



HealthRoster EmployeeOnline

Everything, every time, everywhere. HealthRoster Employee Online (EOL) is a one-stop shop to manage an individual's working life – be it looking at their roster, checking or booking leave, managing timesheets, self booking bank shifts or checking HR information.

Our 'one screen, one click' approach ensures that this application is designed to be as simple and as easy to use as possible, by all users. This empowers individuals to monitor and manage their working life, it also saves managers time by enabling staff and eliminating manager administration.

Key benefits

- Delegates responsibility from the manager and empowers the individual, for example self booking bank shifts
- Streamlines processes by devolving actions to individual staff members
- Simple and easy to use tool to enable staff of all IT levels to quickly and easily manage their working life
- Improves annual leave management
- Improves shift allocation and maximises availability of substantive staff
- Saves managers time updating, informing and managing working lives of staff on their behalf

If used with Allocate's e-Expenses application staff can enter, review and track the progress of their expense claims as well.

Through the solution, individuals can easily control the number of requests for shifts/ days off placed in each roster period. The league tables within the system relating to the more contentious leave periods -such as Christmas, Easter and Bank Holidays.- ensure that work rosters are constructed in a fairer and more equitable manner.

"We love EOL (Employee OnLine) – it has ended the previous poor rostering practice and inequality of shift allocation. Staff view it as a much fairer system and like that shifts are now allocated impartially."

Pat Hanson, Ward Manager, Hertfordshire Partnership

"The fact that staff can look through their own Employee OnLine account and see what has been sent to payroll and compare that with their payslips has had major impact on staff and the way they work, and the fact that they have that visibility now - it has been fantastic."

Jo Booth, e-Rostering Administrator, NHS Isle of Wight.

HealthRoster Employee Online Background

One of the biggest benefits of HealthRoster is the empowerment it gives to management through access to information. Through EOL this empowerment is passed to the staff.

EOL enables staff members to view all aspects of their roster in the past, present and as far into the future as the rosters have been published. This includes annual leave, enhanced hours, training days, skills and certificates and their pay records before they receive paper pay slips from payroll. EOL also allows users to request duties and time off for future off duties, submit their timesheets online and log their bank availability.

Key Capabilities

EOL covers all departments and functional elements of an individual's working life. Designed as a one-stop-shop for staff it can be accessed while working at the Trust or at home to enable staff to manage their working lives wherever, whenever.

For rostering

- Staff can request leave, as well as see the balance and approval status
- Ensures compliance with Trust policies
- Staff can only book shifts during a period of time that a manager has opened for requests
- The requests are passed through a set of rules stipulated for the unit and/or Trust; this will test for EWTD compliance and flag as a warning or violation respectively
- Available shifts are driven directly from the rosters demand; this ensures requests are kept within appropriate department/ward/team demand

For Bank

- Ability for staff to post their Bank availability
- Ability to request Bank shifts
- Ability to confirm or decline suggested Bank booking

For Timesheets

- Staff are able to complete and submit their timesheets online
- Staff can view their pay and enhancements before they get paid
- HR details are stored within the system, with automated flagging training requirements/skill competency renewals

For expenses

- Staff can view status and submit their expenses for payment

Going mobile

- The EmployeeOnline Mobile module provides staff with access to their rosters, leave and study Information on the move, providing iPhone, Android and Blackberry optimised views
- EOL can also be accessed from home

Key Benefits

Increased staff satisfaction

- Devolves responsibility and empowers the individual to manage his/her working life through one simple application – such as seeing when they are going to work, submitting requests for other shifts, booking annual leave, see what's going to get paid on enhancements, submitting expenses

- Adheres to our 'one screen, one click' methodology thereby enabling staff of all IT levels to quickly and easily view and manage their shifts

Improves HR management:

- Current skills and training qualifications are recorded, and also flagged when they're due for renewal
- Staff can view which courses they're booked on to help minimise missed appointments
- Better planning and home/work balance as staff can see rosters in the future
- Reduction in queries for payroll and matrons due to visibility of historical
- Contract information can be monitored and kept fully up-to-date

Improved annual leave management:

- Gives better visibility of annual leave and encourages managers to spread their team's annual leave across the year
- Shows the individual how much annual leave they have used per period thus encouraging them to spread holiday requests

Time Savings:

- Saves the roster creator time in terms of managing requests and bank shifts
- Saves managers time as they no longer need to continually update, inform and manage each individual's working life

A better service delivered:

- More vacant duties are filled by substantive staff
- Greater visibility of staff to maximise safety and as well as equitability
- Improved shift allocation maximising the availability of substantive staff

