

# EMPLOYEE ONLINE USER GUIDE

## Employee Online – User Guide

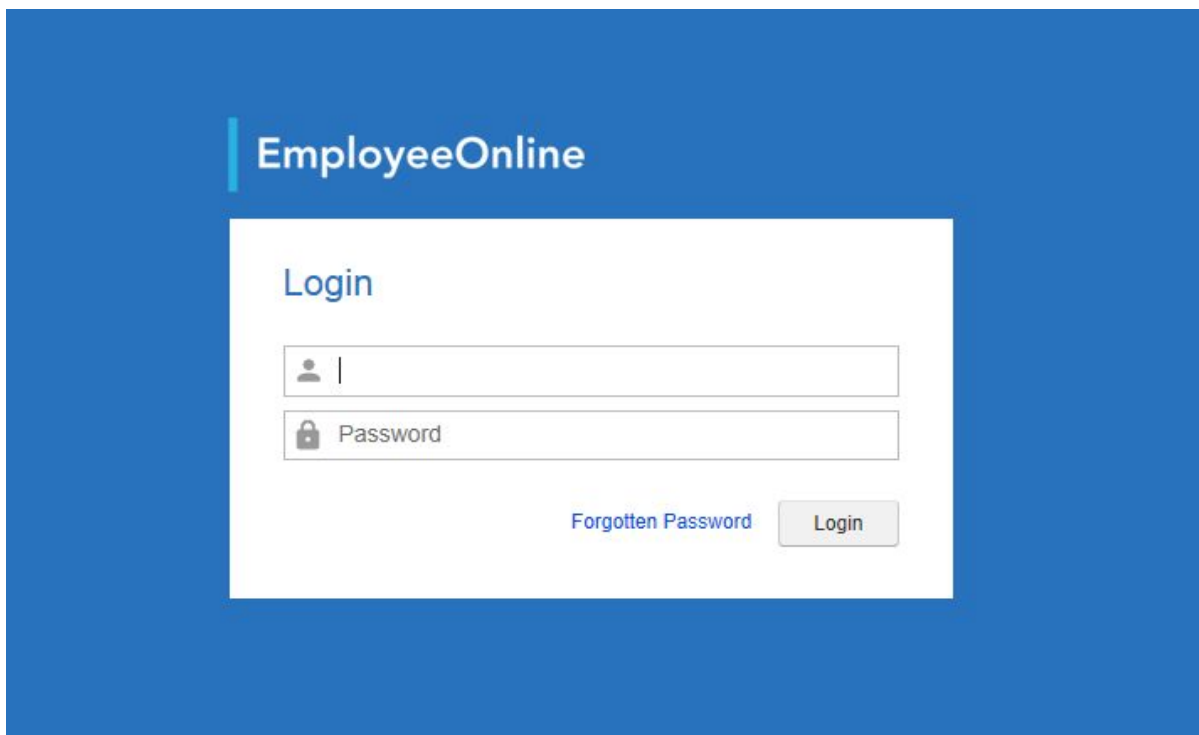
Sections in this guide are:

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## 1. Employee Online – Logging in for the first time

Double-click on the desktop shortcut or type in the URL into the web browser.

Enter the user name and password provided



The screenshot shows the EmployeeOnline login interface. It features a blue header with the text "EmployeeOnline". Below the header is a white login form with the following elements:

- A "Login" heading.
- A username input field with a person icon on the left.
- A password input field with a lock icon on the left and the text "Password".
- A "Forgotten Password" link in blue text.
- A "Login" button in a grey box.

On first login you will be asked to change your password

## 2. Employee Online – Changing Password

Click on **Change Password** at the top of the screen



Change Password Logout

Profile Timesheets

June — July 2017 View 23 Jun 2017

Thu	Fri	Sat
1	22	23
		24

Complete the **Current Password**

In the **New Password** and **Re-enter Password** fields enter a new password adhering to the formatting rules

Click on **Save Changes**

**Change Password**

Your new password must be at least 6 characters long, and can be a combination of letters and numbers, but no symbols or spaces.

