RAPID Project Newsletter
Roster & Payroll Interface Design
Volume 2 July 2015

Project Update

The RAPID **Project Team** has now been established, with **Amy Everard** and **Greg Parker** joining the team. Amy and Greg will be working with each department and ward to implement Roster On and support staff through the change process.

Documentation from the implementation planning workshops has been completed and signed off by BHS and Allocate and the schedule is being finalised and will be distributed to all departments and wards in the coming days. The pilot group will start the implementation process in August and is expected to go live in November.

Electronic Time Capture Devices (Finger Scanners)

The locations for the time capture devices (finger scanners) have been confirmed and will be installed by a cabling contractor over the coming months.

Approximately 55 devices will be installed across the various BHS campuses in locations close to main entrances or high volume work areas.

A4 posters (*as shown on right*) will be placed at the installation locations so staff can familiarise themselves with where the devices will be installed.

COMING SOON

A Rostering Scanning Device will be located here

Have you been paying attention?
See back page for your chance to win movie tickets

Staff Training

RosterOn training sessions will be arranged for all staff in the lead up to implementation in their area so they can learn how to access the system and submit availability and leave requests via PC and/or smart phone.

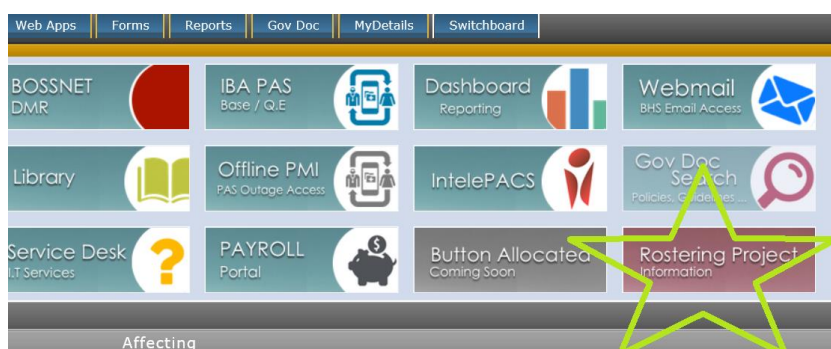Roster managers will also receive training in building and managing their rosters.

General computer skills training sessions will also be arranged for staff who want to develop their skills before they attend RosterOn training. Sessions will be advertised in the next few weeks.

Project Intranet Page

A project page has been set up on the BHS Intranet to provide access to resources throughout the project, including newsletters, schedule, screen shots, training dates, etc.

The page can be accessed via the quick link key from the BHS Intranet home page as shown below, or via http://bhsnet/rostering-project.

Web Apps	Forms	Reports	Gov Doc	MyDetails	Switchboard

BOSSNET DMR

IBA PAS Base / Q.E

Dashboard Reporting

Webmail BHS Email Access

Library

Offline PMI PAS Outage Access

IntelePACS

Gov Doc Search Policies, Guidelines

Service Desk I.T Services

PAYROLL Portal

Button Allocate Coming Soon

Rostering Project Information

Affecting

Project Team

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