

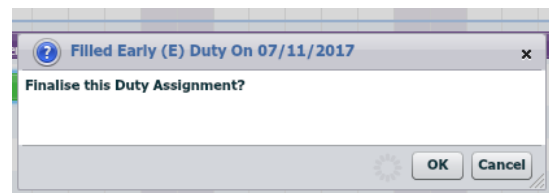
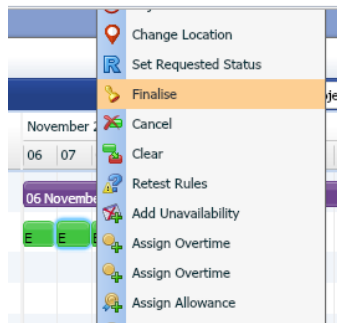
STANDARD OPERATING PROCEDURE	
Title	Finalising a Duty/Roster
Purpose	Finalising a duty or roster that has been worked ready for Payroll extraction.
Aim	Finalising a duty or roster confirms that the person has worked the shift or had an episode of unavailability.

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A) Finalising a Duty:

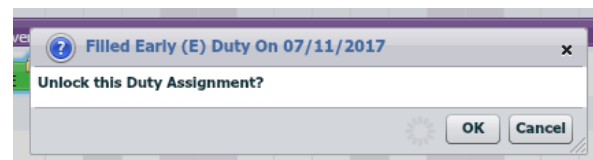
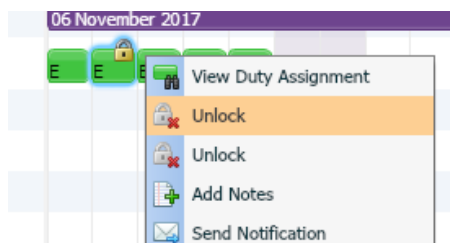
- To finalise a duty after it has been worked, simply right click on the duty.
- Select 'Finalise'.
- Press OK.



- Duties that are finalised have a padlock in the corner of the shift.



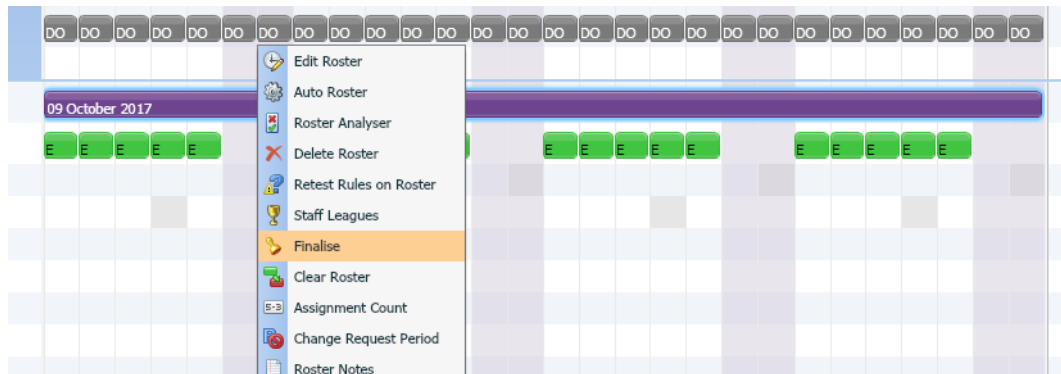
- If you need to edit the finalised duty before it is sent to Payroll, right click on the duty.
- Select 'Unlock'
- Press OK



- Make your amendments and follow the process to re-finalise.

B) Finalising a Roster Period:

- To finalise a roster period after it has been worked, simply right click on the Purple Bar at the top of your screen that has the roster period start date.
- Select 'Finalise'.



- The Finalise window will open.
- The 'From' & 'To' dates will default to the month you have selected to finalise from the roster period start date. If you are finalising a specific period you can change the From and To dates where necessary.
- If you are finalising the full unit, simply press OK.
- If you are finalising a team, select the team from the options on the drop down box (circled). Press OK.

The screenshot shows the 'Finalise' dialog box. The 'Finalise Unit' section includes a 'Units' dropdown set to 'ZTest Project Support', a 'Team:' dropdown (circled in red), and several checkboxes for including different types of duties. The 'Finalisation Summary' section provides a breakdown of duties to be finalised:

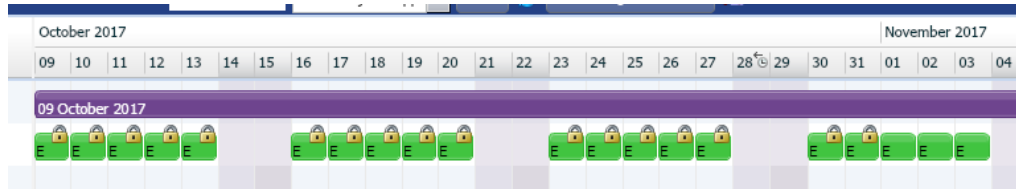
Duties To Finalise			
Public Holidays	0	Weekdays	17
Saturdays	0	On Calls	0
Nights	0		
Sundays	0		

Below this is a table for 'Overtime & Call Outs To Finalise' with columns for 'Award Rule' and 'Hours'. The 'Unavailabilities To Finalise' section shows:

Annual Leave	0 (0 hrs)	Sickness	0 (0 hrs)
Study Leave	0 (0 hrs)	Other	0 (0 hrs)

At the bottom, there is an 'Annual Leave Checks' table with columns for 'Person', 'Unit', and 'Annual Leave Check Failure'. The dialog box has 'OK' and 'Cancel' buttons at the bottom right.

- The roster will show padlocks on shifts for the date period you have selected to finalise.
- Should any shifts need to be edited after finalising, follow the unlocking process to update and re-finalise.



Please Note:

You will only be able to unlock a finalised duty or unavailability before it has been sent payroll.

If the duty has been locked and sent to Payroll, but needs amending, you will need to contact the e-Rostering team to unlock the duty for you. You will also need to contact Payroll if this amendment will affect pay.