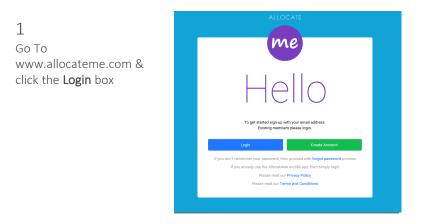
Allocate Me – Bank Staff (1 of 7)

A Logging In to Allocate Me



If you don't have an account click Create Account & use you personal email address to register

			NCATE		
		Create	Accour	nt	
Pr	ersonal Email				
💼 Pi	assword				
📄 ci	onfirm Password				
				Cancel	Next

B **Viewing Your Roster**

1
1

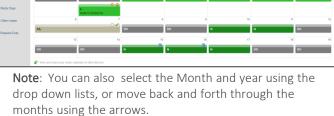
Your roster will automatically appear when you log in. To return to this page click on View Rosters

🚺 Bank Tim T Annual Leave 👅 Study Days Other Leav Request D

2

Use the **navigation arrows** to change the period view

LOCATE



Note: The Roster also displays call out duties.

3

Click in the Select Date box to open the calendar. Use this to navigate to a different View Date

4

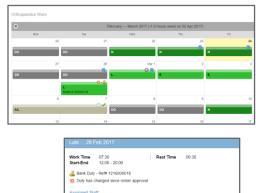
Click on a Duty or

view more details

an Unavailability to



Duties/shifts are displayed in green.



= 1. RN in Charge-RN: Thompson, 4 2. RN-RN: Cheny, S; Nelson, E; Sanderson, B A HCA-HCA: Dunkels T Edwards C: Reames E

Feb 2020

Allocate Me – Bank Staff (2 of 7)

C Personal Details

You can view and check the personal information that is held about you in HealthRoster within My Profile

Note: You cannot make changes yourself and must inform your line manager o inaccuracies.

1

Skills	Summary Information			
iCalendar Links	Personal Information Staff No. 01977			
HR Details	Forename Nationality	Emily		
Contacts & Addresses	Employment Information			
Vork Contracts	Hire Date	23 Feb 2004		
	iCalendar Links I HR Details Contacts & Addresses	Contracts & Contr		

Click on **My Profile** tab at the top of the screen and click in **HR Details** on the left hand panel to check Personal and Employment information

2

Click on **Contacts & Addresses** in the left hand menu to view personal and next of kin contact information.

3

Click on the **Work Contracts** tab in the left hand menu to view details of all contracts

4

Click on the **Postings** tab in the left hand menu to view details of all postings

Calendar Links	Home Contact			
S Calendar Crists	Contact Name	Emily Nelson	Home Tel	01233 664522
	Address	4 Anglia Close NG34 8WX	Work Tel	02078766566
F1 HR Details			Mobile Tel	07903532788
	Bleeper No	5678	City	
Contacts &	Fax		Country	UNITED KINGDOM
Addresses	Primary E-mail	nelson.allocate@gmail.com	Alternative E-mail	
J Work Contracts	Emergency Contact - Spouse			

	Contacts & Addresses			
	Vork Contracts	Hours Per Week		Band 5 RN 23 Feb 2004
Postings End Date .	Postings	End Date		



D Skills & Training Record

You can view your own competence record in the **My Profile** tab at the top of the screen and by selecting the Skills tab in the left hand panel.

Click on the **Skills** tab in the left hand menu to view a summary of your skills and competences, as recorded in HealthRoster

Rostering My Profile Time	esheets E	xpenses
---------------------------	-----------	---------

Skills	Skills Summary			
-	Name 🔺	Cluster	Certificate Number	Valid To
iCalendar Links	A Basic Life Support	Mandatory Training		05 Mar 2017
HR Details	Critical Care	Major Incident		
Contacts & Addresses	Fire	Mandatory Training		30 Jul 2017
Work Contracts	Flu jab	Major Incident		25 Jun 2017
Postiner	Health & Safety	Mandatory Training		30 Jul 2017
Postings				30 Jul



Allocate Me – Bank Staff (3 of 7)

E View Paid Timesheets

You can view Historical Timesheets for work recorded in HealthRoster under the **Timesheets** tab

