

Roster Warnings

User Guide for Rostering Officers

Version No 1.1
Version Date 24/04/2024



Version Control

This document is subject to change. The latest version of this document is available on the CarelinkPlus page via the Intranet.

Version	Page(s)	Details of Amendment	Date Published	Date of Effect
1.0		<i>Creation</i>	29/02/2023	
1.1		User guide updated to align with CarelinkPlus 22.1.1050	24/04/2024	01/05/2024



Contents Page

Section	Page No.
Purpose	4
Roster Warning Identification	5
Step by Step Instructions	8

Purpose

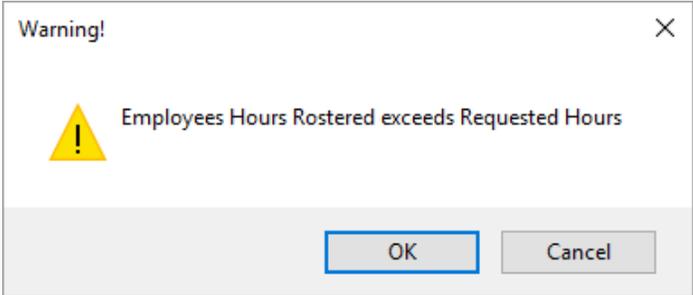
The purpose of this documents is to:

- Identify roster warnings in CarelinkPlus
- Understand what triggers a roster warning to occur
- Learn how to resolve roster warnings when they occur

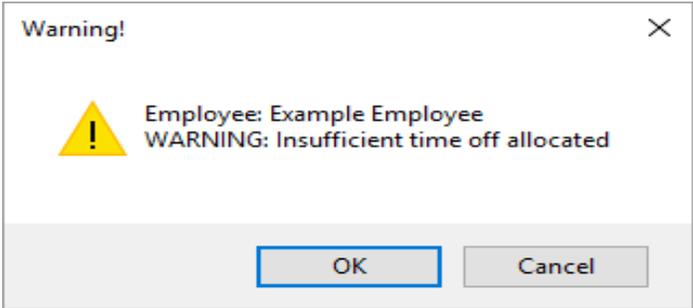


Roster Warnings Identification

There are 8 roster warnings have been implemented in CarelinkPlus to provide user guidance and governance, when rostering support workers into shifts. These include:

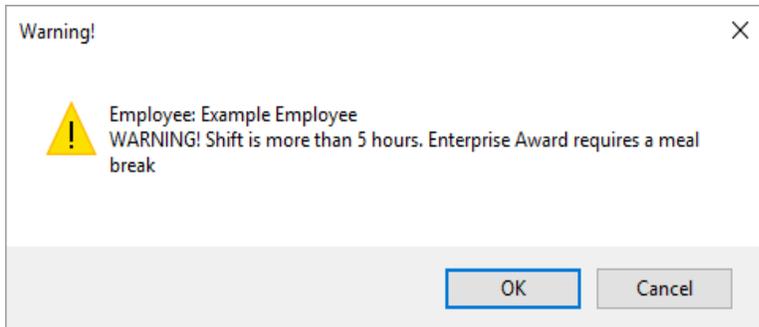


An employee's rostered hours exceeds their requested/contracted hours.
e.g. If an employee has a contract for 50 hours per fortnight and they are rostered for 55 hours, a roster warning will be triggered.

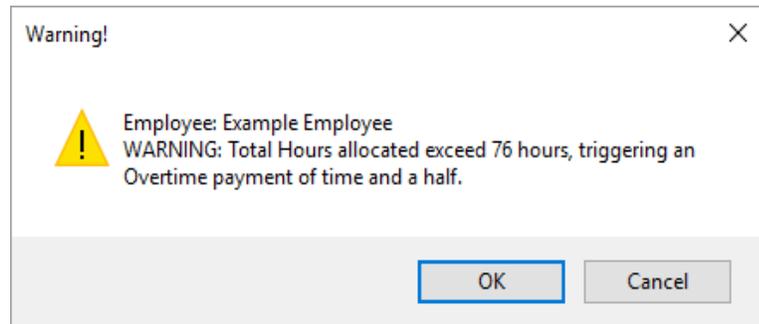


An employee is rostered without sufficient days off. Employees require four-days off per roster fortnight with two of those days being consecutive.
e.g. If an employee is rostered for 11 days in a fortnight, a roster warning will be triggered.

