RosterOn

OVERVIEW

RosterOn is your way to see your upcoming roster and also to see submitted timesheets.

You can access RosterOn from home or from Hospital. The only thing you will not be able to access from home is your timesheet- to see this, you need to be accessing RosterOn via hospital Intranet.

You will need your employee number in order to logon to RosterOn. Please note that if you have been allocated a temporary employee number, this will change a soon as People and Culture update your new employee number (usually at time of first pay cycle)- you will need to contact Junior Medical Workforce to find out your new employee number (ph 84058045)

LOGGING ON

From Home:

1. Go to: **roster.ssg.org.au**; The following page will display
   Hint: Add this address to your Favorites for easy access in future.

2. Select the Northern Health Link
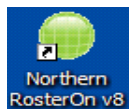   The following page will display:
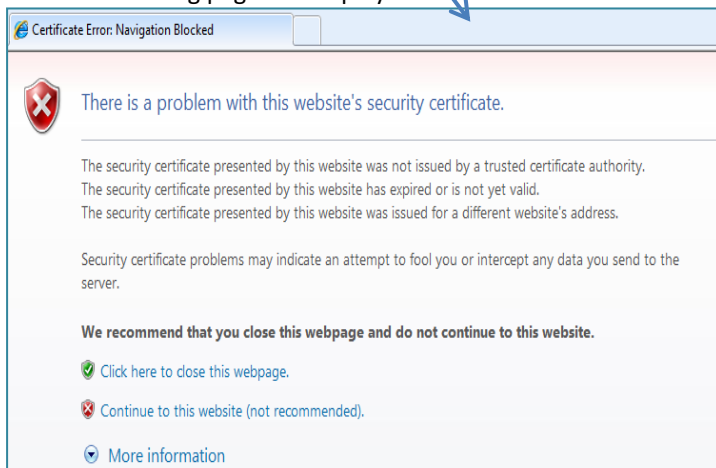
3. Click on Continue to this website (not recommended).
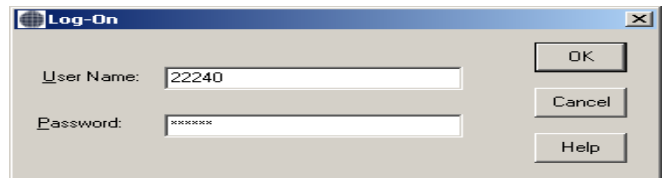4. You're on RosterOn!

From Work/ Hospital:

1. Double-click the icon on the computer desktop

2. Click "Logon"

   The Roster-On Title Window will be displayed followed by the Log on Window

Username and password:

1. Log On for the first time using your ***employee number*** as both the UserName and Password and click 'OK'.

   Roster-On Change password window will be displayed.

2. Enter the old password (your employee number the first time)
3. Enter new password (Maximum 20 characters)
4. Confirm new password and click OK.

   A message will be displayed to confirm your password has been changed.

5. Click **OK**

Hint: ***Temporary Employee Number*** *will stop working when People & Culture update your employee number. PHONE JMWU 8405 8045 and ask the allocation clerk for your employee number.*

Changing Password
You can change your password at any time by going to the 'File' tab on the menu toolbar, and selecting the Change Password from the drop down menu.

Forgotten Password
If you have forgotten your password you can call IT Help Desk Support on 9342-8888 or log a job via http://ssgservicedesk3/helpdesk/newlogin.asp or Email NH.RosterOnSupport@nh.org.au

NAVIGATING MAIN MENU

The RosterOn Home screen has several features to help you navigate around the system. These features include:

Individual Actuals - Reviewing a Published Roster

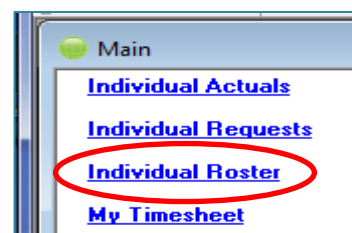Individual Request - This function is NOT used at Northern Health

Individual Roster   - A list of the your shifts

My Timesheet – Display your allocation in a timesheet format (only available if logged in from work/ intranet computer)
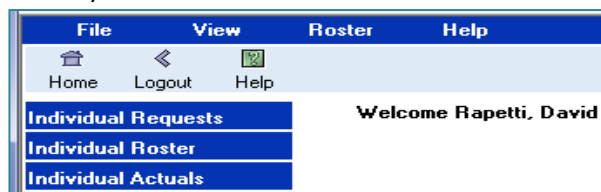
VIEWING YOUR OWN ROSTER

1. Click on the ***Individual Roster***
2. The dates should default to display all future shifts from the current day onwards. Select a specific date range if you only want to view a few shifts.
3. Click the ***Search*** button.

