

# Roster Warnings – Rostering Team

## Frequently Asked Questions

Here are some of the common questions asked about Roster Warnings.

**Will a roster warning stop me adding an employee into a shift?**

All roster warnings will allow for an employee to be added into a shift; however, most warnings will ask you to input a mandatory note.

**What happens when I delete an employee's leave entry?**

If you delete an employee's leave entry and select to restore the shifts, no roster warning will pop up even if one or more of the shifts would trigger a warning. For fatigue management purposes, continue to manually check the employee's roster for any potential breaches.

**What happens if I drag a shift in calendar view to another time or day?**

If the shift would trigger a roster warning at the new time, CarelinkPlus will be unable to save the change. If a shift needs the day or time updated, use the roster properties menu.

**What happens if I did not receive approval for overtime but need to put someone in the shift?**

Most roster warnings will require you to enter a note to be able to allocate a shift to an employee. The note should include an approval if the shift start time is outside of 48 hours. Speak with your leader if an approval is not available.

**Will a roster warning be triggered when allocating a vacancy application?**

CarelinkPlus will pop up with the roster warning/s that were triggered. When you press OK, it will prompt you to enter a roster shift note. Once the note has been entered and you press OK, it will allocate that employee to the shift.

**What should I do if I need support or have questions to ask?**

Speak with your leader, they will be able to provide support and may reach out to the IT service desk should an issue occur.