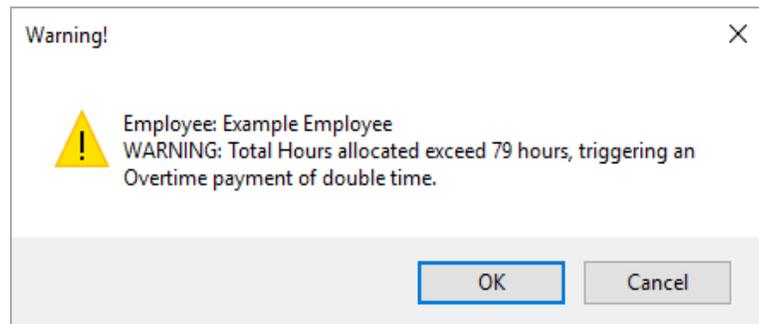




An employee is rostered without a meal break when working more than the minimum set meal break time.
e.g. If an employee is rostered for a shift which has a duration of five hours or more and does not have a meal break rostered, a roster warning will be triggered.

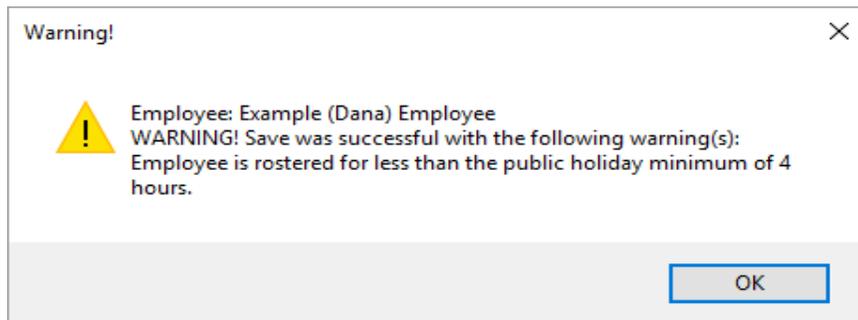


An employee is rostered for more than 76 hours per fortnight triggering overtime payment of time and a half.
E.g. If an employee is rostered to a shift that increases the total actual hours per fortnight beyond 76 hours, a roster warning will be triggered.

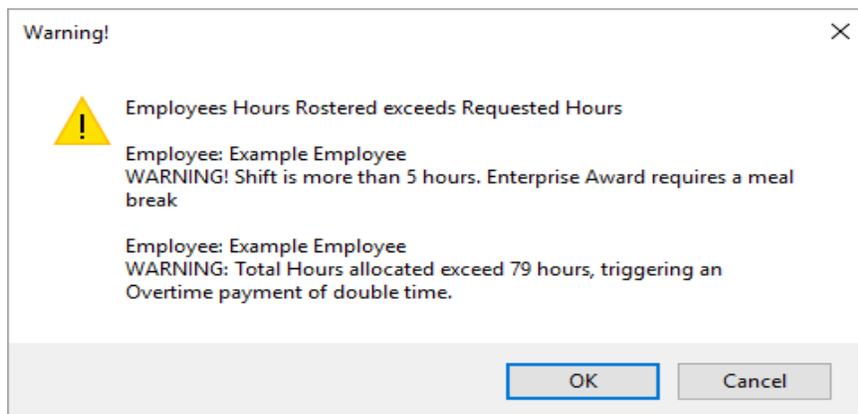


An employee is rostered for more than 79 hours per fortnight triggering overtime payment of double time.
E.g. If an employee is rostered for a shift that increases the total actual hours per fortnight beyond 79 hours, a roster warning will be triggered.





An employee is rostered into a shift on a public holiday that does not meet the minimum duration required for shifts on a public holiday.
e.g. If an employee is rostered for three hours when the minimum is set to four hours, a roster warning will be triggered. No note is required for this warning.



An employee is rostered into a shift that triggers more than one roster warning.
E.g. If an employee is rostered for a shift that is over five hours without a meal break and this shift increases the total actual hours per fortnight beyond 79 hours, the roster warnings will be triggered and be shown in one Warning screen.



