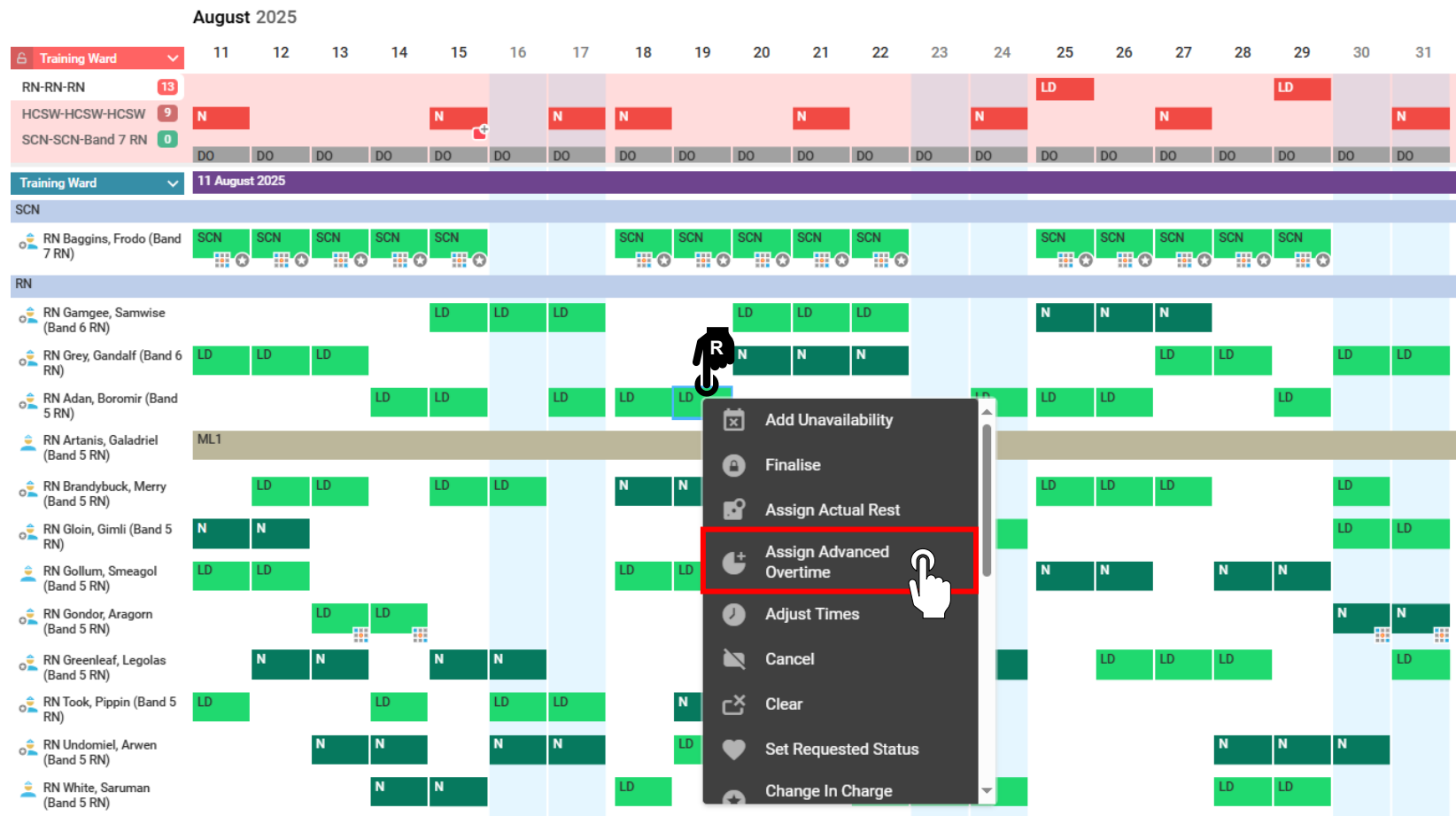


Creating Excess/OT shifts

- Drag the relevant shift down to the staff member.
 - If there is no unfilled duty available to drop in for the OT shift, please see the [Create Additional Duties](#) section below.
- Right-click on the shift and select **Assign Advanced Overtime** from the drop-down menu.



