

HEALTHROSTER - ATTENDANCE FINALISATION POLICY®

KEY POINTS

- The purpose of the Sydney Children's Hospitals Network (SCHN) Attendance Finalisation Policy is to ensure that SCHN provides accurate and authorised rostering information for payroll processing.
- It is a mandatory audit requirement for Roster Managers (delegated officers) to ensure verification of employee attendance when authorising attendance records prior to submission for payroll processing.
- Rosters must conform to relevant regulatory frameworks, including: Industrial Awards and NSW Health and SCHN policies.
- Junior Medical Officer (JMO) attendance finalisation process within HealthRoster undertaken by the site based JMO Workforce Teams is outlined in section 4.4.
- All attendance approvals must comply with the [SCHN Delegations Manual](#)

Related information

- Visit the SCHN intranet pages at: <http://intranet.schn.health.nsw.gov.au/rosters>

CHANGE SUMMARY

- The policy has been updated to reflect system and process changes. Recommend employees to read the entire document.

Approved by:	SCHN Policy, Procedure and Guideline Committee	
Date Effective:	1 st May 2023	Review Period: 3 years
Team Leader:	Workforce Transactional Services Manager	Area/Dept: Workforce

READ ACKNOWLEDGEMENT

- All Roster Managers (delegated officers) should understand their responsibility in line with this policy.
- All Department Heads/ Managers should be aware of this policy.

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1 Policy

- It is a mandatory audit requirement for Roster Managers (delegated officers) to ensure verification of employee attendance when authorising attendance records prior to submission for payroll processing. The absence of approved rostered hours increases the risk of staff claiming, and being paid for hours they have not worked.
- Attendance finalisation is the step to verify and authorise attendance records electronically through state-wide HealthRoster system for NSW Health.
- By finalising the attendance for payment, Roster Managers (delegated officers) are confirming that the selected roster is a true representation of the shifts worked for each staff member within their delegation for the selected roster pay period.

2 Purpose/Scope

This policy has been developed to ensure that Sydney Children's Hospitals Network (SCHN) provides accurate and authorised rostering information for payroll processing. Electronic attendance finalisation is an integral part of risk management practices and is an audit requirement.

All Roster Managers (delegated officers) are required to understand the principles and procedures regarding the electronic finalisation within HealthRoster. The purpose of the Attendance Finalisation Policy is to ensure consistency and accuracy regarding authorisation of attendance within HealthRoster.

This policy applies to all SCHN employees who have the delegation to sign-off attendance.

3 Definitions

HealthRoster – NSW Health Electronic Rostering System.

Roster Managers (delegated Officers) – SCHN employees who have the delegation to sign-off attendance in accordance with the SCHN Delegation Manual.

Note:

- Roster Managers are the delegated officers to finalise rosters. They may delegate the administrative task within HealthRoster provided there is documented evidence of the offline approval. The documented evidence must be auditable.
- Roster Managers must ensure appropriate attendance verification and finalisation arrangements are in place during periods of absence.
- For the rosters that are entered and finalised by the site based JMO Workforce Teams, the rosters are approved locally outside of HealthRoster by the delegated officers prior to finalisation within HealthRoster

Attendance Finalisation - refers to signing off the attendance information in HealthRoster to enable processing for payment. This must be completed for all shifts (including non-productives) assigned in a rostering unit.

SCHN Local HealthRoster Administrator (LRA) – Designated SCHN HealthRoster system administrator.

4 Attendance Finalisation

4.1 Introduction

Within SCHN, HealthRoster is utilised for the scheduling and management of staff attendance. It is mandatory for Roster Managers (delegated officers) to ensure verification of employee attendance when finalising rosters. SCHN Internal Audit Department will conduct checks on the finalisation processes to report on compliance.

4.2 Verification of Attendance

Roster Managers (delegated officers) are responsible for ensuring that attendance records are appropriately and accurately managed.

4.3 Finalisation

- Roster Managers (delegated officers) are responsible for the finalisation of attendance, which in return ensure staff are being paid appropriately for their hours of attendance.
- Finalisation must be authorised by appropriate persons in accordance with the SCHN Delegations Manual.
- All information related to employees' attendance for a pay period must be finalised in HealthRoster prior to the Monday cut-off timeframe (usually 11am on Monday after pay period end). Roster Managers (delegated officers) are encouraged to update attendance in HealthRoster as changes occur.
- Roster Managers (delegated officers) who require assistance with the process for attendance finalisation should contact SCHN Pay, Rostering and People Assist Team.

4.3.1 Unfinalised Attendance

Unfinalised attendance (as at 11am on Monday after pay period end) will be force finalised by the SCHN Local HealthRoster Administrator prior to the pay file being extracted.

Roster Managers (delegated officers) will be sent a report of all force finalised attendance for audit purposes. They are required to review and process any changes via HealthRoster to generate pay/leave adjustments.

Roster Managers (delegated officers) can access HealthRoster support information via the following link - <http://intranet.schn.health.nsw.gov.au/our-people/healthroster>

4.4 Junior Medical Officer (JMO) Attendance Finalisation (excluding departments that manage HealthRoster processes locally)

- JMO rosters and leave are reviewed and approved locally outside of HealthRoster by the delegated officer and made available to JMOs in accordance with the Award requirements.
- This Roster information is then entered into HealthRoster by the JMO Administrative Support Officer within the facility JMO Unit.
- Unrostered overtime and call back claims are validated by the site based JMO Workforce Teams within the state-wide UROC system. Further information is available at: <https://intranet.schn.health.nsw.gov.au/doctors/1-jmos>
- Any retrospective roster changes are reviewed and approved by the delegated officer prior to adjustments being made in HealthRoster.
- The site based JMO Workforce designated officer finalises the JMO attendance for a pay period in HealthRoster for the Monday pay run.

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