One or more shifts generated by editing or creating a roster rule triggers one or more roster warnings.
E.g. One of the shifts generated by the roster rule falls on a public holiday, and the employee is rostered for three hours when the minimum is set to four hours. A generic roster warning will be triggered. No note is required for this warning.



Step by Step Instructions

Step	Instructions
1	Log in to CarelinkPlus using your Endeavour Foundation username and password.
2	In the Start Menu, click on Employees under the Search section.
3	Search for the employee by surname.
4	Click on 'Roster' in the Employee menu.
5	Make change to an existing shift or create a new shift.
6	Click on Save when all shift details have been updated/entered.
7	If the shift breaches one or more roster warnings, the warning will be generated, click on OK to proceed.
8	An exclamation mark will appear on the Save button if you have not entered a note, you cannot proceed with the save until you add in a note.
9	Click on Notes at the top of the roster item box.
10	Add a new shift note with information regarding the approval given for the roster warning triggered. Press Save Note .
11	Select Save .
12	The change will be added to the roster.

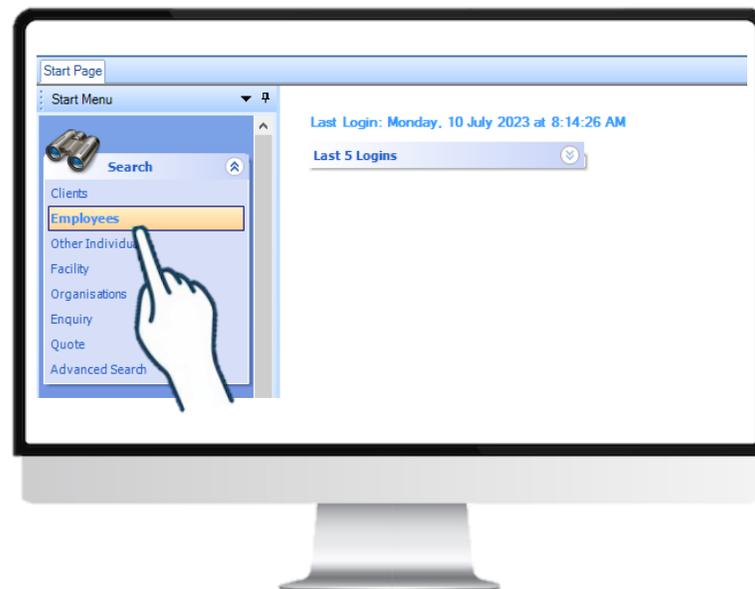
1

Log in to CarelinkPlus using your Endeavour Foundation username and password.



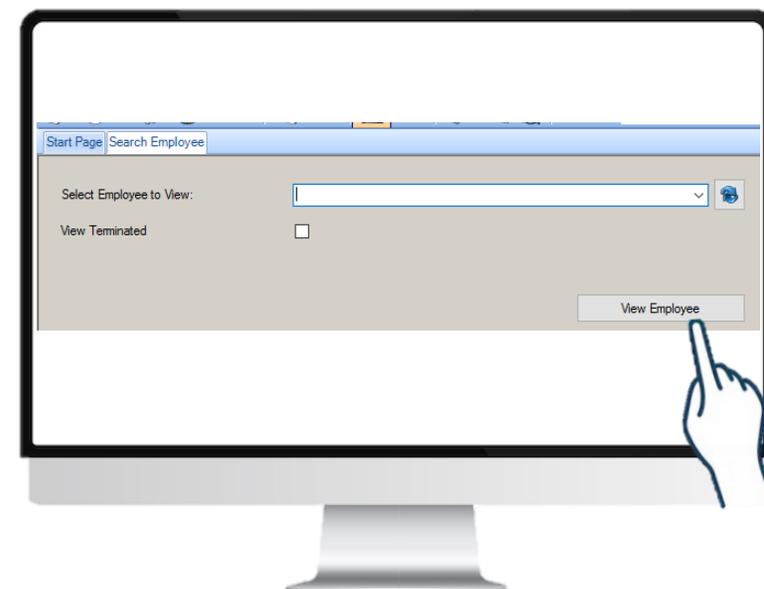
2

In the Start Menu, click on Employees under the Search section.



