

Employee Online –Viewing your Roster (PC/Full View)



Once you have logged into Employee Online, you see the View Roster screen, which displays an overview of your shifts for the next four weeks.

The screenshot displays the 'View Roster' interface for 'AYC'. The calendar shows shifts for January and February 2016. A red box labeled '1' highlights a shift on Friday, January 5th. A red box labeled '2' highlights a pop-up window for 'Night First Floor: 17-18 Jan 2016' showing work and rest times and assigned staff. A red box labeled '3' highlights the 'Select Date' input field in the top right corner.

1. Duties

Duties are displayed in green for days and dark green for nights.

Duties in other units are displayed in yellow.

Rest Shifts are shown in dark grey.

Unavailability (absence and activity other than standard duties) is displayed in light grey.

2. Duty Details

Select a Duty or an Unavailability to view more details:

- start and end times
- who else will be working the shift
- location/unit

3. Select Date

Select the icon to the right of the Select Date input field to open the calendar and pick a different date.