- This will open a pop-up on the right-hand side.
- From here, you can see the start, end, and break times of the shift itself in the Duty Times section at the top.
- This information does not need manually updated – it will update automatically as the Excess/OT information is added.

Assign Advanced Overtime

Filled Long Day (LD) Duty on 19/08/2025

Duty Times

Actual Duty Start	Actual Duty End
07:00	19:30
Rest Time	Work Time
01:00	11:30
Duty Change Reason	

- In the **Overtime Details** section, first select your **Overtime Type**
 - The option for Excess is (OT) ExHrs
 - Select any other available option for Overtime hours

Overtime Details									
	Entry Order		Overtime Type		Apply To	Overtime Duration	Reason	From	To
<u>Entry 1</u>	^	v		↓ ⓘ	↓	00:00	- ↓	00:00	00:00
<u>Entry 2</u>	^	v	(OT) ExHrs	↓ ⓘ	↓	00:00	- ↓	00:00	00:00
Entry 3	^	v	(OT) ND	↓ ⓘ	↓	00:00	- ↓	00:00	00:00
Entry 4	^	v	(OT) WD	↓ ⓘ	↓	00:00	- ↓	00:00	00:00
Entry 5	^	v		↓ ⓘ	↓	00:00	- ↓	00:00	00:00

NOTE: For shifts which cross over the Excess threshold into OT, these hours can both be applied in the same shift. Simply enter the Excess hours into **Entry 1** then enter the OT hours on the next line in **Entry 2**.

- In the **Apply To** section, you can choose whether the OT/Excess rates should apply:
 - Before or after the existing shift times (extending the total working hours of the shift by adding OT/Excess hours)
 - At the beginning or end of the shift times (replacing substantive hours with OT/Excess **without** changing the total working hours of the shift)
 - To the entire shift time

Overtime Details									
	Entry Order		Overtime Type	Apply To	Overtime Duration	Reason	From	To	
Entry 1	^	v	v ⓘ	v	00:00	- v	00:00	00:00	
Entry 2	^	v	v ⓘ			- v	00:00	00:00	
Entry 3	^	v	v ⓘ			- v	00:00	00:00	
Entry 4	^	v	v ⓘ			- v	00:00	00:00	
Entry 5	^	v	v ⓘ			- v	00:00	00:00	

- After Duty
- Before Duty
- During Duty
- End Of Duty
- Entire Duty
- Not Applicable
- Start Of Duty

- For any **Apply To** option other than *Entire Shift* – you will need to enter the number of hours of Excess/OT in the **Overtime Duration** field.

Overtime Details									
	Entry Order		Overtime Type		Apply To	Overtime Duration	Reason	From	To
Entry 1	^	v	(OT) WD	v	After ...	02:00	v	00:00	00:00
Entry 2	^	v		v		00:00	-	00:00	00:00
Entry 3	^	v		v		00:00	-	00:00	00:00
Entry 4	^	v		v		00:00	-	00:00	00:00
Entry 5	^	v		v		00:00	-	00:00	00:00

- You can then select a reason from the Reason drop-down menu

Overtime Details									
	Entry Order		Overtime Type		Apply To	Overtime Duration	Reason	From	To
Entry 1	^	v	(OT) WD	v ⓘ	After ... v	02:00	v	00:00	00:00
Entry 2	^	v						00:00	00:00
Entry 3	^	v						00:00	00:00
Entry 4	^	v						00:00	00:00
Entry 5	^	v						00:00	00:00

Support Training

Supported Duties

Telephone interpreting

To Adjust Skill Mix

To Meet Clinical Demand

To Meet Managerial Requirements

To Meet Workload Demand

Unknown - due to absence deletion

NOTE: Once you open the drop-down menu, you can start typing the reason to filter the drop-down options.

