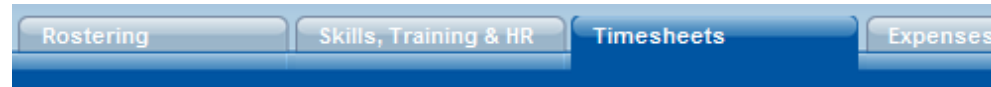
The screenshot shows the HealthRoster Employee Online interface. The top navigation bar includes tabs for 'ROSTERING', 'Skills, Training & HR' (which is selected), 'TIMETABLES', 'EXPOSURES', and 'LTD'. Below this is a 'Skills & Training' sub-tab. On the left, a vertical menu contains icons and labels for 'Skills', 'Study Days', 'HR Details', 'Contacts & Addresses', 'Work Contracts', and 'Postings'. Arrows point from these menu items to a list of bullet points below. The main content area displays a 'Skills Summary' table with the following data:

Name	Cluster	Certificate
Carpenter	Certification	
Take Charge	Specialist	

- Click on the '**Skills**' tab in the left hand menu to view a summary of your skills and competences as recorded in HealthRoster
- Click on '**Study Days**' tab in the left hand menu to view scheduled Study Days
- Click on '**Contacts & Addresses**' tab in the left hand menu to view personal and next of kin contact information
- Click on the '**Work Contract**' tab in the left hand menu to view details of all contracts
- Click on '**Postings**' tab in the left hand menu to view details of all postings

View Timesheets

You can view Historical Timesheets held in HealthRoster under the Timesheets Tab



1. Click on the relevant period



2. Click on the arrow next to the timesheet to view details

