

Rostering Support Hub

Catalogue Item Updates

#Team
Possible
support hub



Rostering Catalogue Items

<p><u>Client Leave</u> Submit Client Leave if you are a Service Delivery Leader who has a participant with upcoming leave.</p> <p>View Details</p>	<p><u>CPI Rostering Request</u> Form designed to facilitate Billing Team members in submitting changes to customer rosters</p> <p>View Details</p>	<p><u>Irregular Support Request</u> Submit an Irregular Roster Change form if you are a Service Delivery Leader who has a one-off roster change required.</p> <p>View Details</p>
<p><u>L&L Community Roster Cha...</u> Submit L&L Facility Roster Change if you are Community Site Leader.</p> <p>View Details</p>	<p><u>Planned Leave / Secondme...</u> Submit Planned Staff Leave if you are a Service Delivery Leader who has a staff member with upcoming leave.</p> <p>View Details</p>	<p><u>SIL Facility Roster Change</u> Submit a SIL Facility Roster Change if you are a SIL Team Leader</p> <p>View Details</p>
<p><u>Team Connect</u> Submit SW Connect ticket if you are Service Delivery Leader who is planning staff training, meetings or buddy shifts.</p> <p>View Details</p>		

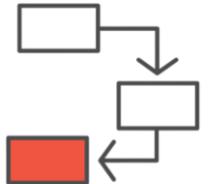
1

Revised catalogue item descriptions



2

Extra fields added to capture information



3

Simplified drop-down menu options



Client Leave

Client Leave



Submit Client Leave if you are a Service Delivery Leader who has a participant with upcoming leave.

The Client Leave form is designed to plan leave for clients. Please ensure that you input the correct leave dates and times, and whether correct notice period has been given. This user-friendly form ensures effective communication and precise information is provided to the Rostering team.

* Indicates required

* Select your region

* Select Client

* Start Date/Time

* End Date/Time

* Leave Reason

* Select date when leave notice was given

Additional information

Submit

Client Leave is designed to plan rostering for when the people we support take leave from their service. Latest updates include:

1

Revised catalogue item description.

CPI Rostering Request

CPI Rostering Request

Form designed to facilitate Billing Team members in submitting changes to customer rosters

The CPI Roster Request form is designed to facilitate Billing Team members in submitting changes to customer rosters effortlessly. This user-friendly form streamlines the process, ensuring clear communication and accurate updates to customer rosters.

* Indicates required

* Select your region

* Which client is the CPI request for?

* When should the changes to the roster be implemented? [?](#)

Who else needs to be advised of the change?

Additional information

Submit

CPI Rostering Request helps Billing submit changes to rosters of people we support quickly and easily. Latest updates include:

1

Revised catalogue item description.

2

"This CPI request is for" field removed.

Irregular Support Request

Irregular Support Request

Submit an Irregular Roster Change form if you are a Service Delivery Leader who has a one-off roster change required.

Irregular Change Request offers Service Delivery leaders a convenient solution for requesting, changing & Cancelling Client Irregular Support.

* Indicates required

*Select your region

*What change are you requesting?

- Add shift
 Change shift
 Cancel shift

Please provide details of the one-off/irregular shift you wish to add

*Select the client

*Shift start date ?

*Shift end date ?

*Service type

*Who will fill this shift?

Please provide the reason for the additional shift

- Irregular SIL shift Client appointment Other

Additional Comments

Irregular Support Request helps Service Delivery leaders easily request, change or cancel irregular support. Latest updates:

1

Catalogue title and description change.

2

Irregular Support field now pre-set.

3

Field removed: *Request regarding?*

4

Field removed: *Cancellation reason?*

L&L Community Roster Change

L&L Community Roster Change

Submit L&L Facility Roster Change if you are Community Site Leader.

The L&L Facility Community Roster Change is designed to facilitate Community Site Leaders submitting an L&L facility Community Roster Change effortlessly. Please ensure that the Excel/ Word document is attached.

* Indicates required

* Select your region

* What facility is the L&L roster change for?

* Go Live date [?](#)

Additional information

* Please attach the L&L facility roster.

L&L Community Roster Change helps site leaders submit a roster change for their L&L.

Latest updates:

- 1 Catalogue title and description change.
- 2 Field removed: *Who needs to be advised?*

Planned Leave / Secondments

Planned Leave / Secondments

Submit Planned Staff Leave if you are a Service Delivery Leader who has a staff member with upcoming leave.

The Planned Staff Leave / Secondment form is designed to plan leave for staff. Please ensure that you input the correct leave dates and times and advise if you have a staff member to cover shifts during leave period. This user-friendly form ensures effective communication and precise information is provided to the Rostering team.

Minimum 30 Days notice for Annual Leave, where possible.

* Indicates required

Leave Type
 New Staff Leave Cancel Staff Leave

* Select your region

* Please Select Employee

Please select Start and End Date/Time

Adjustment
 Yes No

* Start Date/Time [?](#)

* End Date/Time [?](#)

* Staff Leave Reason [?](#)

Planned Leave / Secondments helps with rostering around planned leave, including secondments. Latest updates:

- 1 Catalogue title and description change.
- 2 Field added: *Leave Type*
- 3 Description updated: *Staff Leave Reason*

SIL Facility Roster Change

SIL Facility Roster Change

Submit a SIL Facility Roster Change if you are a SIL Team Leader

The SIL Roster Change form is designed to facilitate SIL Team Leaders in submitting changes to SIL facility rosters form effortlessly. Please ensure that the Staff Change Form is attached.

* Indicates required

* Select your region

* What facility is the SIL roster change for?

* Go Live date [?](#)

Additional information

Who else needs to be advised of the change?

Add Sharepoint Link to SIL Folder
(empty)



Submit

SIL Facility Roster Change helps Home Site Supervisors leaders submit a roster change for their SIL. Latest updates:

1

Catalogue title and description change.

2

Field added: *Add SharePoint Link*

3

Description updated: *Go Live Date*

Team Connect

Team Connect

Submit SW Connect ticket if you are Service Delivery Leader who is planning staff training, meetings or buddy shifts.

The SW connect form is designed for planning any meetings, staff training, or buddy shifts. Please advise the frequency of meetings and staff names. This user-friendly form ensures effective communication and precise information is provided to the Rostering team.

* Indicates required

*Select your region

*What is your request regarding?

Client Facility

*Select the client

*Reason for this Activity/Event

*Staff attending the Activity/Event

*Activity/Event start date [?](#)

*Activity/Event end date [?](#)

*Is this re-occurring?

*New Employee

Yes No

Team Connect notifies Rostering of training, meetings or buddy shifts to account for when rostering shifts. Latest updates:

1

Catalogue title and description change.

2

Field added: *New Employee*

3

Field updated: *Reason for this Activity*