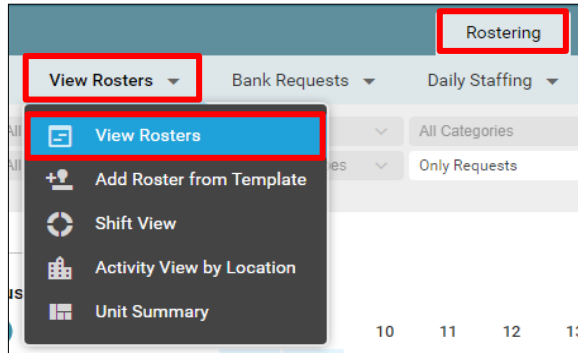


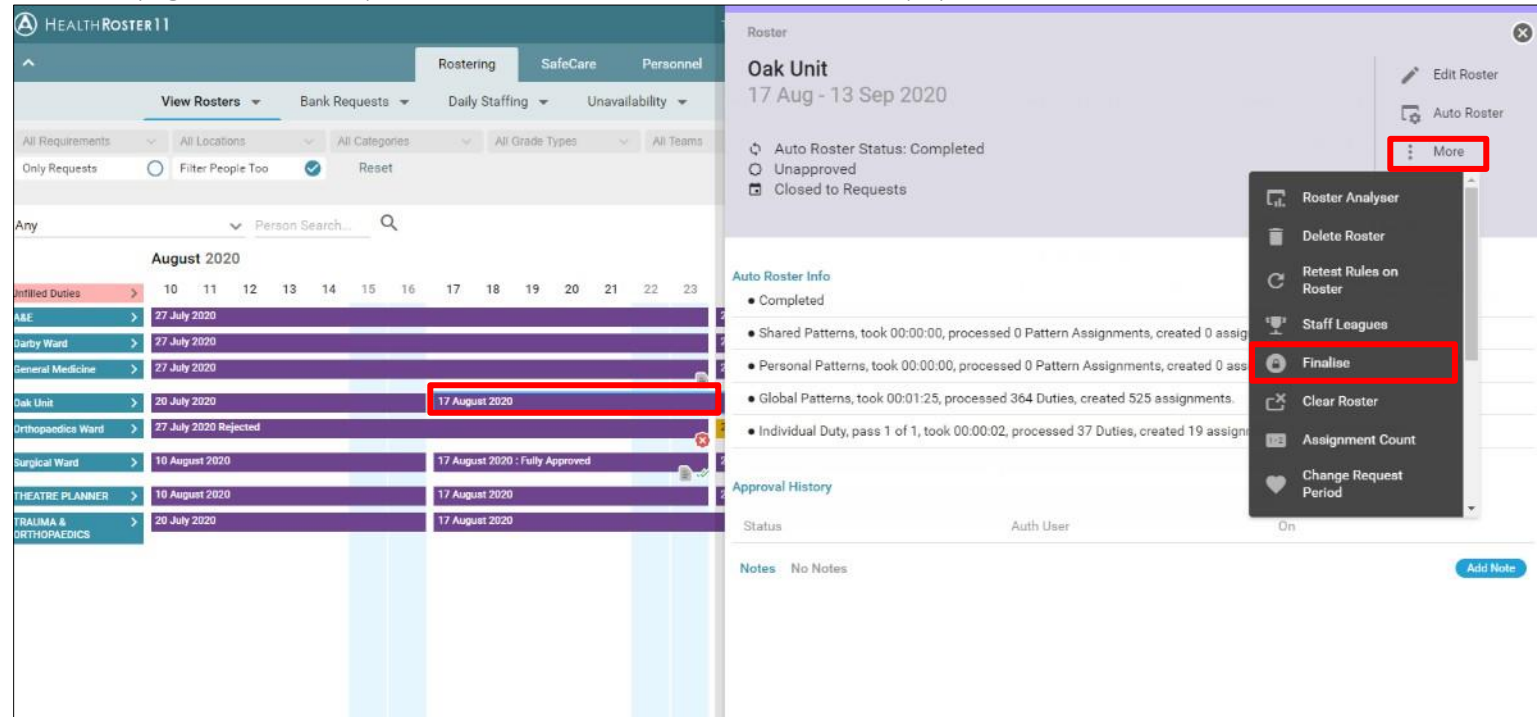
# HealthRoster – Finalise a Roster. How to video: <https://vimeo.com/457817774/e650267d7c>

1  
Select View Rosters



2

Double click/tap the Purple Roster bar to display the Roster Panel. Select More and select Finalise.  
Alternatively right click on the Purple Roster bar and select Finalise from the menu displayed.



# HealthRoster – Finalise a Roster

3  
From the Panel Menu select the date range of duties you would like to finalise (this is set to the month in arrears when the payroll period is due) and the duties you would like to include.

You can also finalise by Team by selecting each team from the drop-down list.

If you select Include All Duties this will finalise all rostered shifts including Bank and Agency shifts (Roster Creator and Roster Approver access only), if you would like to exclude any of the categories you should untick the Include All Duties box and then select the duties you would like to finalise individually

**Finalise**

**Apollo Theatre**

**Finalise Unit**

Team  
-

From \* 01/06/2020 To \* 30/06/2020

- Include All Duties
- Include Substantive Duties
- Include Bank and Agency Duties
- Include Bank Duties
- Include Agency Duties
- Include Attached People

4  
Review the shifts to be finalised and select OK  
The Finalisation Summary provides a breakdown of the type of shifts that will be finalised from the dates selected.

The Unavailabilities to Finalise section provides a breakdown of hours for each unavailability that will be finalised . Users cannot finalise their own hours.

**Finalisation Summary**

**Duties To Finalise**

Public Holidays	0	Nights	0
Saturdays	0	Sundays	0
Call Outs	0	Weekdays	0
On Calls	0		

**Overtime & Call Outs To Finalise**

↑ Hours

**Unavailabilities To Finalise**

Annual Leave	0 (0 hrs)	Sickness	0 (0 hrs)
Study Leave	0 (0 hrs)	Other	0 (0 hrs)

Cancel OK

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5. Select the check box next to the Finalisation Disclaimer and select ok to confirm you have the authority to finalise the shifts and then select OK.

**Finalisation Disclaimer**

I am an authorized signatory for my ward/department. I am signing below to confirm that both the grade and the shift that I am authorizing are accurate and I approve payment. I understand that if I knowingly authorize false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of information from this form to and by the Trust and the NHS Counter Fraud and Security Management Services for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud.

Cancel OK