

STANDARD OPERATING PROCEDURE	
Title	Time Owing
Purpose	To record an unavailability reason of Time Owing should a person work over their contracted hours in a roster period.
Aim	To maintain an up to date record of Time Owing.

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A Time Owing Overview

- **Net Hrs Left** – A record of time owing since the person has been added to HealthRoster.
- **Hours Left** – A record of time owing for the period you are looking at. Whether it is a 1 week, 2 week or 4 week view.
- If a person has a ‘-‘ in front of the figure on a roster period they will have accumulated time owing from the current or historical roster period.
- Please find below some examples of figures which can be found in the Net Hrs Left & Hours Left columns:

rs	Net Hrs Left	Hours Left
-	02:30	07:30

Owed to the unit in roster period (Hours Left)
Owed to the unit overall (Net Hrs Left)

s	Net Hrs Left	Hours Left
-	-10:00	-05:00

Owed to the person in roster period (Hours Left)
Owed to the person overall (Net Hrs Left)

	Net Hrs Left	Hours Left
	02:30	-10:00

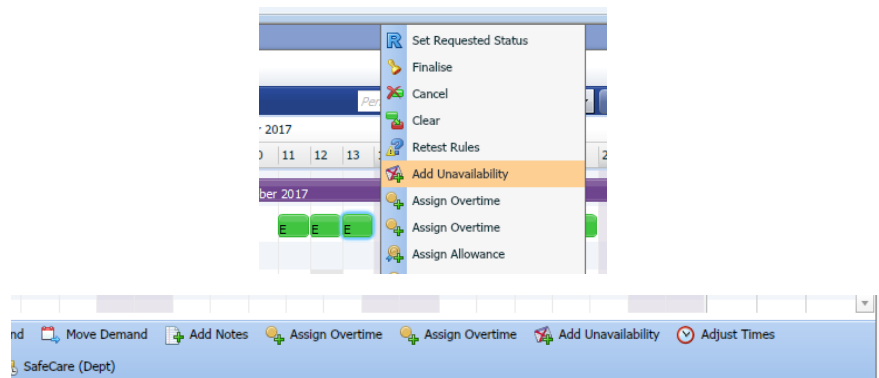
Worked more hours in roster period (Hours Left)
but still owed to the unit (Net Hrs Left)

	Hrs	Net Hrs Left	Hours Left
-		-02:30	07:30

Worked less hours in roster period (Hours Left)
but still owed to the person (Net Hrs Left)

Recording Time Owing on the roster

- Highlight the shift you want to assign as time owing and click on the ‘Add Unavailability’ button at the bottom of the screen, or right click and select the ‘Add Unavailability’ option.



- Enter the details for Time Owing
- Note: The work time hours for this time owing should always stay as (00:00) this is to ensure that the hours are claimed back in the Net Hrs Left column.

Add Unavailability

New Unavailability Details for Claire Clarke (Test 3456)

Group: Other Leave State: Approved

Reason: T/O - Time Owing

Start: 13/10/2017 07:00

End: 13/10/2017 23:59

Duration: 1

Next Steps

No Action Cancel Demand Send To Bank

Work Time

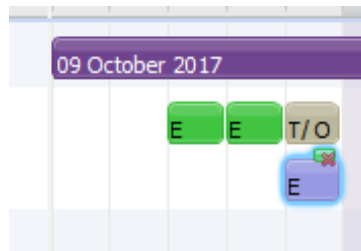
Week Start: 09/10/2017 Refresh

Posting	09/10 Mo	10/10 Tu	11/10 We	12/10 Th	13/10 Fr	14/10 Sa	15/10 Su	Total Hours
ZTest Project Support (Improver)					00:00			00:00

Notes

OK Cancel

- Time Owing or T/O will cancel out the shift and show as an unavailability on your roster.



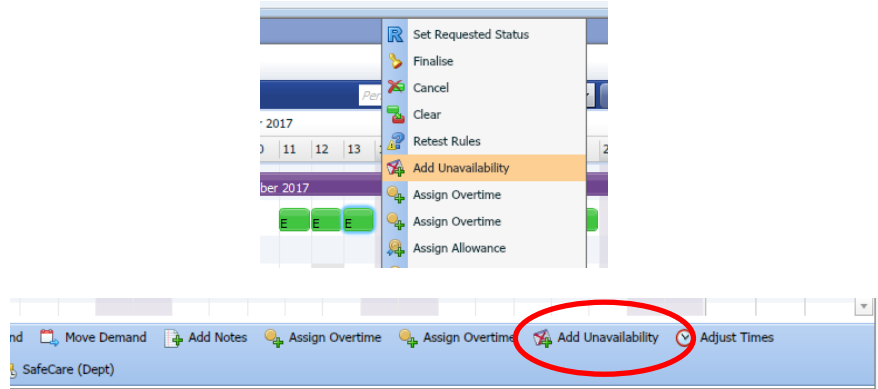
- Scenario Example: If you work 37.5 hours a week, work 7.5 hours per day and you are owed 7.5 hours in time owing (-7.5). By adding 4x 7.5 hours shifts in for the working week (30hrs) and one episode of Time Owing of zero hours, the system will claim back the 7.5 hours you are owed and you will go back to zero.

Hours left will be 7.5 (this is for the week you are viewing, you are working 7.5 hours less than your contracted hours)

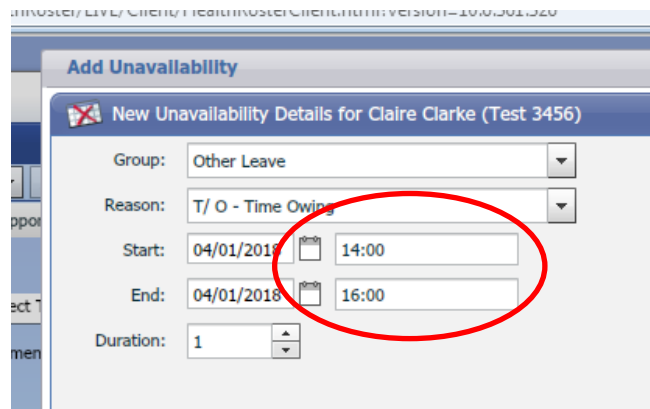
Net Hrs Left will be 0 (-7.5 hours has been claimed back by the system and you are back to zero.)

If a person is working part of their shift and taking the rest as Time Owing then it would need to be recorded correctly on HealthRoster.

- Highlight the shift you want to assign as time owing and click on the ‘Add Unavailability’ button at the bottom of the screen, or right click and select the ‘Add Unavailability’ option.



- Enter the details for time owing.
- Change the start/end time of when the time owing is going to be taken.
- If the shift is 08:00-16:00 and you are taking 2 hours’ time owing and finishing at 14:00. Adjust the start time to be 14:00 and the end time to be 16:00.
- Note: The work time hours for this time owing should always stay as (00:00) this is to ensure that the hours are claimed back in the Net Hrs Left column.



- The time owing will then cover the rest of the shift and look like below:

