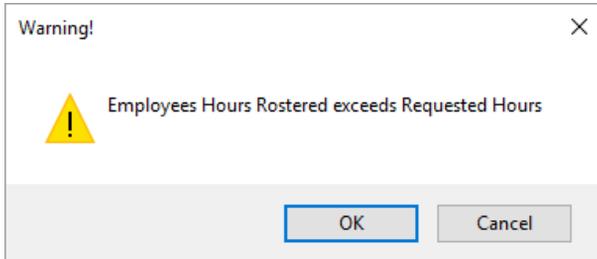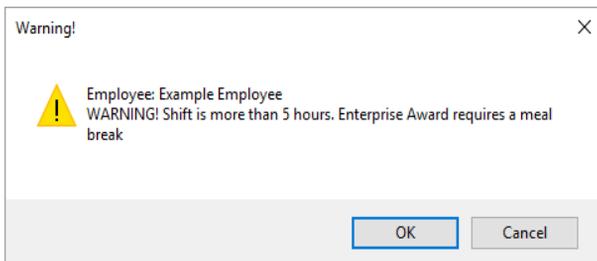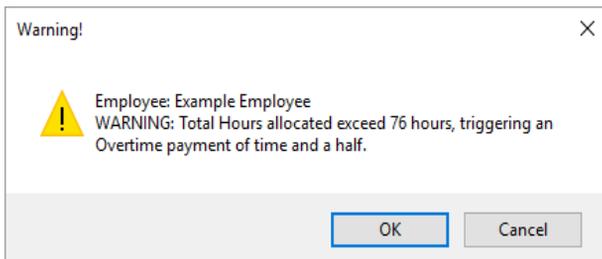# Roster Warnings
User Guide for the Billing Team

Roster warnings have been implemented in CarelinkPlus to provide user guidance and governance, when rostering support workers into shifts. When triggered, the user is required to acknowledge the warning and enter a note to successfully save the shift.

Warning! ✕

⚠ Employees Hours Rostered exceeds Requested Hours
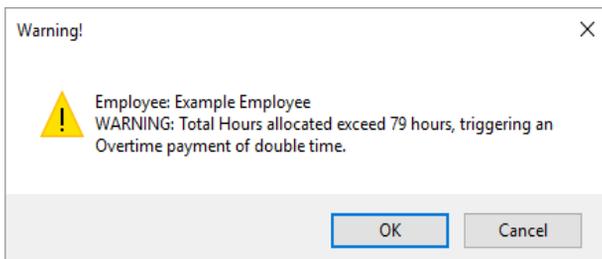
[OK] [Cancel]

An employee's rostered hours exceed 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.

Warning! ✕

⚠ Employee: Example Employee
WARNING! Shift is more than 5 hours. Enterprise Award requires a meal break

[OK] [Cancel]

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.

Warning! ✕

⚠ Employee: Example Employee
WARNING: Total Hours allocated exceed 76 hours, triggering an Overtime payment of time and a half.

[OK] [Cancel]

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.

Warning! ✕

⚠ Employee: Example Employee
WARNING: Total Hours allocated exceed 79 hours, triggering an Overtime payment of double time.
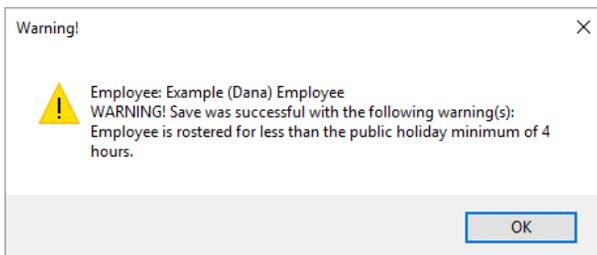
[OK] [Cancel]

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.

Roster Warnings
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Warning! ✕

⚠ Employee: Example Employee
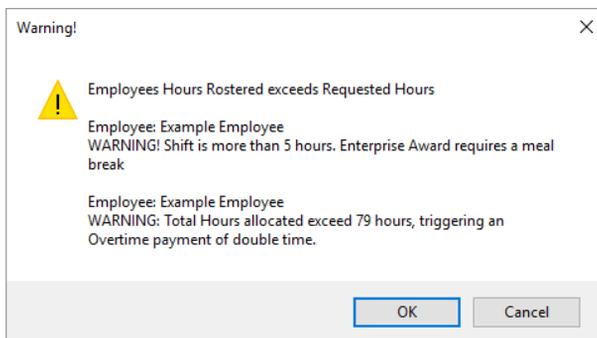WARNING: Insufficient time off allocated

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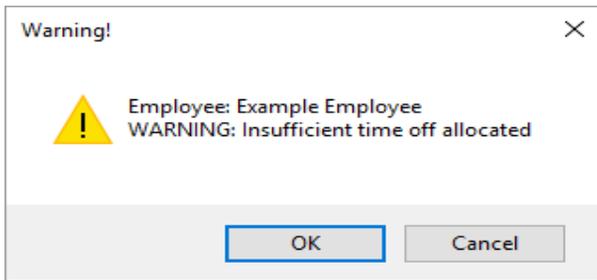
An employee is rostered without sufficient days off. Employees require four days off per roster fortnight with two of those days being consecutive.
E.g. If an employee is rostered for 11 days in a fortnight, a roster warning will be triggered.

Warning! ✕

⚠ Employee: Example (Dana) Employee
WARNING! Save was successful with the following warning(s):
Employee is rostered for less than the public holiday minimum of 4 hours.

[OK]

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.

Warning! ✕

⚠ Employees Hours Rostered exceeds Requested Hours

Employee: Example Employee
WARNING! Shift is more than 5 hours. Enterprise Award requires a meal break

Employee: Example Employee
WARNING: Total Hours allocated exceed 79 hours, triggering an Overtime payment of double time.

[OK] [Cancel]

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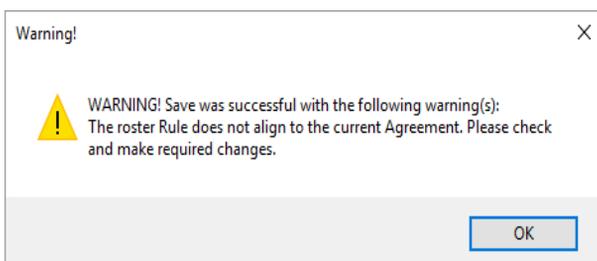
One or more shifts generated by editing or creating a roster rule triggers one or more roster warnings.
E.g. One of the shifts generated by the roster rule falls on a public holiday, and the employee is rostered for three hours when the minimum is set to four hours. A generic roster warning will be triggered.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

Warning! ✕

⚠ WARNING! Save was successful with the following warning(s):
The roster Rule does not align to the current Agreement. Please check and make required changes.

[OK]

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Common Questions

Will a roster warnings be triggered for fictitious employees (i.e. Billing Only)?	If the employee of the shift is fictitious, for example Billing Only, roster warnings will not be triggered.
What do I do if I triggered a roster warning when editing a shift/s as part of a reset?	If you trigger a roster warning as part of a roster transfer, copy the below text to enter as the mandatory note. *Roster warning triggered as part of billing reset; no approval required.*
What happens if I triggered a roster warning when transferring a roster to a new funding detail?	If you trigger a roster warning as part of a roster transfer, copy the below text to enter as the mandatory note. *Roster warning triggered as part of roster transfer; no approval required.*
Will a roster warning be triggered when running a billing roster?	Roster warnings will not be triggered when a shift is approved or unapproved.
Will a roster warning be triggered if I change the flag on a shift?	Roster warnings will not be triggered when changing the flag on a shift.