

RAPID Project Newsletter

Roster & Payroll Interface Design

Volume 1 May 2015



Project Update

The RAPID Project (Roster & Payroll Interface Design) has now commenced. Over the past few weeks the focus has been on the implementation planning study (IPS) which has involved a number of departmental workshops. The workshops have highlighted the many complexities and challenges of rostering across BHS. Thank you to everyone who took the time to participate. If you currently manage a roster and haven't been contacted to participate in a workshop, please let us know so we can catch up and discuss the rostering requirements for

Implementation

A project schedule is being developed in consultation with managers, with a full implementation expected to take approximately 18 months. The project team will work with each area to build a roster based on their requirements and will facilitate testing prior to go-live. A training program will be developed for each area depending on their staff needs.

Electronic Time Capture

Time sheets will be replaced by electronic time capture (finger scanning), simplifying the process for managers when authorising payments for shifts. Start and finish times will be electronically matched to rosters. Variances will be electronically highlighted then managed and approved within RosterOn. It should be noted the time capture & authorisation 'principal' remain the same; however RosterOn now delivers greater efficiency and accuracy throughout the process.



Who is Allocate?

Allocate Software is a leading provider of workforce software, including RosterOn, which was developed in Australia as a rostering, labour management and time & attendance solution. Allocate has significant experience in major metropolitan and regional hospitals around Australia, including many in Victoria. Further details are available via their website <http://www.allocatesoftware.com/>.

What is RosterOn?

RosterOn is a rostering tool that interfaces with our CHRIS21 payroll system and eliminates the need for timesheets, using finger scanning to validate attendance details (see Electronic Time Capture details below). It also provides transparency of award rules, rosters and their associated costs.

RosterOn Benefits

Single, organisational system for rostering

Consistent interpretation of award rules

Access to rosters and requests via Smartphones and from home computers

Improved visibility of rosters

Improved leave management

Improved cost data for roster build

Interface with payroll system
NO TIME SHEETS OR ANNUAL LEAVE FORMS

Project Team

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Project team currently being recruited.

Project Website

In development

RAPID Project

Frequently Asked Questions



Q: What is the RAPID Project?

A: The Roster & Payroll Interface Design project involves implementing a standard staff rostering system across all BHS wards, departments and campuses. The system is called RosterOn and will integrate with our payroll system, eliminating the need for completing and manually coding and entering time sheets.

Q: Why do we need a new rostering system?

A: BHS currently has at least six systems for generating rosters and none of them interface with our payroll system so timesheets have still been required. We're also keen to use a system that has the award rules built into it to make the rules clearer when rosters are developed and to ensure the rules are applied consistently across the organisation. The system will also allow access to rosters from home as well as individual roster details via Smartphone.

Q: When will our area implement RosterOn?

A: A staggered project schedule is being prepared in consultation with managers and the vendor, Allocate. This will be distributed for review in a few weeks. It's expected to take approximately 18 months to implement RosterOn in all areas.

Q: Can I continue to work flexible hours as negotiated with my manager?

A: Yes. The system can be configured to handle flexibility as well as structured shifts. The system doesn't change the working arrangements currently in place.

Q: I work standard Monday – Friday hours. Will I still need to be included on RosterOn?

A: Yes. All staff will need to be included on RosterOn to ensure they get paid. RosterOn can be set up with auto-generated rosters for those working "normal" hours.

Q: Does RosterOn handle on-call and recall payments?

A: Yes. On-call and recall will be included in configuration and training as required.

Q: What is a time capture device?

A: A time capture device is used to replace time sheets, simplifying the process for capturing shift start and end times and for authorising payments for shifts. The devices will be based on a finger scan that creates a set of unique numbers matched to an employee ID.

Q: Is a finger scan different to a finger print?

A: Yes. A finger scan is registered against each staff member to generate a unique algorithm to match them to their employee ID. The finger scan is converted to a series of numbers. It doesn't match their fingerprint and can't be reverse engineered to create a fingerprint.

Q: How will the time capture data be used?

A: The start and finish times will be electronically matched to rosters. Variances will be highlighted then managed and approved within RosterOn.

Q: Can I scan on any time capture device or do I need to use the one closest to my work area?

A: You can swipe on at any device, but it's advisable to swipe close to where you work to increase accuracy.

Q: What will happen if I forget to scan or the device isn't working?

A: If you forget to swipe, a variance will be generated, which managers will need to adjust.

Q: Will staff be paid more if they swipe before their start time or after their finish time?

A: No. Managers will authorise payment based on roster unless overtime or additional hours have been approved.

Q: What happens if I don't work on BHS premises or work from home or attend meetings off premises and don't have access to a time capture device?

A: There are a number of options for staff working off BHS premises all or some of the time. The project team will work with staff to determine the best option depending on their circumstances.

Q: Where will time capture devices be located?

A: The devices will be installed on the wall in various entrances and workspaces across each campus/facility. We are liaising with managers, Engineering and IT to determine the most suitable options in terms of staff access and network connectivity.

Q: Does the system rely on having staff set up on the CHRIS21 payroll system?

A: Yes. We'll be working with HR to look at how we can ensure staff are set up on CHRIS21 for rostering purposes.

Q: How do I apply for annual leave?

A: Annual leave requests will be submitted and approved on RosterOn. Staff and managers can see what leave requests have been submitted and/or approved. Leave can be applied for in advance as it is now.

Q: How do I submit my availability?

A: Availability is submitted on RosterOn in a similar way to annual leave and staff can allocate priorities for their requests.

Q: Can I access RosterOn when I'm not at work?

A: Yes. Staff can access their shifts, request annual leave or submit their availability via a Smart phone or iPad. They can also access the full RosterOn application (based on their security levels) from their home computer.

Q: Can we split cost centres and pay rates for staff and shifts?

A: Yes. RosterOn can handle cost centre and classification splits within shifts or rosters.

Q: Will training be provided?

A: Training will be tailored to the needs of staff and will be offered in a variety of formats – classroom style training sessions, online modules, demonstrations, one-on-one training, etc. The training program will be discussed with each manager during the planning phase for each area.

Q: Can we identify increased grades/in charge rates for specific shifts?

A: Yes. The usual classification can be overridden as required.

Q: Does it include Casual Allocations shifts?

A: Yes. HealthE Workforce will continue to be used until all relevant areas have been moved onto RosterOn. During that time, casual staff will be entered on to the ward rosters manually. Once Casual Allocations is transferred to RosterOn, allocation of casual shifts will be a more automated process.

Q: Do we still need to submit certificates and statutory declarations for sick leave?

A: Yes. Supporting documents will be held by the manager and submitted to Payroll at the end of each pay period.

Q: What happens if a sick leave certificate is provided after the pay period closes?

A: The shift will be submitted as sick leave without certificate and Payroll will make an adjustment once the certificate is produced.

Q: Will maternity leave, study/conference leave and leave without pay be managed on RosterOn?

A: Not at this stage. Due to the approval process and the additional supporting documentation for these leave types they will continue to be managed manually for now.

Q: How are additional shifts authorised and reported on?

A: Managers or their delegates will have access to add shifts and will assign a reason such as increased patient acuity, workload, etc. A report can be generated to identify additional shifts and the reason they were created.