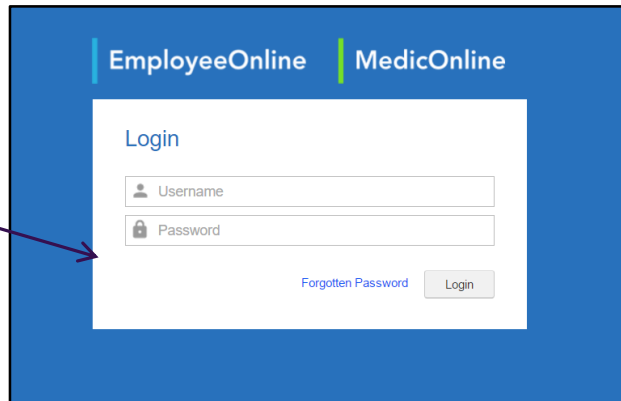


A Logging In to Employee Online

- 1**
Enter your
User Name
and
Password
and click on
'Login'

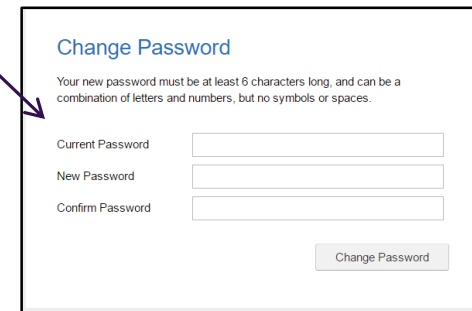


The login screen for EmployeeOnline. It features a blue header with 'EmployeeOnline' and 'MedicOnline' tabs. Below the header is a white box titled 'Login' containing two input fields: 'Username' and 'Password'. A 'Login' button is at the bottom right, and a 'Forgotten Password' link is at the bottom left.

2

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

- Enter the password provided to you
- Choose a new memorable password
- Click on 'Change Password'

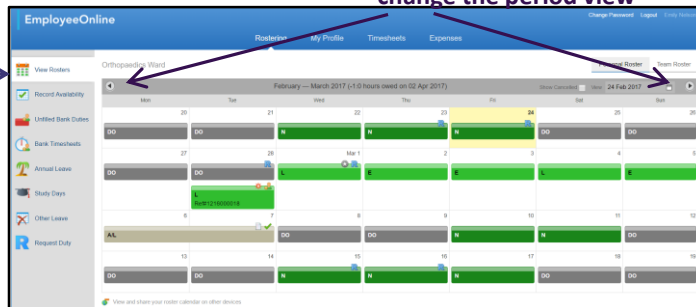


The 'Change Password' screen. It has a blue header with the title 'Change Password'. Below the header is a white box containing a message: 'Your new password must be at least 6 characters long, and can be a combination of letters and numbers, but no symbols or spaces.' There are three input fields: 'Current Password', 'New Password', and 'Confirm Password'. A 'Change Password' button is at the bottom right.

Employee
Online will
open

B Viewing Your Roster

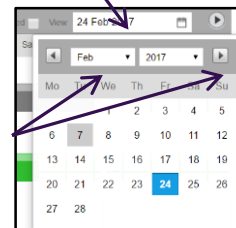
- 1**
Your roster
will
automatically
appear when
you log in. To
return to this
page click on
'View Rosters'



Note: You can also select the Month and year using the drop down lists, or move back and forth through the months using the arrows.

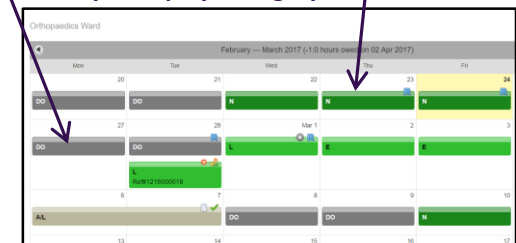
- 2**
Use the navigation arrows to
change the period view

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



Duties/shifts are displayed in green.

Unavailability is displayed in grey.



