

Employee Online/ME App



How to Book an Available Shift

Purpose

The purpose of these documents is to detail the functionality of the various areas of the HealthRoster system and Employee Online/ME app. This document is looking at how to book any available shifts within your home.

How to log into Employee Online and ME app

How to log into Employee Online and ME app are covered in the documents of the same names

Accepting an Available Shift via Employee Online

When you log into your Employee Online you will automatically be taken to the homepage shown below

EMPLOYEE ONLINE

Rostering My Profile

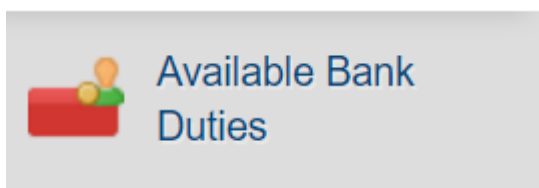
Personal Roster

ZZ Test Care Home

June — July 2019

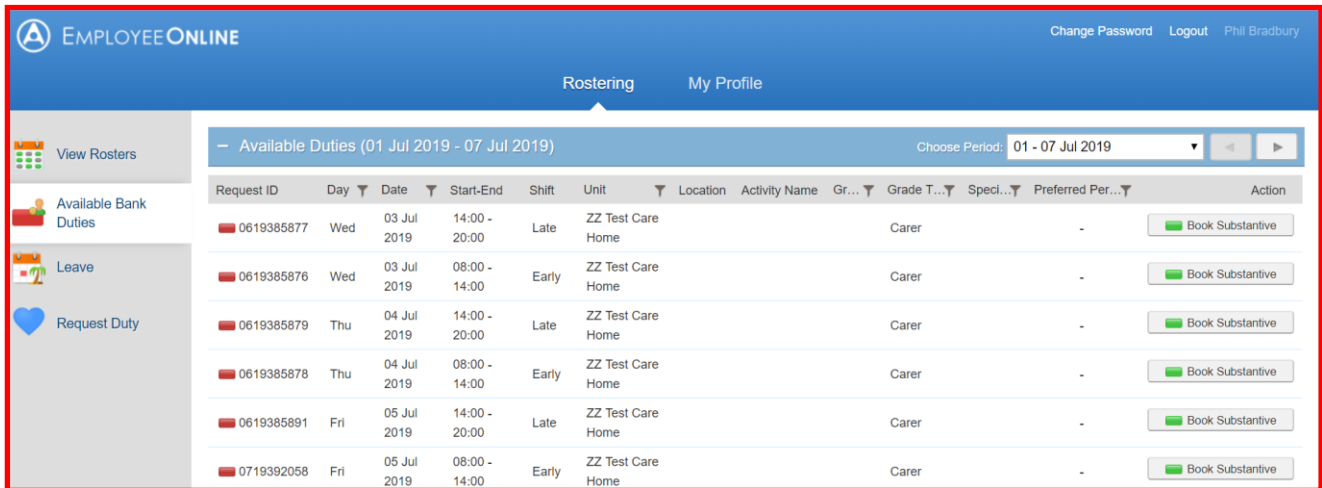
WK	Fri	Sat	Sun	Mon	Tue
26	28	29	30	1	2
27	5	6	7	8	9

You will see that there is now a new tab down the left-hand side called “Available Bank Duties”.



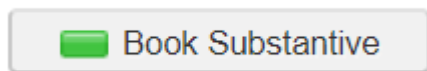
Left click on this tab and you will be taken to a summary of the available shifts for your role/s within your care home/village for the next 7 days (click through the dates to see future shifts).

NB - Please note you only see shifts that match your grade / place of work, and you will only be able to see available shifts that are on days or nights you are NOT currently rostered to work.