Rostering	My Profile	Timesheets	Expenses
rtootoning	ing riono		Expenses

1

From the **Bank** section, click on the relevant period

Bank Monthly					
1-30 Sep 2016	1-31 Oct 2016	1-30 Nov 2016	1-31 Dec 2016	1-31 Jan 2017	1-28 Feb 2017
Unpaid Timesheets					

/

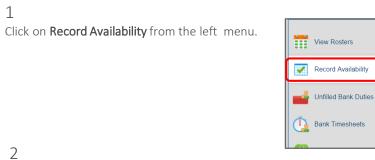
Click on the **arrow** next to the timesheet to view details

	Element Type	Hours	Assignment No.	Grade		No. of Timesh	eets	
🔺 📑 Sunday		41:30	01977	Band 5 Staff Nurse		6	6	
	Dept 🔺		Date	Shift	Start	End	Hours	
	Orthopaedics Ward		01 Apr 2012	Early	07:30	15:30	07:30	
	Orthopaedics Ward		08 Apr 2012	Early	07:30	15:30	07:30	
	Orthopaedics Ward		15 Apr 2012	Late	12:00	20:00	07:30	
	Orthopaedics Ward		22 Apr 2012	Early	07:30	15:30	07:30	
	Orthopaedics Ward		29 Apr 2012	Night	01:00	08:00	07:00	
	Orthopaedics Ward		29 Apr 2012	Night	19:30	00:00	04:30	
,	Bank Holiday	07:30	01977	Band 5 Staff Nurse		1		



Allocate Me – Bank Staff (4 of 7)

F Record Bank Availability



2

Use the **navigation arrows** or use the calendar to find the date you wish to offer your availability for



3

Drag and drop the shifts / periods you would be willing to work into the Availability calendar

4

Customise your availability by choosing the **exact times** of your entire available period, then **drag and** drop this into the Availability calendar



5

Use the Unavailability option to block a day as No Bank. Enter the length of unavailability in days before dragging on to the calendar



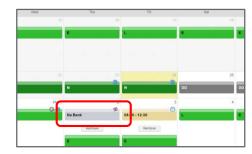


Note: You can add Notes before dragging your availability on to the calendar

6

Customised specific availability shows the exact times and the clock icon

Unavailability is displayed as **No Bank** in grey.



Note: Click on the 'Remove' link to delete availability entered

LOCATE

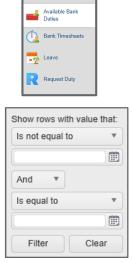
Allocate Me – Bank Staff (5 of 6)

G View & Book Available Bank Shifts

2 Use the filter icon **T** on the column headings to filter the information.

Click on 'Available Bank Duties'

from the left menu.



View Rosters

Record Availability

NOTE: Self Booking is only visible if

the appropriate permissions have

been set

4

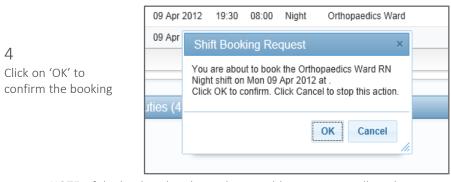
- Available D	uties (1	3 Jun 2018	- 19 Jun 2018	3)							Choose	Period: 13	- 19 Jun 2018	• • •
Request ID	Day 🔻	Date	Start-End	Shift	Unit	▼ Unit Site	Location	Activity Name	Grade	T Grade Type	Specialty	Duty Rate	Preferred Person 🔻	Action
6 0618015366	Thu	14 Jun 2018	06:00 - 15:00	Day	Infants & Paediatrics (N)	London	Ham	Activity Duty	Band 2 A&C	A&C				Book Bank
e 0618015367	Thu	14 Jun 2018	06:00 - 15:00	Day	Infants & Paediatrics (N)	London	Ham	Activity Duty	Band 2 A&C	A&C				Book Bank
e 0618015365	Thu	14 Jun 2018	06:00 - 15:00	Day	Infants & Paediatrics (N)	London	Ham	Activity Duty	Band 2 A&C	A&C				Book Bank
6 0618015362	Thu	14 Jun 2018	06:00 - 15:00	Day	Infants & Paediatrics (N)	London	Ham	Activity Duty	Band 2 A&C	A&C				Book Bank
e 0618015368	Thu	14 Jun 2018	06:00 - 15:00	Day	Infants & Paediatrics (N)	London	Ham	Activity Duty	Band 2 A&C	A&C			-	Book Bank
6 0618015364	Thu	14 Jun 2018	06:00 - 15:00	Day	Infants & Paediatrics (N)	London	Ham	Activity Duty	Band 2 A&C	A&C				Book Bank
6 06 180 15370	Thu	14 Jun 2018	06:00 - 15:00	Day	Infants & Paediatrics (N)	London	Ham	Activity Duty	Band 2 A&C	A&C				Book Bank

3

1

From the 'Available Duties' screen, select 'Book Bank' next to the required duty

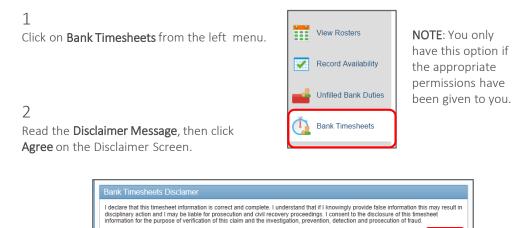




NOTE: If the booking breaks a rule in HealthRoster, you will not be booked into the duty, and an error message will appear. Please call the Bank Office to book your shift.

Allocate Me – Bank Staff (6 of 6)

H View, Confirm & Edit Bank Timesheets



3

To confirm a Timesheet, click on **OK** next to the relevant episode

OCATE

Request Id	T Date	Start - End	Rest	T Shift	T Unit	Notes	Confirm	Action
2 7 -	Tue, 28 Feb 2012	19:30 - 08:00	01:00	Night	Orthopaedics Ward			
18 786	Thu, 01 Mar 2012	12:00 - 20:00	00:30	Late	Orthopaedics Ward			
11 -	Sat, 03 Mar 2012	19:30 - 08:00	01:00	Night	Orthopaedics Ward			
27 -	Wed, 07 Mar 2012	07:30 - 15:30	00:30	Early	Orthopaedics Ward			
0312000012	Sat, 10 Mar 2012	12:00 - 20:00	00:30	Late	Orthopaedics Ward		Ok	Edit
0312000008	Sun, 11 Mar 2012	07:30 - 15:30	00:30	Early	Orthopaedics Ward		Ok	Edit
0312000017	Mon, 19 Mar 2012	19:30 - 09:00	01:00	Night	Orthopaedics Ward			
0312000015	Thu, 22 Mar 2012	19:30 - 08:00	10:00	Night	Orthopaedics Ward			
-	Tue, 27 Mar 2012	07:30 - 15:30	00:30	Early	Orthopaedics Ward		Ok	Edit

Disagree

Agree

4

To edit a Timesheet click on **Edit** next to the relevant episode

Request Id	T Date	Start - End	Rest	▼ Shift	T Unit	Notes	Confirm	Actio
I -	Tue, 28 Feb 2012	19:30 - 08:00	01:00	Night	Orthopaedics Ward			
786	Thu, 01 Mar 2012	12:00 - 20:00	00:30	Late	Orthopaedics Ward			
I -	Sat, 03 Mar 2012	19:30 - 08:00	01:00	Night	Orthopaedics Ward			
-	Wed, 07 Mar 2012	07:30 - 15:30	00:30	Early	Orthopaedics Ward			
== 0312000012	Sat, 10 Mar 2012	12:00 - 20:00	00:30	Late	Orthopaedics Ward		Ok	Ed
0312000008	Sun, 11 Mar 2012	07:30 - 15:30	00:30	Early	Orthopaedics Ward		Ok	Ed
1312000017	Mon, 19 Mar 2012	19:30 - 09:00	01:00	Night	Orthopaedics Ward			
12000015	Thu, 22 Mar 2012	19:30 - 08:00	10:00	Night	Orthopaedics Ward			
-	Tue, 27 Mar 2012	07:30 - 15:30	00:30	Early	Orthopaedics Ward		Ok	Edi

5

Adjust times as appropriate and click on **Update**

Start time	20:00	
End time	08:30	
Rest duration (HH:mm)	01:00	
	Update Cancel	

Note: Timesheets that have already been confirmed or edited will show the small timesheet icon .

Note: Those awaiting confirmation/editing will show with a green duty icon
Note: If you do not confirm a timesheet on a shift, the shifts will not be paid.