4

Click on a Duty or
an Unavailability
to view more
details



The 'Duty details' screen. It shows the 'Work Time' (07:30 - 20:00) and 'Rest Time' (00:30). It also displays the 'Bank Duty - Ref: 1216000018' and a message: 'Duty has changed since roster approval'. Below this is a section titled 'Assigned Staff' with a list of staff members: 1. RN in Charge-RN: Thompson, C; 2. RN-RN: Cherry, S, Nelson, E, Sanderson, B; 3. HCA-HCA: Dunkley, T, Edwards, C, Reames, R.

C Personal Details

You can view and check the personal information that is held about you in HealthRoster within My Profile

1

Click on My Profile tab at the top of the screen and click in HR Details on the left hand panel to check Personal and Employment information



You cannot make changes yourself and must inform your line manager of inaccuracies.

2

Click on 'Contacts & Addresses' in the left hand menu to view personal and next of kin contact information.

3

Click on the 'Work Contracts' tab in the left hand menu to view details of all contracts

4

Click on the 'Postings' tab in the left hand menu to view details of all postings

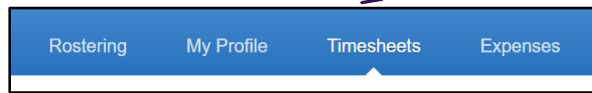
D Skills & Training Record

You can view your own competence record in the 'My Profile' tab at the top of the screen and by selecting the Skills tab in the left hand panel.

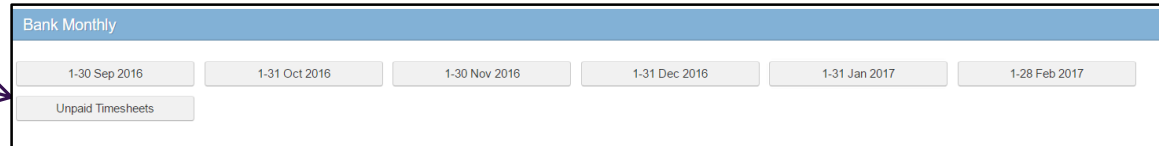
Click on the 'Skills' tab in the left hand menu to view a summary of your skills and competences, as recorded in HealthRoster

E View Timesheets

You can view Historical Timesheets for work recorded in HealthRoster under the 'Timesheets' tab



1
From the 'Bank' section, click on the relevant period



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

The screenshot shows a table titled 'Summary for: 01 Apr 2012- 30 Apr 2012'. The table has five main columns: 'Element Type', 'Hours', 'Assignment No.', 'Grade', and 'No. of Timesheets'. The first row shows a 'Sunday' with 41:30 hours, assignment 01977, grade 'Band 5 Staff Nurse', and 6 timesheets. Below this is a detailed breakdown of the timesheet entries, including department, date, shift, start/end times, and hours worked. The second main row shows a 'Bank Holiday' with 07:30 hours, assignment 01977, grade 'Band 5 Staff Nurse', and 1 timesheet.

Summary for: 01 Apr 2012- 30 Apr 2012						
Element Type	Hours	Assignment No.	Grade	No. of Timesheets		
☞ Sunday	41:30	01977	Band 5 Staff Nurse	6		
Dept ▲	Date		Shift	Start	End	Hours
🕒 Orthopaedics Ward	01 Apr 2012		Early	07:30	15:30	07:30
🕒 Orthopaedics Ward	08 Apr 2012		Early	07:30	15:30	07:30
🕒 Orthopaedics Ward	15 Apr 2012		Late	12:00	20:00	07:30
🕒 Orthopaedics Ward	22 Apr 2012		Early	07:30	15:30	07:30
🕒 Orthopaedics Ward	29 Apr 2012		Night	01:00	08:00	07:00
🕒 Orthopaedics Ward	29 Apr 2012		Night	19:30	00:00	04:30
☞ Bank Holiday	07:30	01977	Band 5 Staff Nurse	1		

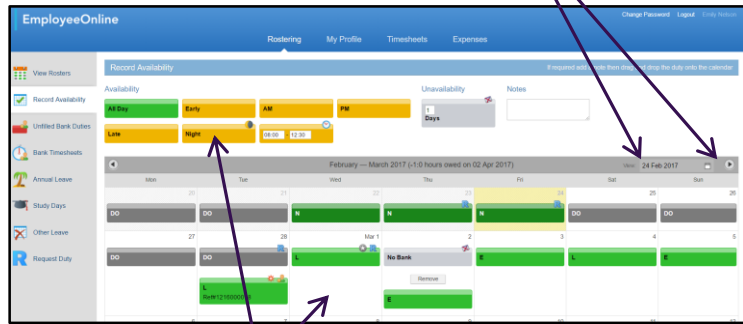
F Record Bank Availability

1

Click on 'Record Availability' from the left menu.

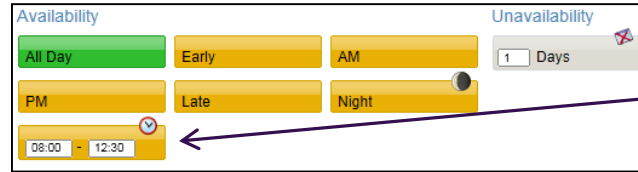
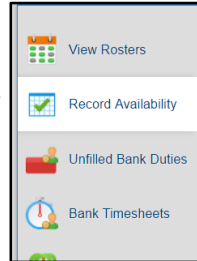
2

Use the navigation arrows or use the calendar to find the date you wish to offer your availability for



3

Drag and drop the shifts / periods you would be willing to work into the Availability calendar

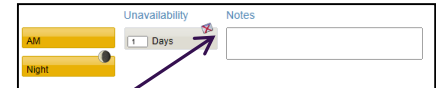
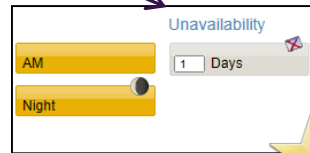


4

Customise your availability by choosing the exact times of your entire available period, then drag and drop this into the Availability calendar

5

Use the Unavailability option to block a day as 'No Bank'. Enter the length of unavailability in days before dragging on to the calendar

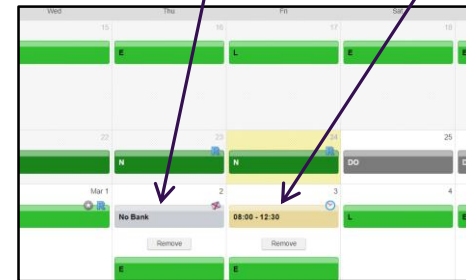


You can add Notes before dragging your availability on to the calendar

7

Customised specific availability shows the exact times and the clock icon

Unavailability is displayed as 'No Bank' in grey.

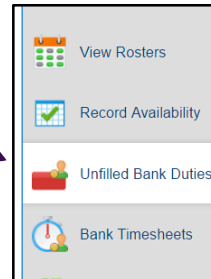


Note: Click on the 'Remove' link to delete availability entered

G View Unfilled Bank Shifts

1

Click on 'Unfilled Bank Duties' from the left menu.



EmployeeOnline

Unfilled Duties (24 Feb 2017 - 24 Mar 2017)

Request ID	Day	Date	Start-End	Shift	Unit	Location	Grade	Grade Type	Action
121600002	Saturday	24 Feb 2017	12:00 - 20:00	Late	Surgical Ward		RN		Book Bank
121600003	Saturday	24 Feb 2017	19:30 - 08:00	Night	Surgical Ward		RN		Book Bank
121600016	Sunday	25 Feb 2017	07:30 - 15:30	Early	Orthopaedics Ward		RN		Book Bank
121600034	Sunday	25 Feb 2017	19:30 - 08:00	Night	Surgical Ward		RN		Book Bank
121600017	Monday	27 Feb 2017	07:30 - 15:30	Early	Orthopaedics Ward		RN		Book Bank
121600036	Monday	27 Feb 2017	12:00 - 20:00	Late	Surgical Ward		RN		Book Bank
121600035	Monday	27 Feb 2017	07:30 - 15:30	Early	Surgical Ward		RN		Book Bank
121600037	Monday	27 Feb 2017	19:30 - 08:00	Night	Surgical Ward		RN		Book Bank
121600039	Wednesday	08 Mar 2017	19:30 - 08:00	Night	Surgical Ward		RN		Book Bank
121600038	Wednesday	08 Mar 2017	07:30 - 15:30	Early	Surgical Ward		RN		Book Bank
121600055	Wednesday	08 Mar 2017	07:30 - 15:30	Early	Orthopaedics Ward		RN		Book Bank

