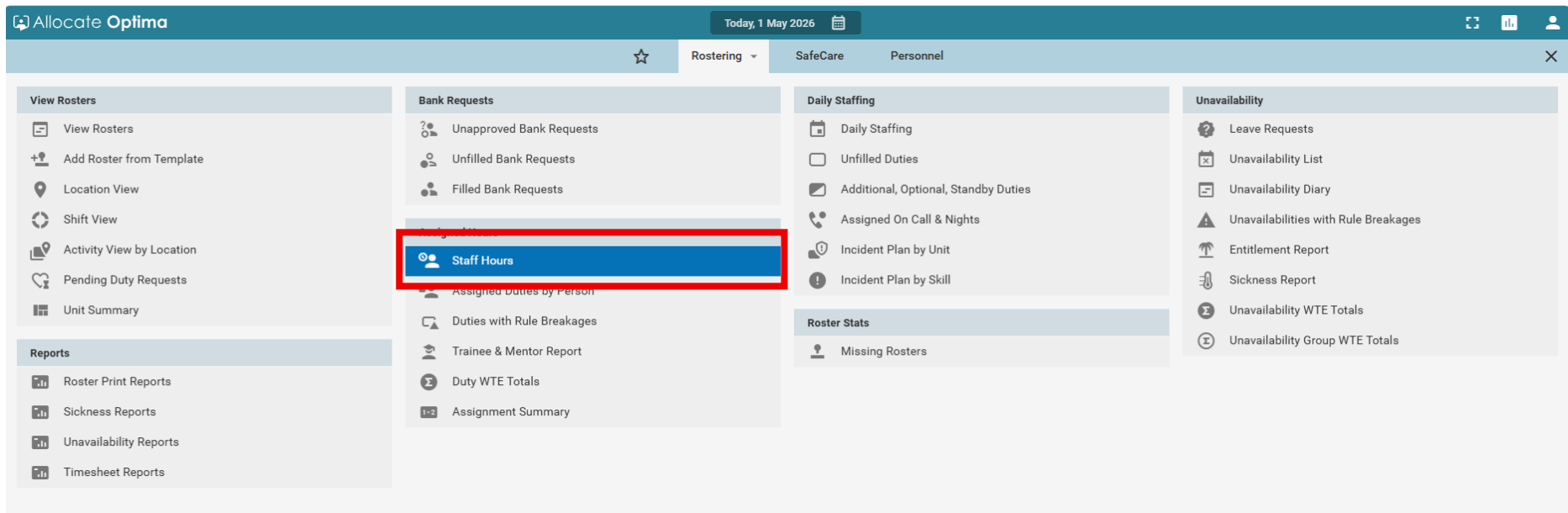


Staff Hours Report

This report gives you a breakdown of the hours worked over a defined period.

To open > select **Rostering** > **Assigned Hours** > **Staff Hours**



The parameters that can be adjusted are **Unit**, **From Date**, **To Date**, **Staff Number**, **Assignment Number** and **Surname**. Reports can be exported to excel using the **icon** or the **extract** button highlighted in red.

Staff Hours

0 Records   

Unit	Training Ward ▾	From *		To *	
Staff No		Assignment No		Surname	
Extract 					

Unit	Staff Number	Assignment No	Surname ↑	Forenames	Grade	Net Hours	Total Assigned Hour	Total Contracted Hours	Hours Left
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Staff Hours

20 Records



Unit

Training Ward

From *

23/02/2026

To *

22/03/2026

Staff No

Assignment No

Surname

Extract

Unit	Staff Number	Assignment	Surname	Forenames	Grade	Net Hours	Total Assigned Hour	Total Contracted Hours	Hours Left
Training Ward	3465992	FK781239	Barman	Bobby	Band 5 RN	0.00	148.00	148.00	0.00
Training Ward	3465999	FK781246	Big	Innes	Band 5 RN	0.00	138.00	138.00	0.00
Training Ward	3466006	FK781253	Bookie	Stevie	GEN. ACUTE NURSE B3	0.00	92.00	92.00	0.00
Training Ward	3465987	FK781234	Drennan	Isa	Band 7 RN	0.00	148.00	148.00	0.00
Training Ward	3465997	FK781244	Guinness	Edith	Band 5 RN	0.00	148.00	148.00	0.00
Training Ward	3465991	FK781238	Harrid	Navid	Band 5 RN	0.00	148.00	148.00	0.00
Training Ward	3465995	FK781242	Harrid	Meena	Band 5 RN	0.00	148.00	148.00	0.00
Training Ward	3465990	FK781237	Ingram	Winston	Band 5 RN	0.00	148.00	148.00	0.00
Training Ward	3465996	FK781243	Jakey	Pete	Band 5 RN	0.00	120.00	120.00	0.00
Training Ward	3465988	FK781235	Jarvis	Jack	Band 6 RN	0.00	148.00	148.00	0.00
Training Ward	3465994	FK781241	Jones	Eric	Band 5 RN	0.00	148.00	148.00	0.00
Training Ward	3466003	FK781250	Manky	Franky	GEN. ACUTE NURSE B3	0.00	138.00	138.00	0.00
Training Ward	3466004	FK781251	McAlpine	Peggy	GEN. ACUTE NURSE B3	0.00	148.00	148.00	0.00
Training Ward	3465989	FK781236	McDade	Victor	Band 6 RN	0.00	148.00	148.00	0.00
Training Ward	3465993	FK781240	Mullen	Tam	Band 5 RN	0.00	92.00	92.00	0.00
Training Ward	3466001	FK781248	Mullen	Frances	GEN. ACUTE NURSE B3	0.00	148.00	148.00	0.00
Training Ward	3466005	FK781252	Postie	Chris	GEN. ACUTE NURSE B3	0.00	148.00	148.00	0.00
Training Ward	3466000	FK781247	Reid	Wullie	GEN. ACUTE NURSE B3	0.00	148.00	148.00	0.00
Training Ward	3465998	FK781245	Taylor	Archie	Band 5 RN	0.00	148.00	148.00	0.00
Training Ward	3466002	FK781249	Young	Ferrie	GEN. ACUTE NURSE B3	0.00	118.67	118.67	0.00

- ❖ The column highlighted in blue shows the staff number
- ❖ The column highlighted in yellow shows the assignment number
- ❖ The columns highlighted in green shows the name of the staff members
- ❖ The column highlighted in orange shows the running total of hours accumulated since the staff member came onto Optima
- ❖ The column highlighted in purple shows the total hours left for the period defined in the parameters