A list of all allocated shifts for the selected date range will appear:

1. To print this report click on the ***Print*** icon on the toolbar

VIEWING OTHER PEOPLE'S ROSTERS (and yours!)- Individual Actuals

Select the 'Individual Actuals' option in the main screen.

1. Select date range to be review (dates should default to current roster period, but you can select another date range if you would like to see future rosters.
2. Press the ***Retrieve*** button
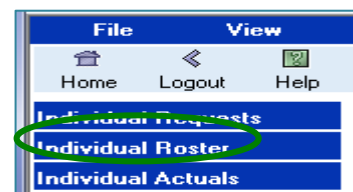
3. Your name will be highlighted on the grid.
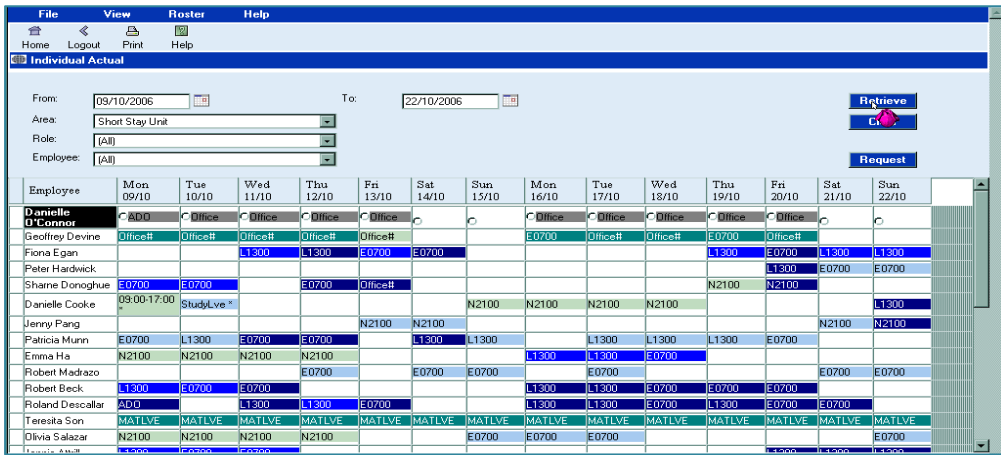
This screen is a grid view of the roster and will display all users allocated shifts, this screen is a read only view and no adjustment can be made here.

VIEWING MY TIMESHEET

This option is only available from signing in on a work computer/ intranet. Not available from home.

'My Timesheet' allow the employee to view the roster as a timesheet. This report data is taken from Individual Actuals. It cannot be printed.
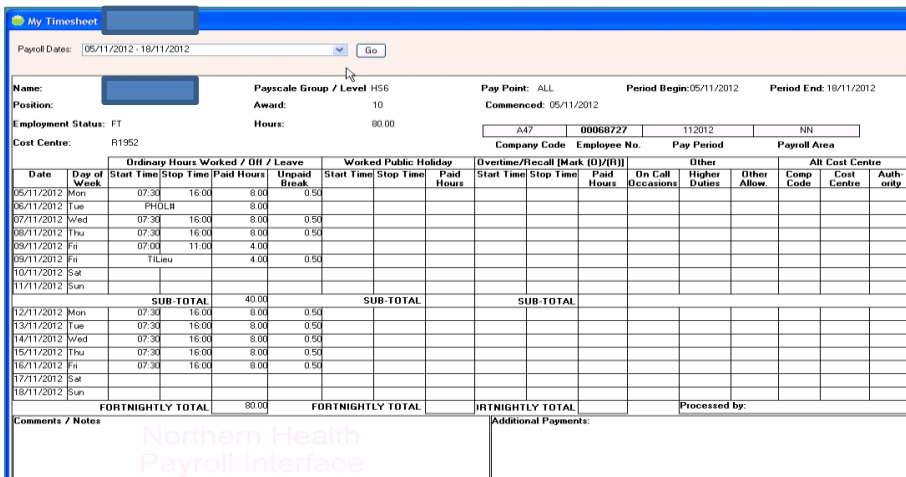
LOGGING OFF

Always make sure you log off the system when Roster On is not in use.

1. Click on the **Logout** icon in the top left corner, or from the *file* drop down list.

2. Click **Yes**

You will be returned to the main log in window.

Additional Information:

Call IT Help Desk Support on 9342-8888 or log a job via http://ssgservicedesk3/helpdesk/newlogin.asp or

Email NH.RosterOnSupport@nh.org.au