- Once all this information has been entered, click OK.
- The shift will now appear with an orange circle icon in the roster, and the OT hours will show in the O/T Hrs column on the right-hand side

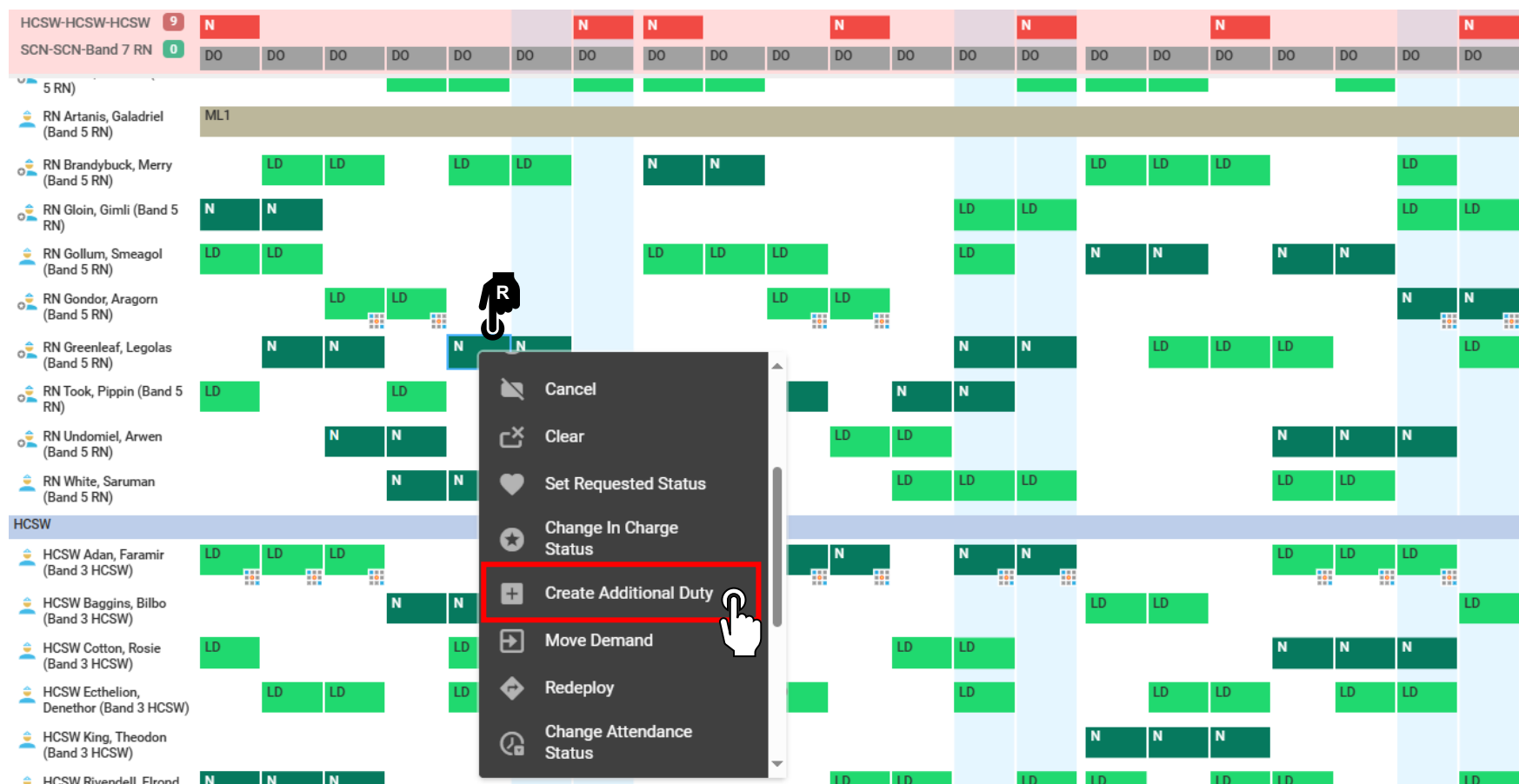
August 2025

	11	12	13	14	15	16	17	18	19	20	21	O/T Hrs	Net Hrs Left	Hours Left
Training Ward ▼														
RN-RN-RN 13														
HCSW-HCSW-HCSW 9	N				N		N	N			N			
SCN-SCN-Band 7 RN 0	DO	DO	DO	DO	DO	DO	DO	DO	DO	DO	DO			
Training Ward ▼	11 August 2025											02:00	-	225:30
SCN														
RN Baggins, Frodo (Band 7 RN)	SCN	SCN	SCN	SCN	SCN			SCN	SCN	SCN	SCN	-	?	00:00
RN														
RN Gamgee, Samwise (Band 6 RN)					LD	LD	LD			LD	LD	-	?	00:30
RN Grey, Gandalf (Band 6 RN)	LD	LD	LD							N	N	-	?	00:30
RN Adan, Boromir (Band 5 RN)				LD	LD		LD	LD		LD 07:00-21:30		02:00	?	00:30
RN Artanis, Galadriel (Band 5 RN)	ML1													

NOTE: Once Excess/OT has been added to a shift, the only way to remove it is to drag the shift back up into the unfilled demand, where the OT will automatically be removed. It can then be reassigned to a staff member again.

Create Additional Duties

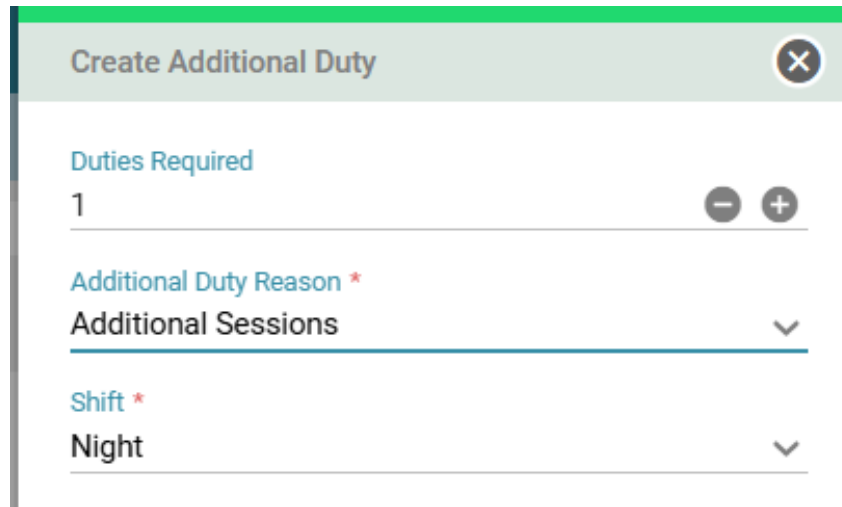
- On the required date, locate a shift of the same type which has already been rostered for an employee in the same team.
- Right-click and select **Create Additional Duty** from the drop-down menu.



The screenshot displays the eRostering interface with a roster grid. The grid shows shifts for various employees, including RN Artanis, Galadriel (Band 5 RN) and HCSW Adan, Faramir (Band 3 HCSW). A right-click context menu is open over a shift, with the 'Create Additional Duty' option highlighted in red. The menu options are:

- Cancel
- Clear
- Set Requested Status
- Change In Charge Status
- Create Additional Duty**
- Move Demand
- Redeploy
- Change Attendance Status

- This will open a pop-up on the right-hand side where you can select:
 1. how many additional duties you require
 2. the reason for the additional duty (drop-down menu)
 3. the shift type you require (drop-down menu, defaults to the type of shift selected)

