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

2. Select the Northern Health Link

TI	ne following page will display:
🏉 Certific	ate Error: Navigation Blocked
8	There is a problem with this website's security certificate.
	The security certificate presented by this website was not issued by a trusted certificate authority. The security certificate presented by this website has expired or is not yet valid.
	The security certificate presented by this website was issued for a different website's address.
	Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.
	We recommend that you close this webpage and do not continue to this website.
	Ø Click here to close this webpage.
	Continue to this website (not recommended).



- 3. Click on Schule 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

🛑 Log-On		×
User Name:	22240	ОК
Password:	NXXXXXX	Cancel
		Help

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 <u>http://ssgservicedesk3/helpdesk/newlogin.asp</u> or Email <u>NH.RosterOnSupport@nh.org.au</u>

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:

File	Vi	ew	Roster	Help
音 Home	≪ Logout	😨 Help		
Individua	l Request	s	Welc	ome Rapetti, David
Individua	l Roster			
Individua	l Actuals			

Main

Individual Actuals

Individual Roster

My Timesheet

Individual Requests

🛑 RosterOn	Roster-On - A	All Areas - 22240 (Me	lbourne)							_ & ×
Eile Edit ⊻i	ew <u>R</u> oster <u>W</u>	(indow <u>H</u> elp								
Log Off	X III Close Read	Print Print Preview	🇞 Sort S	ave As Erma] 🖓 ail Refres	% на	P			
💼 Roster L	ist									
From:	27/08/200	07 To:	017017	2049						Clear
Search										Hide Search
Day	Date	Shift	₩ork Start	₩ork Finish	Oncall From	Oncall To	Area	Role	Status	-
Monday	27/08/2007	Standard Office Day	09:00	17:30			Electronic Rostering Project	Project Team Member		
Tuesday	28/08/2007	Standard Office Day	09:00	17:30			Electronic Rostering Project	Project Team Member		
Wednesday	29/08/2007	PAC	08:30	17:00			Direct Access Unit	Care Coordinator		
Thursday	30/08/2007	PAC	08:30	17:00			Direct Access Unit	Care Coordinator		
Friday	31/08/2007	PAC	08:30	17:00			Direct Access Unit	Care Coordinator		
Monday	03/09/2007	Standard Office Day	09:00	17:30			Electronic Rostering Project	Project Team Member		
Tuesday	04/09/2007	Standard Office Day	09:00	17:30			Electronic Rostering Project	Project Team Member		
Wednesday	05/09/2007	Standard Office Day	09:00	17:30			Electronic Rostering Project	Project Team Member		
Thursday	06/09/2007	PAC	08:30	17:00			Direct Access Unit	Care Coordinator		
Cristen	07/00/2007	DAC	00-00	17-00			Dirock Access Unit	Caro Coordinator		

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

хI			
~			
×I			
1			
ш			
Ш			
Ш			
Ш			
Ш			
Ш			
-1			
-			

File	; Vi	ew
音	«	2
Home	Logout	Help
Individu	ai Troquest	s
Individu	al Roster	
Individu	al Actuals	
)16	page2	