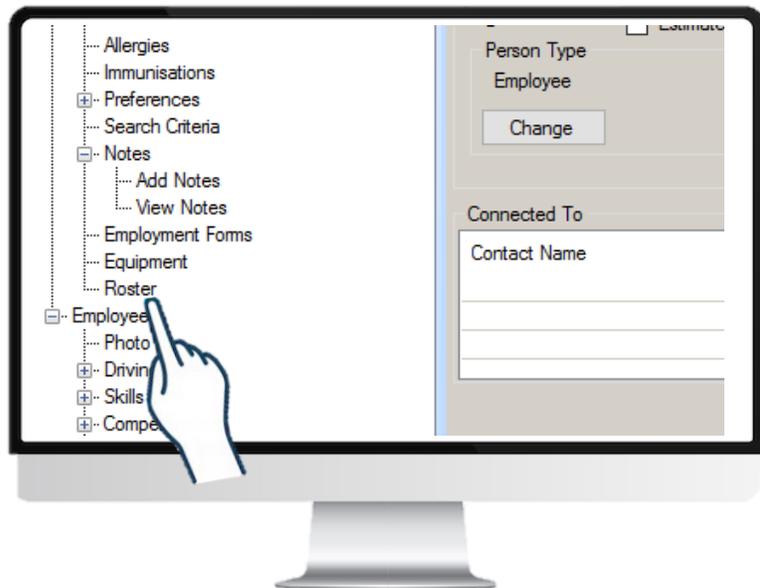
3

Search for the employee by surname.



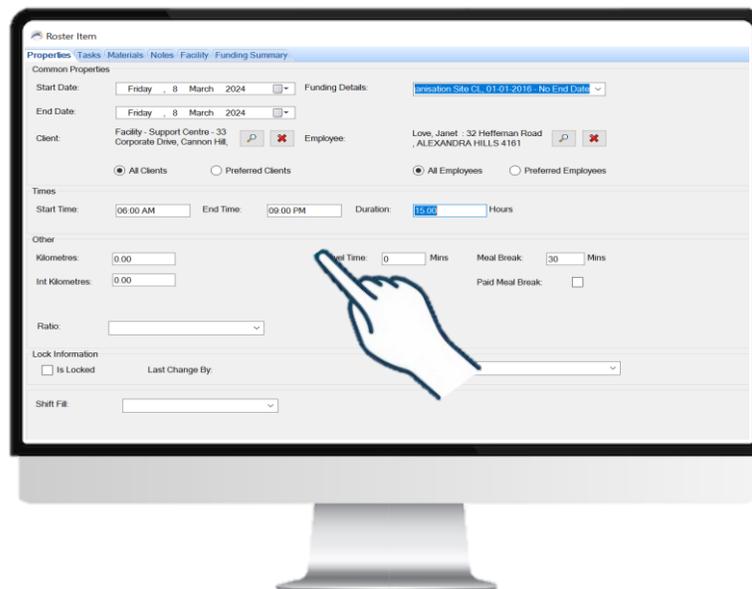
4

Click on **Roster** in the employee menu.



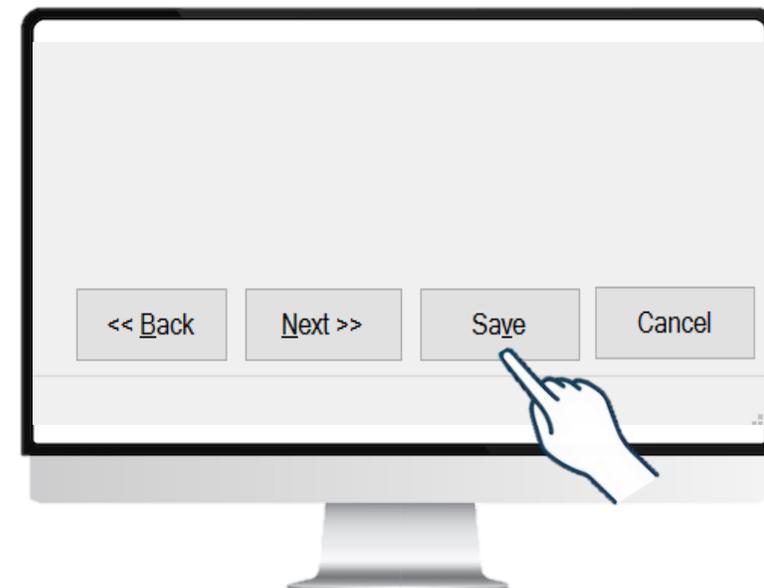
5

Make changes to an existing shift or create a new shift.



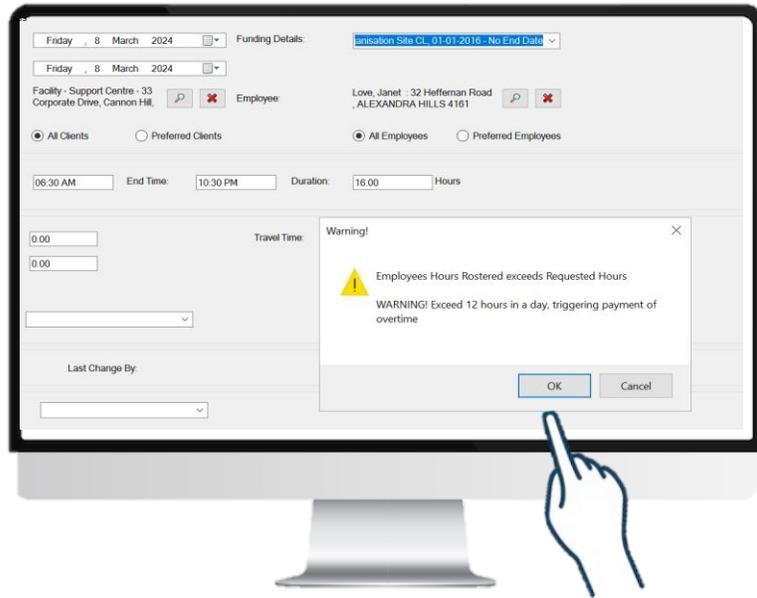
6

Click on save when all shift details have been changed/entered.



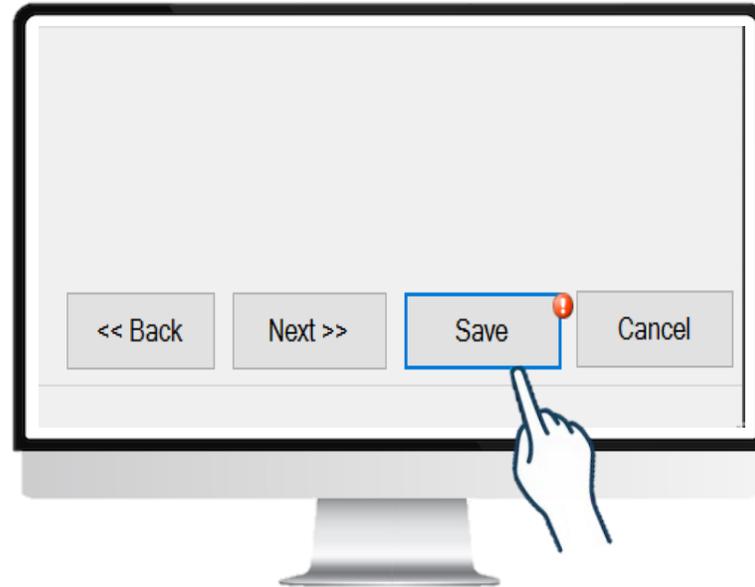
7

If the shift breaches one or more roster warnings, the warning will be generated, click on **OK** to proceed.