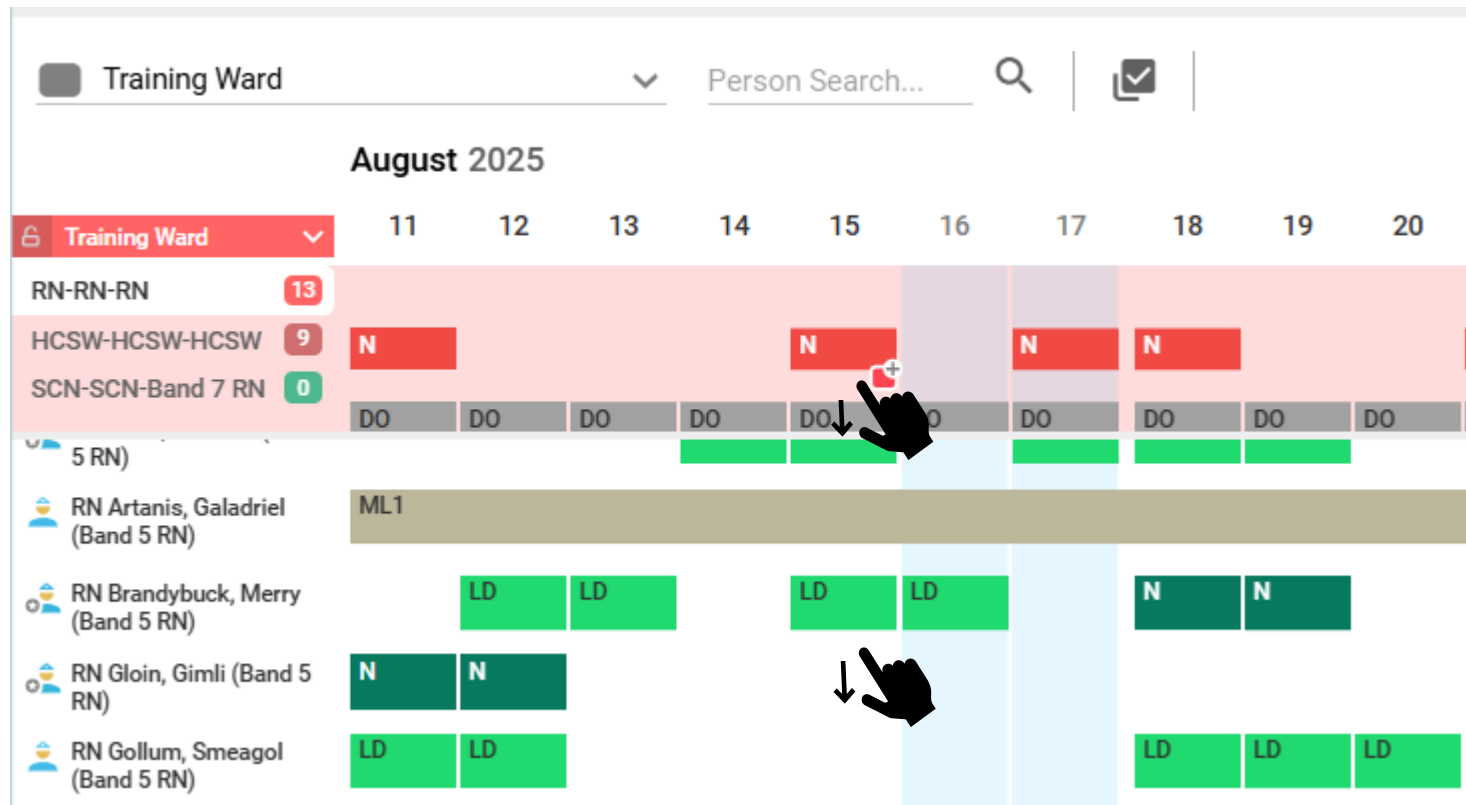


The screenshot shows a 'Create Additional Duty' pop-up window. It has a green header bar with the title 'Create Additional Duty' and a close button (X). Below the header, there are three sections: 'Duties Required' with a value of '1' and minus/plus buttons; 'Additional Duty Reason' with a red asterisk and a dropdown arrow; and 'Shift' with a red asterisk and a dropdown arrow showing 'Night' selected.

- Click **OK** to create shift

NOTE: you will be able to adjust the shift start and end times, or move the additional demand to another date, after this point.

- The Additional Duty will appear in the Unfilled Duties section on that date, with the red square and + sign icon
- This can then be dragged down for the staff member, or if necessary, the times can be adjusted, or the demand can be moved to another date.



NOTE: If you do not have any other staff working on the same date that you require the additional shift – you can still follow the steps above using a shift on a different date and then simply drag the additional shift in the Unfilled Duties section to the relevant date before dropping it in for the staff member.