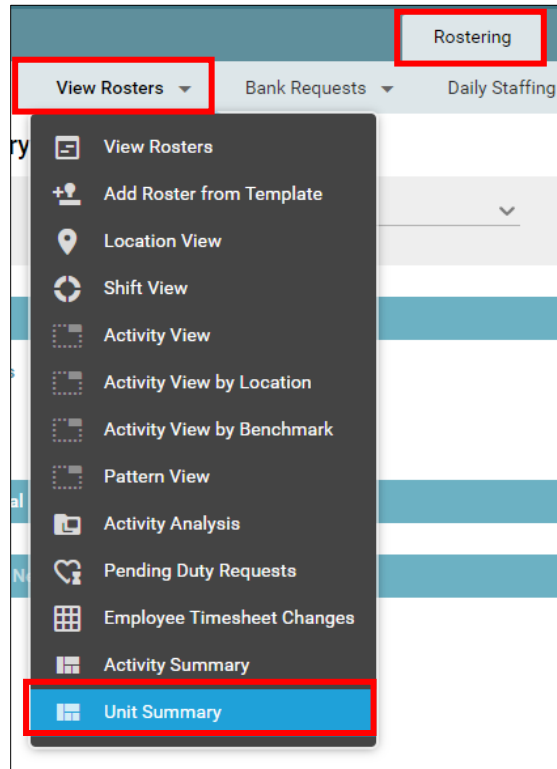


HealthRoster – Unit Summary. How to video: <https://vimeo.com/460143157/817bdf2cb5>

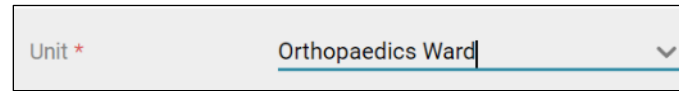
1

Select **Unit Summary**.



2

Choose your **Unit** from the Unit drop-down. Select the Find button or press **Enter**

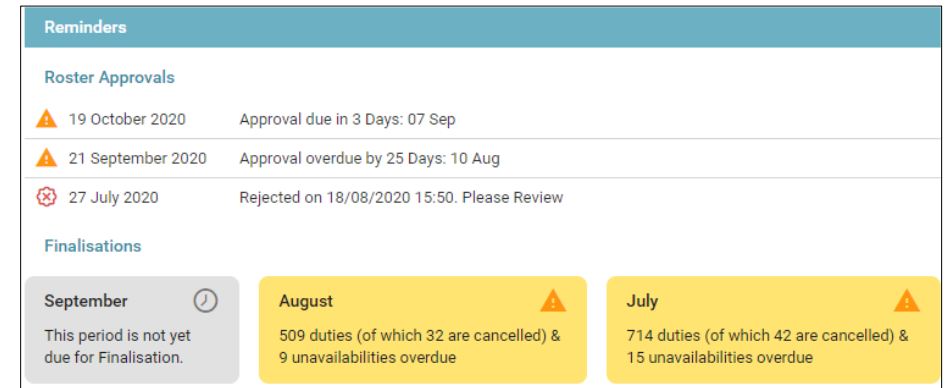


3

The **Reminders** section will prompt you on rostering deadlines for:

- **Roster Approvals** – have you published your recent rosters on time?
- **Finalisation** – have you locked your duties and unavailability for payroll on time?

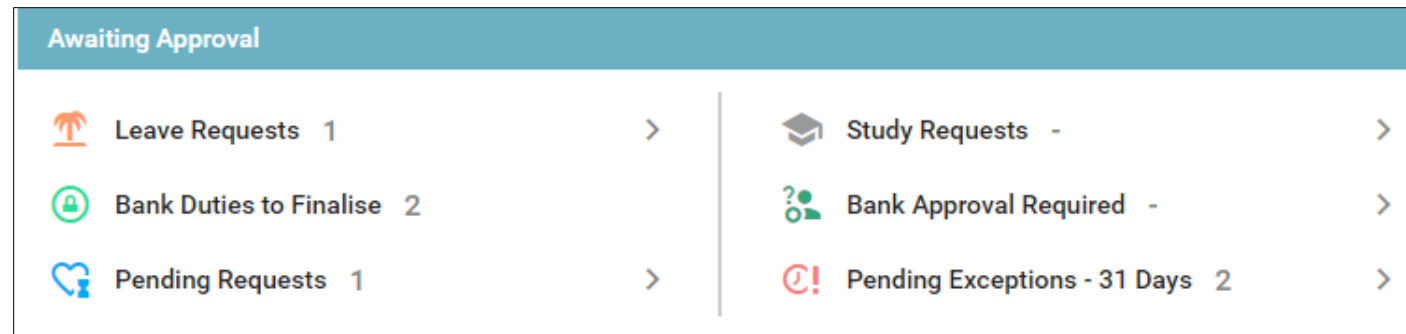
Note: Clicking/tapping on the Approvals or Finalisations navigate to the Roster. Click/tap the Browser back button to return to Unit Summary



4

Awaiting Approval will indicate any outstanding actions that require an approval process in order to be completed

Note: clicking/tapping on the icon of each item will take you to the appropriate approval page to action the outstanding items







HealthRoster – Unit Summary









5 **Staff Changes** will highlight any staff joiners/leavers/transfers within the next 7 days from the current date, along with any staff birthdays

Staff Changes Next 7 Days			
	Earleen Keasler	Birthday	Fri 04 Sep 2020 -
	Wonda Caporali	Leaver	Tue 08 Sep 2020 -
	Inocencia Tisor	Birthday	Fri 11 Sep 2020 A&C

7 **Expiring Items** will identify whether there are any key staff checks/skills/training/registrations that are due for renewal or will expire in the next 28 days from the current date
Note: Click/tap on the expiring item and it will navigate to Personnel/ Expiring Items. Select Find to view the staff.

Expiring Items Next 28 Days			
	Police Checks -	>	 Training Compliance Shortfalls 131 >
	Skills -	>	 Prof Registrations - >

6 **Roster Problems** will provide a duty assessment, determining how many unfilled duties are remaining and whether all Take Charge skills and duties with skills requirements are adequately covered
Note: Click/tap on the day and it will navigate to Daily Staffing to display Shortfalls, Study/Working Days and Assignments

Roster Problems Next 7 Days			
Day ↑	Unfilled ...	Missing ...	Missing Skills
 Fri 04 Sep 2020	-	-	-
 Sat 05 Sep 2020	-	-	-
 Sun 06 Sep 2020	-	-	-
 Mon 07 Sep 2020	11	1	1
 Tue 08 Sep 2020	15	2	-
 Wed 09 Sep 2020	13	3	1
 Thu 10 Sep 2020	17	3	-
 Fri 11 Sep 2020	13	2	1

8 **Incoming Staff** will provide a quick reference point to identify any staff that are due to arrive on shift within the next 12 hours from the current day and time.

Incoming Staff Next 12 Hours				
Person ↑	Shift	Starting	Grade	Location
 Bertie Thompon	Night (N)	19:30	Band 3 HCA	-
 Damion Brettschneide	Night (N)	19:30	Band 5 RN	-
 Tamica Keasler	Night (N)	19:30	Administration Manager	-