



## Logging into Employee Online

### Purpose

The purpose of these documents is to detail the functionality of various areas of the HealthRoster system. This document is looking at Logging into Employee Online

### What is HealthRoster?

HealthRoster is an industry recognised on line rostering system that helps us improve how we manage our people in Care Services and has been designed to remove the need for paperwork, making day to day tasks simpler and easier. HealthRoster is an electronic rostering system which produces your rosters automatically. It has also been designed to pay you through an automated payroll system and provides you with an online tool, so you can better manage your own time and your work life balance.

Clocking in and out is done via your fingerprint, just like the sign in technology many people are already using on their smartphones and tablets which means no more paper time sheets.

HealthRoster will also give a live view of rosters so the home can ensure the right people are working the right shifts at the right time. Various other things can be built into the system which are linked to residents needs making

With HealthRoster Employee Online you can request and view your annual leave, have access to your rosters four weeks in advance, as well as viewing your previous working patterns and shifts.

### What is HealthRoster Employee Online?

HealthRoster Employee Online is a one-stop shop for you to better manage your work-life balance. Employee Online is a website linked to the main HealthRoster system where you can view your rosters up to four weeks in advance and view and request additional duties and annual leave. You can also view your previous hours worked to check your hours are correct.

Employee Online can be accessed through your own personal smart phone, tablet, computer or the Care Home time clock.

## Suitable web browser

HealthRoster has been specifically designed to work with Google Chrome and not Internet Explorer or Firefox.

If you use Internet Explorer or Firefox then HealthRoster will not function correctly and this can lead to password issues for users, loss or corruption of customer data and slower performance.



To log into HealthRoster Employee Online you will need an e-mail address. If you do not have an e-mail address, please refer to your line manager.

The HealthRoster Support Team will be advised via HealthRoster of all new starters, so they will be able to activate your account as soon as your Care Home has inputted your details into the HealthRoster system.

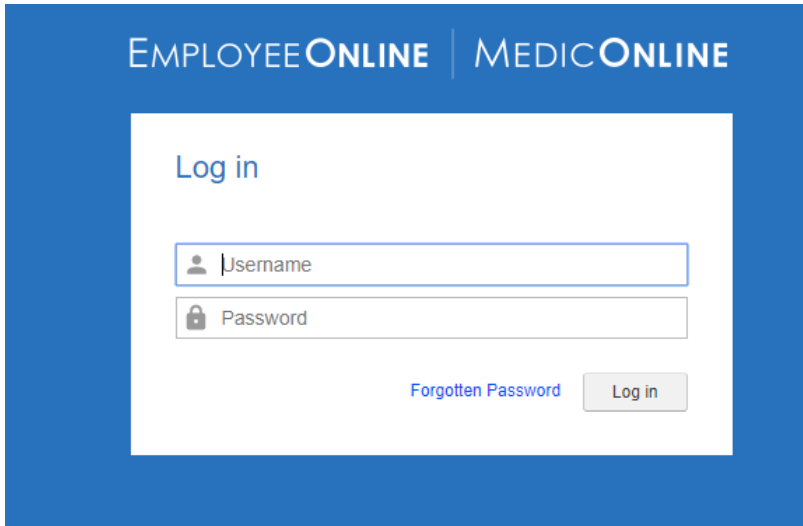
Once the account is activated, you will receive an e-mail from [BCSHealthRosterSupport@bupa.com](mailto:BCSHealthRosterSupport@bupa.com) with a link to Employee Online and instructions on how to log in.

You will be given a log in name which is normally your employee number and a random password. This password will only be valid for one log in, so you will be prompted to change your password to a password more memorable for you.

Employee Online can be accessed via a PC or via your mobile device.

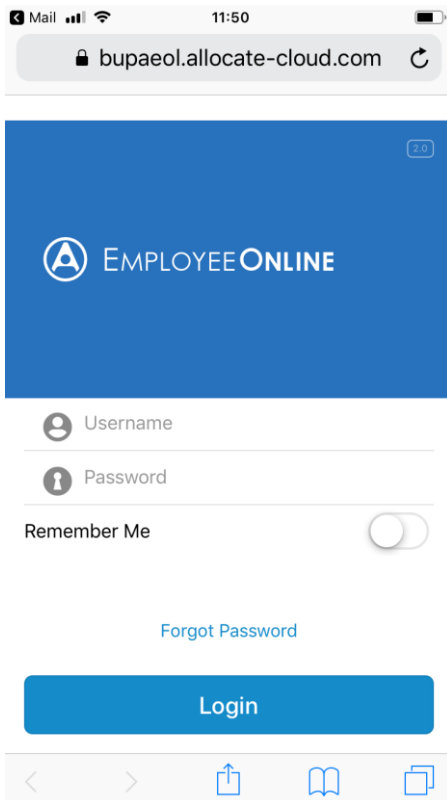
Go to [Employee Online](https://bupaeol.allocate-cloud.com/EmployeeOnlineHealth/BUPALIVE) via the link you have been given (which is <https://bupaeol.allocate-cloud.com/EmployeeOnlineHealth/BUPALIVE>)

Using the username, you have been allocated (your employee number) enter the password you have been allocated. You will be prompted to change this as previously mentioned.



If you are logging in for the first time via an iPad or iPhone (also known as an iOS device), before you get to the mobile log in page, a warning message will appear asking you if you wish to increase the database size. This, in simple terms, is asking you if the programme can use a small amount of your devices storage capacity to run the programme. You **MUST ALLOW** this, or you will not be allowed to move onto the mobile log in screen.

If you are logging in via a mobile or tablet you will be presented with a screen that looks like this



Click "Login"

If you have a Hotmail account, you may experience problems or delays in receiving the e-mail from HealthRoster with your Employee Online login details. To resolve this, in your Hotmail account:

1. Go to Settings
2. Go to options
3. Then go to Safe and Blocked Senders
4. Click Safe Senders
5. Enter @bupa.com into the textbox and select "Add to List"

From Here, Employee Online is available for your use.

### **BCS HealthRoster Support Desk Contact Details**

E-mail: [BCShealthrostersupport@bupa.com](mailto:BCShealthrostersupport@bupa.com)

Telephone: 0161 240 4322