



PRIVATE AND CONFIDENTIAL

8 March 2018

Dr Tom Karplus
Secretary
Australian Salaried Medical Officers' Federation NSW (ASMOF)
Locked Mail Bag 13
GLEBE NSW 2037

Attention: Kerrie Seymour, Organiser via email (kerries@asmof.org.au)

Dear Dr Karplus

Re: HealthRoster Pay Period Confirmation (PPC)

As you are aware Hunter New England Local Health District (Health District) in partnership with eHealth are in the process of transitioning to HealthRoster, the new state-wide rostering system. You may be aware that over 102,000 staff are currently being paid via HealthRoster. The Health District are excited to advise that the HealthRoster rollout will include the implementation of HealthRoster's Pay Period Confirmation functionality. The implementation of Pay Period Confirmation (PPC) will commence with the HealthRoster Go Live in late April 2018.

The HealthRoster PPC is an extremely beneficial tool for employees and managers. It allows staff to confirm their roster is accurate and feedback any discrepancy for management to action prior to their roster being finalised and submitted for processing. PPC assists with ensuring staff are paid correctly the first time and every time.

In addition to assisting in ensuring staff are paid correctly and on time, every time, further benefits of Pay Period Confirmation are:

- PPC will replace the need for timesheets (paper and electronic) for almost all staff and services, making the process simpler, less time consuming and more accurate for staff and management.
- PPC can be accessed from any device, anytime and anywhere where internet connection and a compatible browser is available.
- PPC is accessible to all employees via HealthRoster Employee Online (an employee self-service function) using StaffLink login details.

Hunter New England Local Health District
ABN: 63 598 010 203

Human Resources Corporate
PO Box 21, Waratah NSW 2298
Telephone (02) 4985 3407 Facsimile (02) 4985 3280
Email HRCorporate@hnehealth.nsw.gov.au

Additional communication and information regarding Pay Period Confirmation will be provided to staff as the HealthRoster rollout progresses. Rostering Support and Human Resources staff will continue to be available to assist staff with the new system as required.

Attached for your information is the Pay Period Confirmation Fact Sheet developed by the Health Districts HealthRoster Project team in conjunction with eHealth.

Your review of the document is appreciated and any feedback on the implementation should be provided directly to Mr Kevin O'Malley, Human Resources Manager Corporate via email at Kevin.O'Malley@hnehealth.nsw.gov.au by 16 March 2018. Alternatively, Kevin can be contacted on 4985 3282.

Yours sincerely



Kim Nguyen
Executive Director Workforce and Allied Health
Hunter New England Local Health District

Encl:

cc: Mr Kevin O'Malley

Pay Period Confirmation

Pay Period Confirmation (PPC) is a HealthRoster functionality within Employee Online (EOL). PPC allows staff to confirm their roster accurately reflects the work performed within a pay period, or feedback any discrepancy to management for action prior to the roster being finalised and submitted for processing to pay.

- PPC will generally replace timesheets (paper and electronic) for staff who are rostered on HealthRoster, and will assist in ensuring staff are paid correctly and on time.
- PPC is accessible to all employees via HealthRoster EOL using StaffLink login details. The system can be accessed anytime and anywhere internet connection is available, on any device.
- PPC is mandatory for all staff effective from the time of transition to HealthRoster.
- Compliance will be audited by the Health District.

Employee Accountability

PPC is of major benefit to employees. It is important that employees check their roster within EOL to ensure they are paid correctly the first time, every time.

While staff can confirm their roster multiple times within their pay period in PPC, Employees must confirm their roster by the Thursday before the end of the pay period.

Part time employees and staff that work on weekends need to also confirm their roster in PPC.

Selecting 'Agree' in PPC confirms the roster is a true representation of the employees work, leave and allowances etc. for the pay period.

Selecting 'Disagree' indicates an employee disagrees with the roster for the pay period, and indicates they feel an error is present where the roster entered doesn't accurately reflect the work performed. Where an employee 'Disagrees' with a roster, a note briefly explaining the discrepancy is required. Management will review the discrepancy and take the required action.

An employee is able to change their agreeance at any time during the pay cycle.

Where an employee fails to confirm their roster by the deadline, an email will be sent from management requesting PPC completion by the employee as a matter of urgency.

Repeated failure to comply with PPC accountabilities will result in corrective counselling.

Roster Manager Accountability

Roster Managers are accountable for ensuring all employees have an accurate roster for each pay period. PPC assists managers to ensure robust rostering practices are implemented to minimise roster errors/adjustments by identifying any possible errors prior to roster finalisation.

Approving and publishing a roster in HealthRoster (at least two weeks before the start of the pay period) ensures compliance with award conditions.

Rosters should be finalised on a daily basis. This will ensure the roster is maintained to reflect daily staffing occurrences, and ensure employees are viewing current information through EOL. Finalising the roster daily will also assist with the management of PPC as it will limit the number of employee 'Disagrees' received, and therefore, minimises the likely roster changes required at any one time.

The PPC report (located in the Payroll menu in HealthRoster) identifies employees who have agreed, disagreed or not yet confirmed their roster.

No action is required to be taken for employees that have agreed with their roster. If an employee 'Disagrees' with their roster, the manager will review the notes regarding the discrepancy. If the manager agrees with the discrepancy, the required changes must be made in HealthRoster. If the manager disagrees with the discrepancy, they will talk to/advise the employee regarding the same.

If an employee does not confirm their roster by the deadline (every Thursday), the manager must send a notification to the employee instructing the employee to complete PPC. The notification can be actioned directly from the 'PPC Exception Report' within HealthRoster. The email should be sent to the employee every Thursday to allow the manager time to finalise the roster each Friday.

Roster Errors Identified After Pay Processing

In the first instance, employees should contact their manager if they consider their pay to be incorrect.

If management agrees an employees pay is incorrect, adjustment/s may be treated as a priority pay if the employee and manager fulfilled their accountabilities regarding PPC for that pay period. Normal processes will be followed in this regard.

Where an employee or manager failed to fulfil their PPC accountabilities, the retrospective adjustment/s will be treated as a non-priority, where changes will be sent to HealthShare for processing with the next available pay (exceptional circumstances may be considered).

Enquiries

Rostering Support Team
Phone: 498 50600 Ext: 50600
RosteringSysSupport@hnehealth.nsw.gov.au

Further Information

HealthRoster Videos

[Pay Period Confirmation for Employees](#)

[Pay Period Confirmation for Managers](#)

HealthRoster Quick Reference Guides

Pay Period Confirmation Exceptions [\(to be hyperlinked\)](#)

Pay Period Confirmation Report [\(to be hyperlinked\)](#)

How to save the EOL link to your phone [\(to be hyperlinked\)](#)

HealthRoster online Modules

HealthRoster Roster Management:
Fundamentals Module

HealthRoster Employee Online (EOL) View
Only

Human Resources

Human Resources – Greater Metropolitan
Health Service and Children Young People &
Families Services
HNELHD-HRMetro@hnehealth.nsw.gov.au

Human Resources – Rural & Regional Health
Services
HNELHD-HRRural@hnehealth.nsw.gov.au

Human Resources - Corporate
[HNELHD-
HRCorporate@hnehealth.nsw.gov.au](mailto:HNELHD-HRCorporate@hnehealth.nsw.gov.au)

Human Resources – Mental Health Services
HNELHD-HRMHS@hnehealth.nsw.gov.au