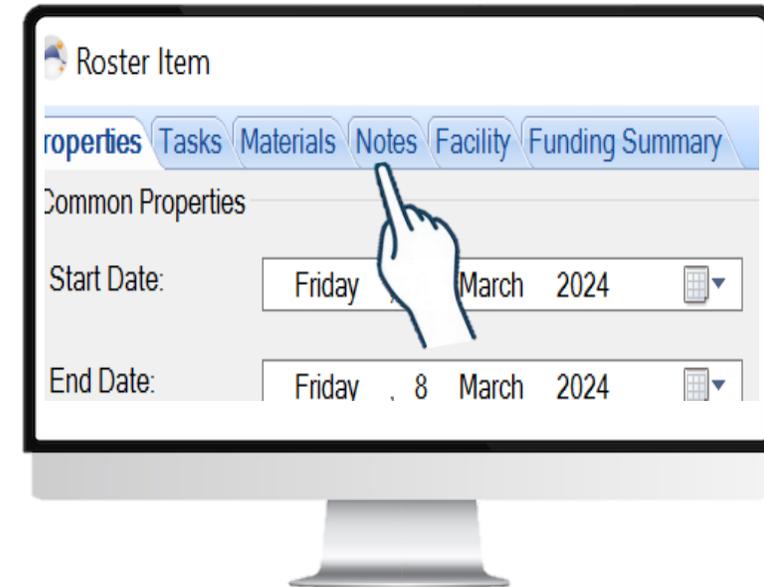
8

An exclamation mark will appear on the **Save** button if you have not entered a note, you cannot proceed with the save until you add in a note.



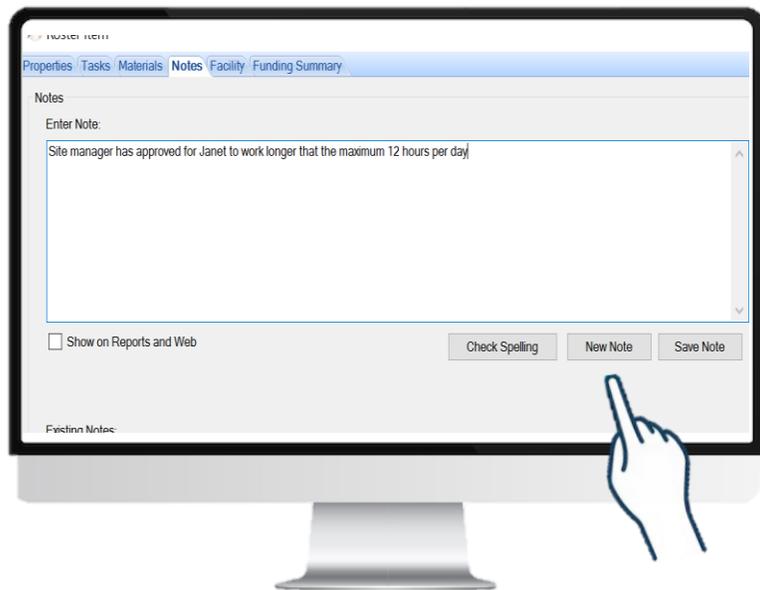
9

Click on **Notes** at the top of the roster item box.



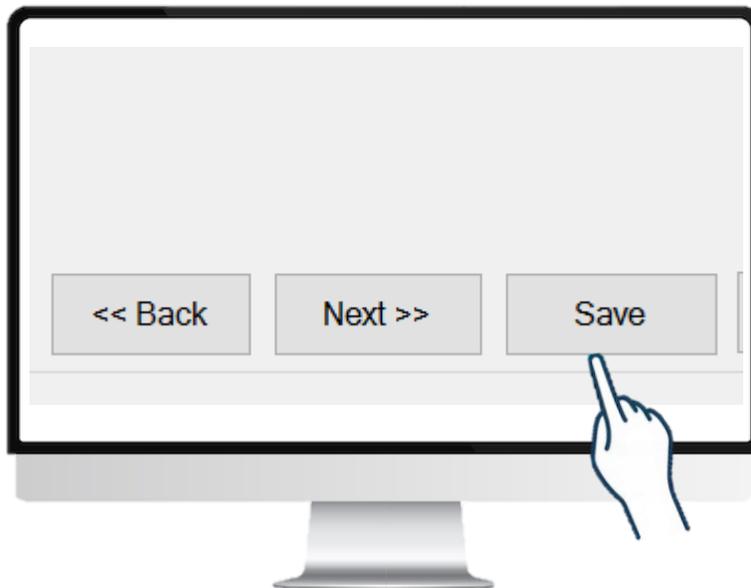
10

Add a new shift note with information regarding the approval given for the roster warning triggered. Press **Save Note**.



11

Select **Save**.



12

The change will be added to the roster.