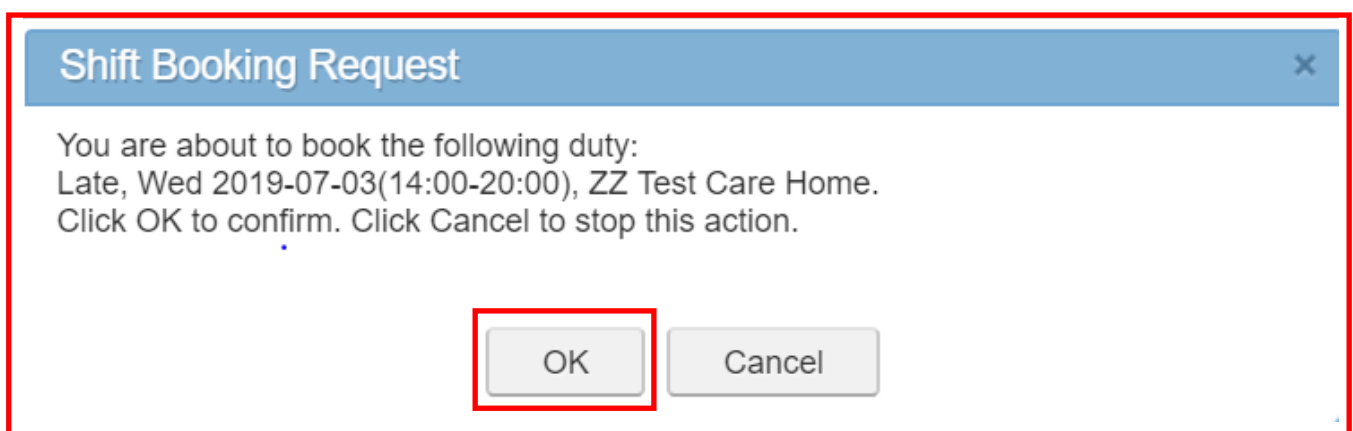


Request ID	Day	Date	Start-End	Shift	Unit	Location	Activity Name	Gr...	Grade T...	Speci...	Preferred Per...	Action
0619385877	Wed	03 Jul 2019	14:00 - 20:00	Late	ZZ Test Care Home				Carer		-	Book Substantive
0619385876	Wed	03 Jul 2019	08:00 - 14:00	Early	ZZ Test Care Home				Carer		-	Book Substantive
0619385879	Thu	04 Jul 2019	14:00 - 20:00	Late	ZZ Test Care Home				Carer		-	Book Substantive
0619385878	Thu	04 Jul 2019	08:00 - 14:00	Early	ZZ Test Care Home				Carer		-	Book Substantive
0619385891	Fri	05 Jul 2019	14:00 - 20:00	Late	ZZ Test Care Home				Carer		-	Book Substantive
0719392058	Fri	05 Jul 2019	08:00 - 14:00	Early	ZZ Test Care Home				Carer		-	Book Substantive

Once you have decided which available shift you wish to work, you should click on the “Book Substantive” or “Book Bank” tab on the right-hand side of that shift (If you normally work bank shifts the tab will ask you to “Book Bank” rather than “Book Substantive”).



A pop-up box will appear with a message confirming you are about to book the shift. If you are happy to continue, click “OK”

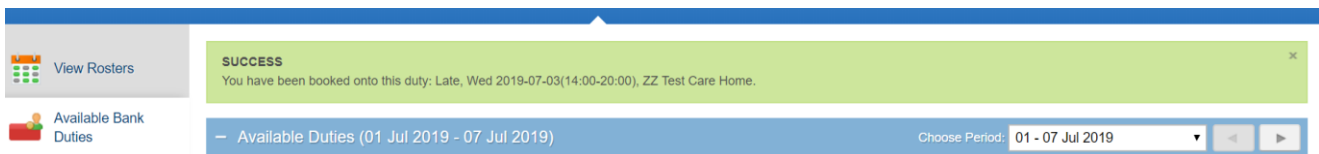


Shift Booking Request

You are about to book the following duty:
Late, Wed 2019-07-03(14:00-20:00), ZZ Test Care Home.
Click OK to confirm. Click Cancel to stop this action.

OK Cancel

A green bar will then appear at the top of the page to confirm you have successfully booked onto the shift.



