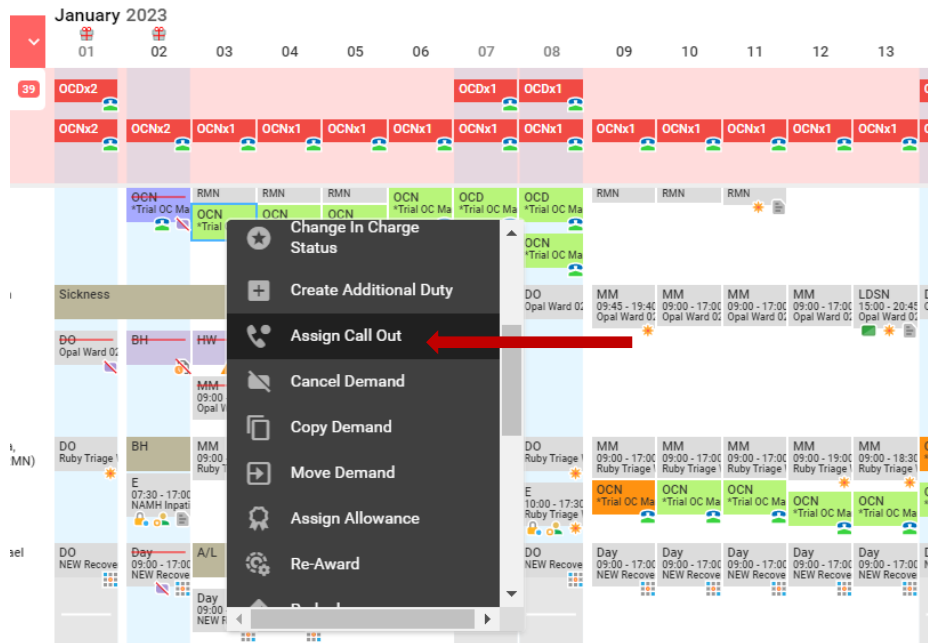


Assign Multiple Call Outs

The Assign Call Out form allows you to add up to ten call outs.

1. Navigate to Rostering > View Rosters > View Rosters> find the person and dates you want to assign call out for
2. Locate Right click on the appropriate OC shift and select Assign call out



3. Assign Call Outs form will open

Entry	Call Out Rate	Start	Hours	Reason
Entry 1	Any	00:00	00:00	-
Entry 2	Any	00:00	00:00	-
Entry 3	Any	00:00	00:00	-
Entry 4	Any	00:00	00:00	-
Entry 5	Any	00:00	00:00	-
Entry 6	Any	00:00	00:00	-
Entry 7	Any	00:00	00:00	-
Entry 8	Any	00:00	00:00	-

Buttons: Cancel, OK

Show all

4. Fill in the fields in the Assign Call Out form.

- Work completed **Onsite** needs to be recorded for a minimum of 2 hours
- Work completed on an **IT system** needs to be recorded for a minimum of 2 hours
- Work completed on **Telephone calls** needs to be recorded for a minimum of 15 minutes

The screenshot shows a web-based form titled "Assign Call Out" with a close button in the top right corner. The form contains ten entries, each with a "Call Out Rate" dropdown menu, an information icon, a "Start" time field, an "Hours" field, and a "Reason" dropdown menu. The entries are as follows:

Entry	Call Out Rate	Start	Hours	Reason
Entry 1	(OC)WKO_Onsite/IT	18:00	02:00	Onsite(CO)
Entry 2	(OC)WKO_Onsite/IT	21:00	02:00	TeamsCall(CO)
Entry 3	(OC)WKO_Tel	07:00	00:15	Telephone(CO)
Entry 4	Any	00:00	00:00	-
Entry 5	Any	00:00	00:00	-
Entry 6	Any	00:00	00:00	-
Entry 7	Any	00:00	00:00	-
Entry 8	Any	00:00	00:00	-
Entry 9	Any	00:00	00:00	-
Entry 10				

At the bottom right of the form, there are two buttons: "Cancel" and "OK".

- Click OK to save the changes.
- You can verify the timesheet breakdown on each shift once finalised.

The screenshot shows a software interface with four tabs: Summary, Duty Details, Timesheet, and Audit Trail. The 'Timesheet' tab is active. Below the tabs, there are fields for 'Pay Grade' (Band 8B RN) and 'Pay Scale Point' (GS 2 (-)).

Timesheets

Timesheet Breakdown

Pay Code	Pay Time	Award Rule Code	Award Rule	Start - End	Work Time	Earn
(OC)Day	16:00	(OC)Day	Week Day On Call	17:00 - 09:00	00:00	-
(OC)WKO	02:00	(OC)WKO	Standard Call Out	20:00 - 22:00	00:00	03:00
(OC)WKO	03:00	(OC)WKO	Standard Call Out	03:00 - 06:00	00:00	04:30

Rest Breakdown

Award Rule Cod	Award Rule	Start - End	Rest time
Rest	Rest	17:00 - 20:00	03:00
Rest	Rest	22:00 - 03:00	05:00
Rest	Rest	06:00 - 09:00	03:00

Swap On-Call shifts :

- Press and hold the 'Ctrl' button and select the shifts that staff have agreed to swap.
- Right click on one of the highlighted shifts

The screenshot shows a rostering software interface with a 'Training Roster' view. The roster is displayed for days 25 to 05. A context menu is open over a shift, listing the following options:

- Cancel Demand
- Assign Allowance
- Change Assignment Reason
- Send Notification
- Retest Rules
- Add Notes
- Change Location
- Swap Duties

The roster includes staff such as Housekeeper-HCA, Matron, Students-Students, Matron-OC Shifts, HCA testmartin, HCA Zidane, HCA Carlos, HCA Cruyff, HCA Ferguson, and HCA Mourimho. The 'Swap Duties' option is highlighted in the context menu.

- Select the 'Swap Duties' option from the list and the shifts will be swapped between the staff members. You can swap one shift at a time:

Training Roster	25	26	27	28	29	30	31	01
Housekeeper-HCA (6)		OCx1	OCx1		OCx1	OCx1	OCx1	OCx1
CNM (20)								
Matron (9)	0	DO	DO	DO	DO	DO	DO	DO
Students-Students (0)								
Matron-OC Shifts (0)								
HCA testmartin, testeri (Band 4 HCA)	L	L	L	L	DO	DO	DO	L
HCA Zidane, Zinedine (Band 4 HCA)								BH
HCA Carlos, Roberto (Band 3 HCA)	E	E	E	E	E	DO	DO	E
HCA Cruyff, Johan (Band 3 HCA)	E	E	E	L	L	DO	DO	E
HCA Ferguson, Alex (Band 3 HCA)				OC Team: Matro	BH	DO	DO	BH
HCA Mourinho, Jose (Band 3 HCA)		DO	DO	DO		DO	DO	BH
New Staff								
Pharmacist Flower, Pretty (Band 5 Pharmacist)					OC Team: Matro	BH	DO	DO