3. Your name will be highlighted on the grid.

File	Vie	w R	oster	Help												
🖆 🔇		8 [2													
Home Logo	out	Print H	elp													
🗊 Individual	Actua	l i														
From:	09/1	0/2006			To:	2	2/10/2006							B	strieve	
Area:					_	15	211012000									
Alca.	Sho	rt Stay Unit			•											
Hole:	(All)				×											
Employee:	(All)													B	equest	
1	_	Mon	T116	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Employee		09/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	
Danielle O'Connor		OADO	Office	Office	Office	Office	0	0	Office	Office	Office	Office	Office	0		
Geoffrey Devi	ne	Office#	Office#	Office#	Office#	Office#		-	E0700	Office#	Office#	E0700	Office#		i	
Fiona Egan				L1300	L1300	E0700	E0700			1		L1300	E0700	L1300	L1300	
Peter Hardwid	:k			i i i i i i i i i i i i i i i i i i i				İ		İ	İ	i	L1300	E0700	E0700	
Sharne Dono	ghue	E0700	E0700	(E0700	Office#	i i i i i i i i i i i i i i i i i i i	1		İ		N2100	N2100		i i	
Danielle Cook	e	09:00-17:00	StudyLve *	(N2100	N2100	N2100	N2100	i i		1	L1300	
Jenny Pang	_					N2100	N2100							N2100	N2100	
Patricia Munn		E0700	L1300	E0700	E0700		L1300	L1300		L1300	L1300	L1300	E0700	i	i	
Emma Ha		N2100	N2100	N2100	N2100			1	L1300	L1300	E0700	i	1	İ	i i	
Robert Madra	zo				E0700		E0700	E0700		E0700	i i	1		E0700	E0700	
Robert Beck		L1300	E0700	E0700					L1300	L1300	E0700	E0700	E0700			
Roland Desca	allar	ADO		L1300	L1300	E0700			L1300	L1300	E0700	L1300	E0700	E0700		
Teresita Son		MATLVE	MATLVE	MATLVE	MATLVE	MATLVE	MATLVE	MATLVE	MATLVE	MATLVE	MATLVE	MATLVE	MATLVE	MATLVE	MATLVE	
Olivia Salazar		N2100	N2100	N2100	N2100			E0700	E0700	E0700					E0700	-
Laurantia Associa		1.1.200	E0700	120200	i l			1					11200	1.1000	1.1.000	

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.

🛑 My Tim	esheet																
Payroll Date	e: 05/1	1/2012 - 18/1	1/2012			v 6	•										
						•	_										
Name		-		Pa	urcale Grou	m / Level	use.		Pau Poin	e all		Pariod Reg	in:05/11/20	12 P	eriod En	e 18/11/20	12
name. Decisione				Fa.	yscale urou	h / Level	10		ray ruin		2012	renou beg	n.05/11/20		enou En	1. 10/11/201	6
Position:				~~~	ara:		10		Commen	Cea: 05/11/	2012						
Employmen	t Status:	FT		Ho	urs:		80.00		A	47	0006872	/	112012		NN		
Cost Centre	ə:	B1952							Compa	any Code	Employee	No. P	ay Period		Payroll A	rea	
		Ordinar	y Hours W	orked / Off	/ Leave	Work	ed Public H	oliday	Overtime/	Recall (Mar	k (0)/(R))	1	Other		A	t Cost Cer	tre
Date	Day of	Start Time	Stop Time	Paid Hours	Unpaid	Start Time	Stop Time	Paid	Start Time	Stop Time	Paid	On Call	Higher	Other	Comp	Cost	Auth-
05/11/2012	Mon	07:30	16:00	8.00	0.50	1		nours			nours	occasions	Duces	Allow.	Code	Cente	oncy
06/11/2012	Tue	PHO	DL#	8.00													
07/11/2012	Wed	07:30	16:00	8.00	0.50	1											
08/11/2012	Thu	07:30	16:00	8.00	0.50												
09/11/2012	Fri	07:00	11:00	4.00													
09/11/2012	Fri	TIL	ieu	4.00	0.50												
10/11/2012	Sat																
11/11/2012	Sun																
[S	UB-TOTAL	40.00		S	UB-TOTAL		S	UB-TOTAL							
12/11/2012	Mon	07:30	16:00	8.00	0.50												
13/11/2012	Tue	07:30	16:00	8.00	0.50												
14/11/2012	Wed	07:30	16:00	8.00	0.50												
15/11/2012	Thu	07:30	16:00	8.00	0.50												
16/11/2012	Fri	07:30	16:00	8.00	0.50												
17/11/2012	Sat																
18/11/2012	Sun																
	F	ORTNIGHT	LY TOTAL	80.00	FC	DRTNIGHT	LY TOTAL		IRTNIGHT	LY TOTAL			Processed	by:			-
Comments	/ Notes								Additio	nal Paymen	ts:						

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.

- ICoster-C	JII - WIICI	JSOIL IIILEII	ter Expi
File Edit	View Fav	vorites Too	ols Help
🗢 Back 👻	ə 🝷 🙆 [2) 🖄 🔍	Search [
Search the V	Web 🛛		
File	View	Roster	He
Home			
Login	-		
Change Pas	ssword .	Wel	come U'U
Logout Ju		You	have 1 n
	the second second second second second second second second second second second second second second second se		

Additional Information:

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

Email <u>NH.RosterOnSupport@nh.org.au</u>