RAPID Project Newsletter
Roster & Payroll Interface Design
Volume 6 – July 2016

Project Update

RosterOn has now been implemented in the pilot group and most of Groups 1 and 2. Over 20% of the BHS workforce is now being rostered and/or paid via RosterOn. ICU, Supply and most of Junior Medical Workforce have gone live in the last couple of weeks and Catering & Subacute Inpatients have either started rostering or are in the process of building their rosters with a plan to go live in the next few weeks.

The **implementation schedule** is available on the project webpage which can be accessed from the Rostering Project quick link key on the BHS Intranet home page or via **http://bhsnet/rostering-project.**

Finger Swiping Devices

All of our **finger swiping devices** have been installed across BHS, although some devices in the off-site facilities are still being configured.

If you've been enrolled, but having issues with swiping please contact the project team for assistance.

Just a reminder that RosterOn will <u>not</u> automatically dock staff pay based on swipe data. Current work arrangements will remain in place.

Group 3 Started Implementation

The following departments and wards will be implementing RosterOn over the next couple of months:

- Emergency Department
- Wendouree Residential Facility
- Hailey House Residential Facility
- Subacute Inpatients
- 4 South and 3 North
- Eureka Linen
- Engineering

Staff in these areas will receive green time sheets in the coming weeks.
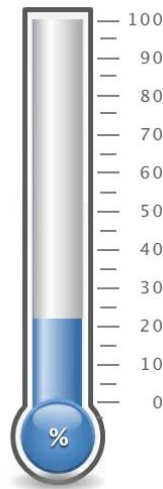
RosterOn Employee Benefits

- Eliminates manual time sheets, adjustment sheets, sick leave and annual leave forms (except projected roster). Overtime forms are still required in most areas.
- Enables easy access to rosters and requests via Smartphones and from home computers.
- Applies consistent interpretation of award rules ensuring pays are calculated accurately.
- Provides a single rostering system with integrated SMS shift fill functionality.

Frequently Asked Questions Number 4 & 5

Q: How do I apply for annual leave?

A: Annual leave requests will be submitted and approved on RosterOn via the Individual Requests function. Staff & managers can see what leave requests have been submitted and/or approved. Leave can be applied for in advance as it is now. All staff will receive training for this process. Leave forms are still required for projected roster leave requests.

Q: How do I submit my availability/unavailability?

A: Availability/unavailability is submitted on RosterOn via the Individual Requests function and staff can allocate priorities for their requests.

Project Team

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Contact us if you'd like to discuss the project or to schedule a staff briefing session.