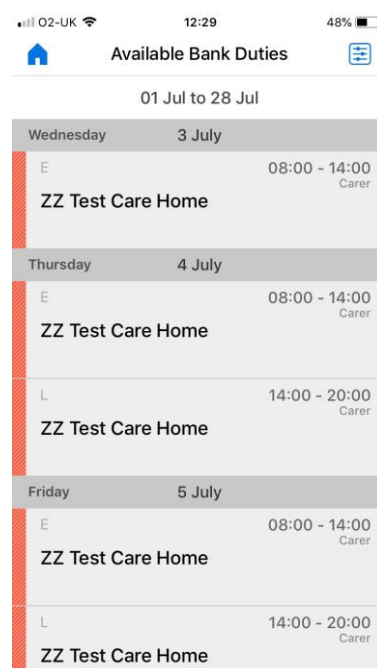
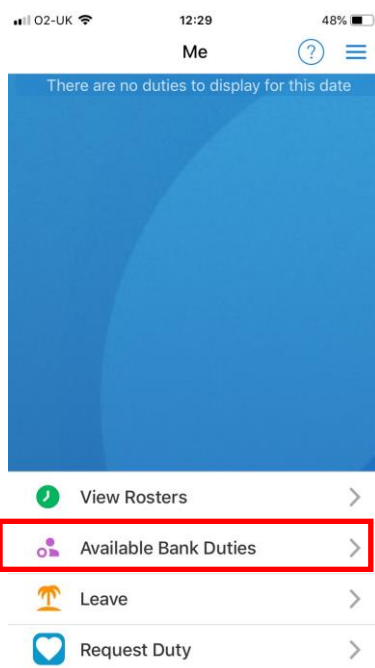
Continue to book shifts by repeating the above process.

You are now committed to work this shift. If you need to make changes to any shift, you must speak to your line manager to discuss this. You cannot remove any shifts through Employee Online.

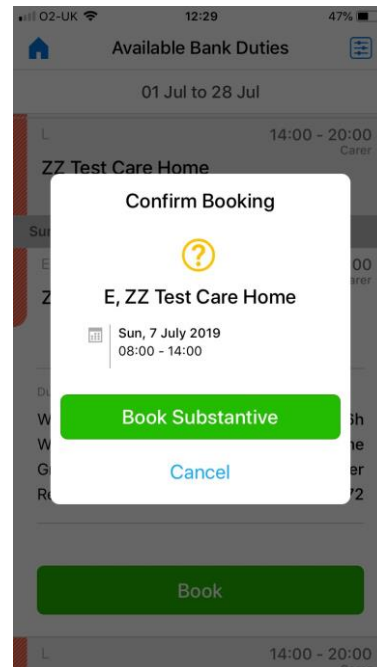
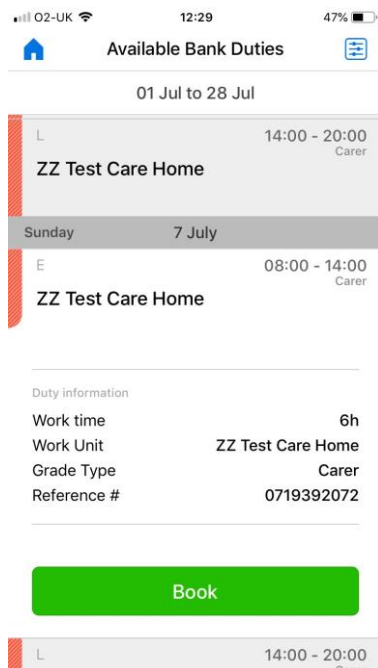
Accepting an Available Shift on ME app

The process is the same on the “ME app” although the screens look slightly different.

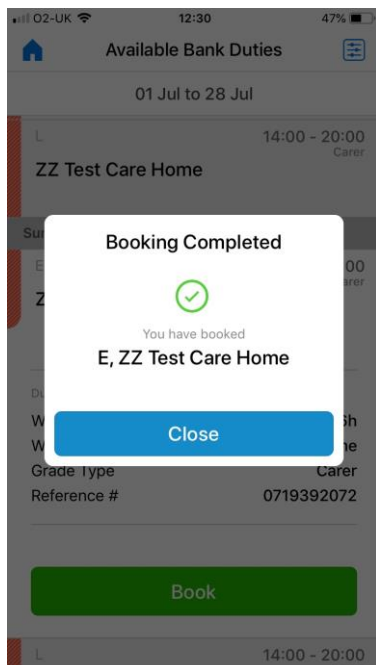
Log into ME app on your smartphone and select “Available Bank Duties” which will open up the screen the below, with a list of the available shifts. Scroll down until you see the shift you wish to book.



Select the shift you wish to book. Click on the green “Book Substantive” or “Book Bank” tab whichever is applicable to your contract/role.



Confirmation of the successful shift booking will appear as below.



BCS HealthRoster Support Desk Contact Details

E-mail: BCShealthrostersupport@bupa.com

Telephone: 0161 240 4322