2

Use the filter icon  on the column headings to filter the information.

Show rows with value that:

Is not equal to 

And 

Is equal to 

Filter Clear

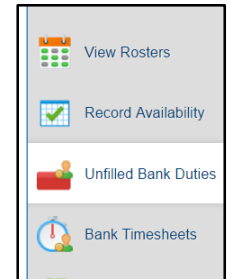
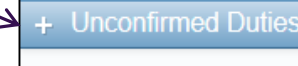
H View, Confirm and Decline Unconfirmed Bank Duties

1

Click on 'View Bank Shifts' from the left menu.

2

Expand the 'Unconfirmed Duties' section by clicking on the +



Unconfirmed Duties (28 Mar 2012 - 11 Apr 2012)

Request ID	Day	Date	Start	End	Shift	Unit	Location	Grade	Grade Type	Action
-	Wed	04 Apr 2012	12:00	20:00	Late	Orthopaedics Ward		RN		Confirm Decline
-	Fri	06 Apr 2012	19:30	08:00	Night	Orthopaedics Ward		RN		Confirm Decline
-	Sun	08 Apr 2012	12:00	20:00	Late	Orthopaedics Ward		RN		Confirm Decline
-	Tue	10 Apr 2012	19:30	08:00	Night	Orthopaedics Ward	Anderson	RN		Confirm Decline

3

Select either 'Confirm' or 'Decline' against each Unconfirmed Duty

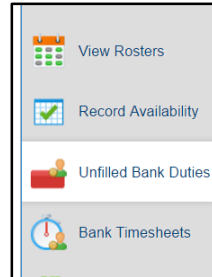


Once you click on 'Decline', the shift is removed from the list. If you confirm the duty, it will become confirmed, but will not show up on the roster in EOL, until the roster itself is fully approved.

Self Book Unfilled Bank Shifts

1

Click on 'View Bank Shift's from the left menu.



NOTE: Self Booking is only visible if the appropriate permissions have been set

2

Use the filter icon  on the column headings to filter the information.

Show rows with value that:

Is not equal to 

And 

Is equal to 

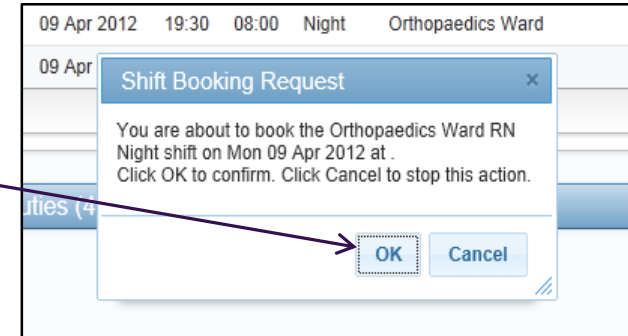
Unfilled Duties (24 Feb 2017 - 24 Mar 2017)									
Request ID	Day	Date	Start-End	Shift	Unit	Location	Grade	Grade Type	Action
1216000016	Sunday	26 Feb 2017	07:30 - 15:30	Early	Orthopaedics Ward			RN	 Book Bank
1216000055	Wednesday	08 Mar 2017	07:30 - 15:30	Early	Orthopaedics Ward			RN	 Book Bank
1216000056	Thursday	09 Mar 2017	07:30 - 15:30	Early	Orthopaedics Ward			RN	 Book Bank
1216000057	Sunday	12 Mar 2017	19:30 - 08:00	Night	Orthopaedics Ward			RN	 Book Bank
1216000058	Sunday	19 Mar 2017	07:30 - 15:30	Early	Orthopaedics Ward			RN	 Book Bank

3

From the 'Unfilled Duties' screen, select 'Book Bank' next to the required duty

4

Click on 'OK' to confirm the booking



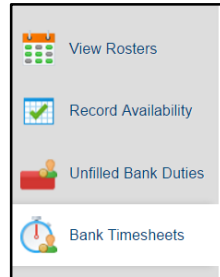
NOTE: If the booking breaks a rule in HealthRoster, you will not be booked into the duty, and an error message will appear. Please call the Bank Office to book your shift.

View, Confirm & Edit Bank Timesheets

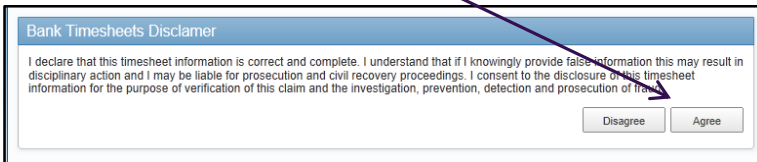
1
Click on 'Bank Timesheets' from the left menu.



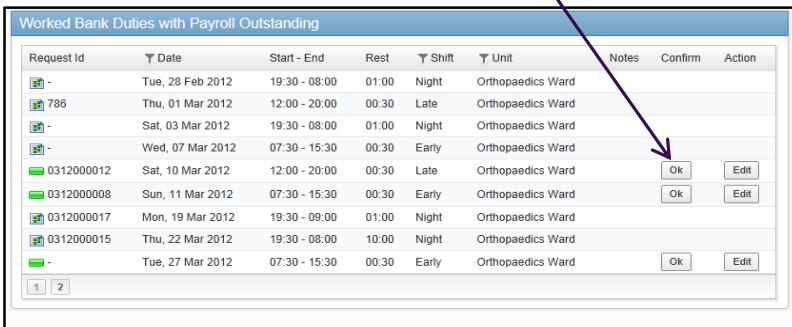
NOTE: You only have this option if the appropriate permissions have been given to you.



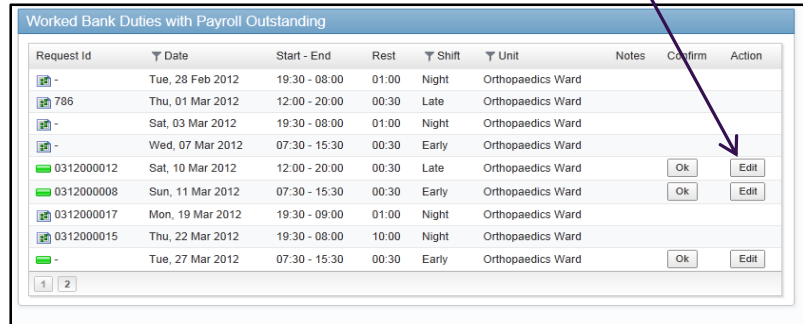
2
Read the Disclaimer Message, then click 'Agree' on the Disclaimer Screen.



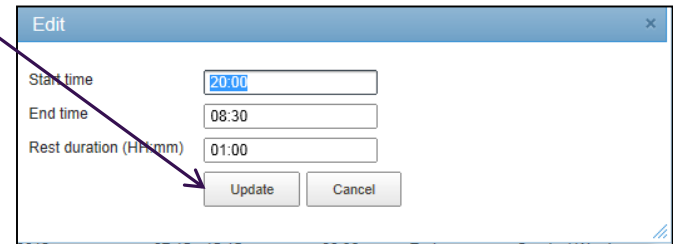
3
To confirm a Timesheet, click on 'OK' next to the relevant episode



4
To edit a Timesheet click on 'Edit' next to the relevant episode



5
Adjust times as appropriate and click on 'Update'



Timesheets that have already been confirmed or edited will show the small timesheet icon 

Those awaiting confirmation/editing will show with a green duty icon 