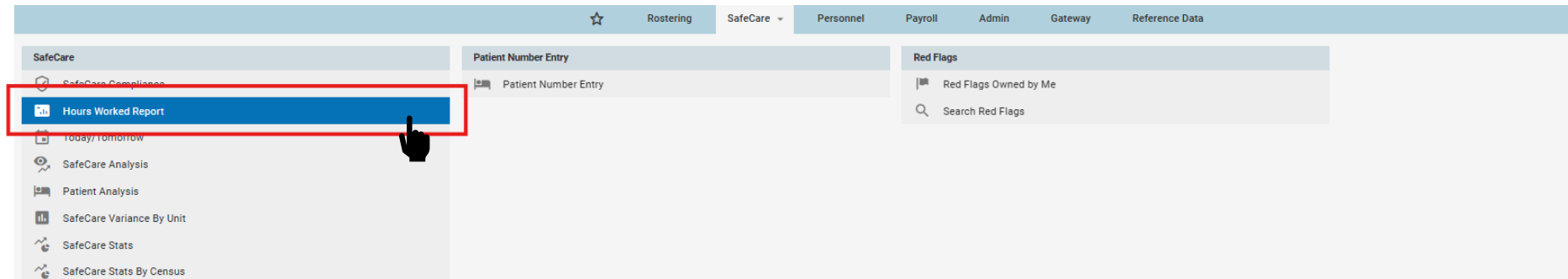


Hours Worked Report

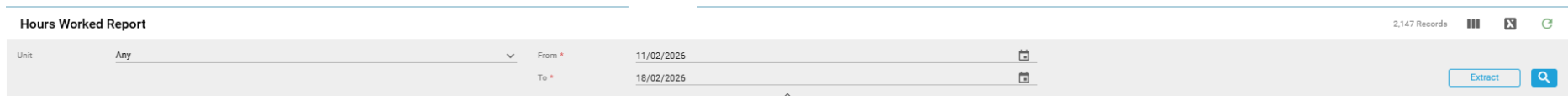
Details hours worked by staff, including contracted, actual, additional, or redeployed hours.

Navigate to **SafeCare > Hours worked Report**



The screenshot shows the eRostering application interface. At the top, there is a navigation bar with tabs: Rostering, SafeCare (selected), Personnel, Payroll, Admin, Gateway, and Reference Data. Below this, the SafeCare section is expanded, showing a list of options. The 'Hours Worked Report' option is highlighted with a red rectangle and a hand cursor pointing to it. Other options in the SafeCare menu include SafeCare Compliance, Today/tomorrow, SafeCare Analysis, Patient Analysis, SafeCare Variance By Unit, SafeCare Stats, and SafeCare Stats By Census. To the right of the SafeCare menu, there is a 'Patient Number Entry' section and a 'Red Flags' section with options for 'Red Flags Owned by Me' and 'Search Red Flags'.

Input your **Unit** and **Date** parameters. Click the Finder icon



The screenshot shows the 'Hours Worked Report' form. At the top, it says 'Hours Worked Report' and '2,147 Records'. Below this, there are input fields for 'Unit' (set to 'Any'), 'From' (set to '11/02/2026'), and 'To' (set to '18/02/2026'). There are also icons for a calendar and a magnifying glass. At the bottom right, there is an 'Extract' button and a search icon.

Hours Worked Report

27 Records

Unit: Training Ward
 From: 10/02/2026
 To: 11/02/2026
[Extract](#)

Unit	Date ↑	Day of week	Census Period	Census Status	Grade type	Grade	Fulfillment type	Shift name	Shift Type	Hours	Redeployed Hours	Overtime Hours	Hours Excess
Training Ward	10/02/2026	Tuesday	Afternoon	Actual	HCSW	Band 3 HCSW	Substantive	Long Day	Combined	12.00	-	-	-
Training Ward	10/02/2026	Tuesday	Afternoon	Actual	RN	Band 5 RN	Substantive	Long Day	Combined	18.00	-	-	-
Training Ward	10/02/2026	Tuesday	Morning	Actual	HCSW	Band 3 HCSW	Substantive	Long Day	Combined	9.75	-	-	-
Training Ward	10/02/2026	Tuesday	Morning	Actual	HCSW	Band 3 HCSW	Substantive	Night	Night	0.50	-	-	-
Training Ward	10/02/2026	Tuesday	Morning	Actual	RN	Band 5 RN	Substantive	Long Day	Combined	15.00	-	-	-
Training Ward	10/02/2026	Tuesday	Morning	Actual	RN	Band 5 RN	Substantive	Night	Night	0.50	-	-	-
Training Ward	10/02/2026	Tuesday	Morning	Actual	RN	Band 6 RN	Substantive	Night	Night	0.25	-	-	-
Training Ward	10/02/2026	Tuesday	Night	Actual	HCSW	Band 3 HCSW	Substantive	Long Day	Combined	0.75	-	-	-
Training Ward	10/02/2026	Tuesday	Night	Actual	HCSW	Band 3 HCSW	Substantive	Night	Night	11.00	-	-	-
Training Ward	10/02/2026	Tuesday	Night	Actual	RN	Band 5 RN	Substantive	Long Day	Combined	1.50	-	-	-
Training Ward	10/02/2026	Tuesday	Night	Actual	RN	Band 5 RN	Substantive	Night	Night	10.75	-	-	-
Training Ward	10/02/2026	Tuesday	Night	Actual	RN	Band 6 RN	Substantive	Night	Night	11.00	-	-	-
Training Ward	11/02/2026	Wednesday	Afternoon	Predicted	HCSW	Band 3 HCSW	Substantive	Long Day	Combined	6.00	-	-	-
Training Ward	11/02/2026	Wednesday	Afternoon	Predicted	RN	Band 5 RN	Substantive	Long Day	Combined	12.00	-	-	-
Training Ward	11/02/2026	Wednesday	Afternoon	Predicted	RN	Band 6 RN	Substantive	Long Day	Combined	6.00	-	-	-

- ❖ The columns in yellow display information regarding the Unit.
- ❖ The columns in blue display information regarding the census period.
- ❖ The Column in green Confirms the census has been completed and saved
- ❖ The column in red displays the grade details of the hours worked.
- ❖ The columns in pink displays the details of the shift type worked.
- ❖ The columns in purple display details of the hours relating to the shift.