Current Password

New Password

Confirm Password

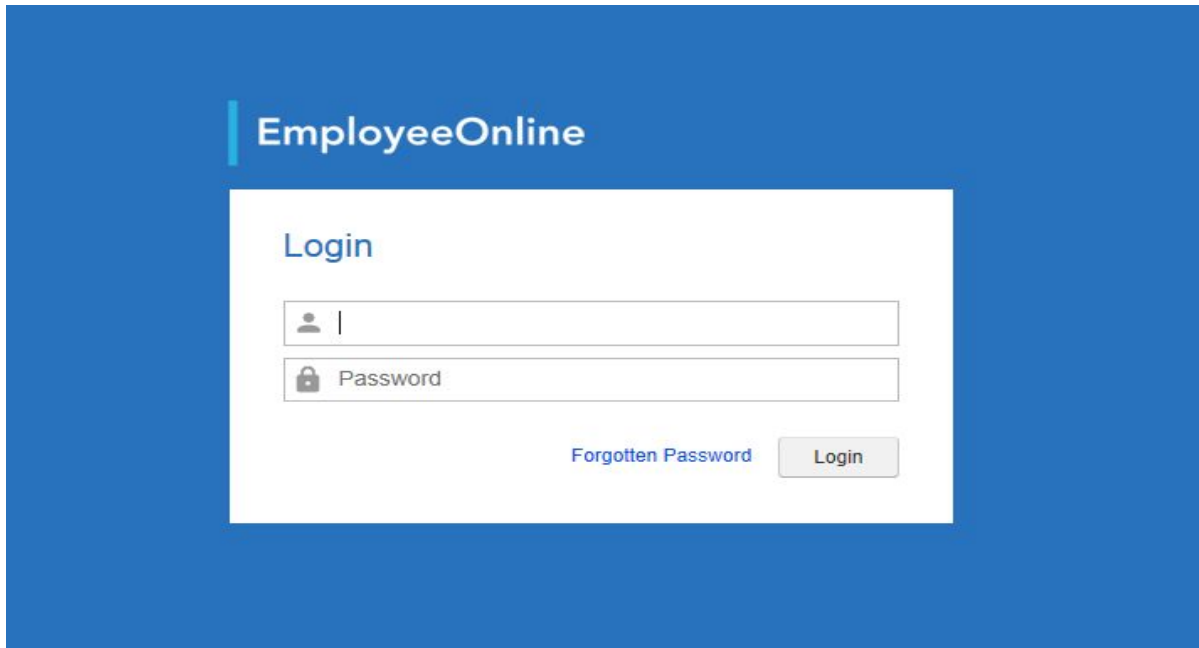
Change Password

A message will appear confirming your password has been changed

Save Changes

Your password has been changed successfully.

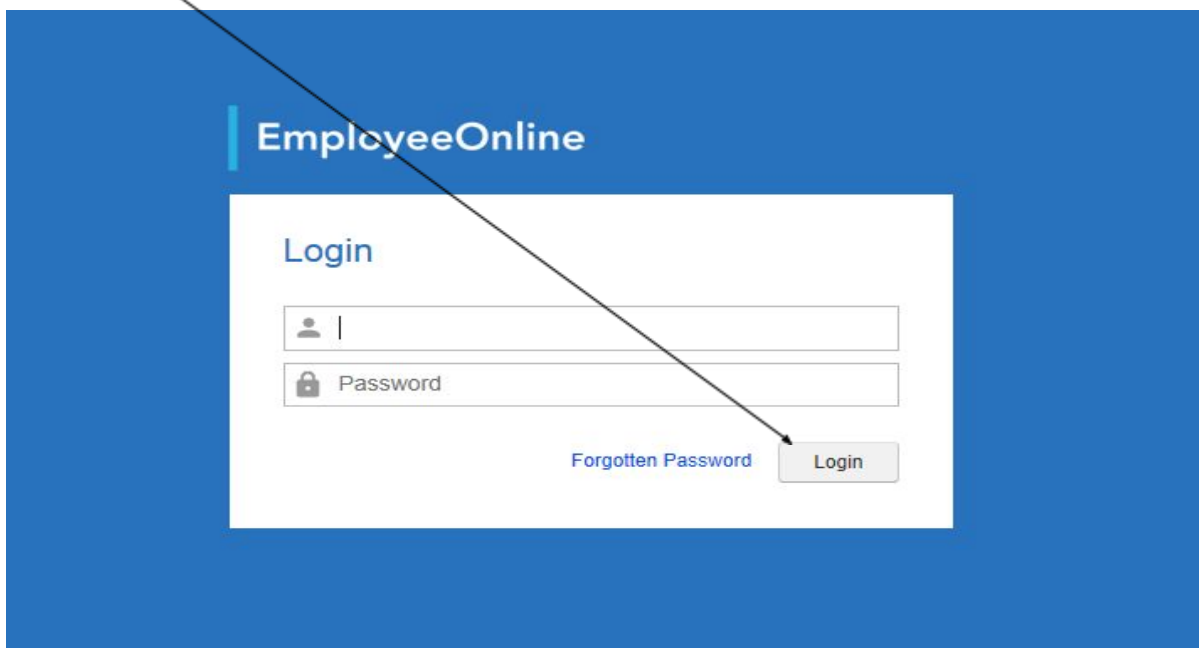
If you forget your password Click on **Forgotten Your Password?**



Enter your **User Name**

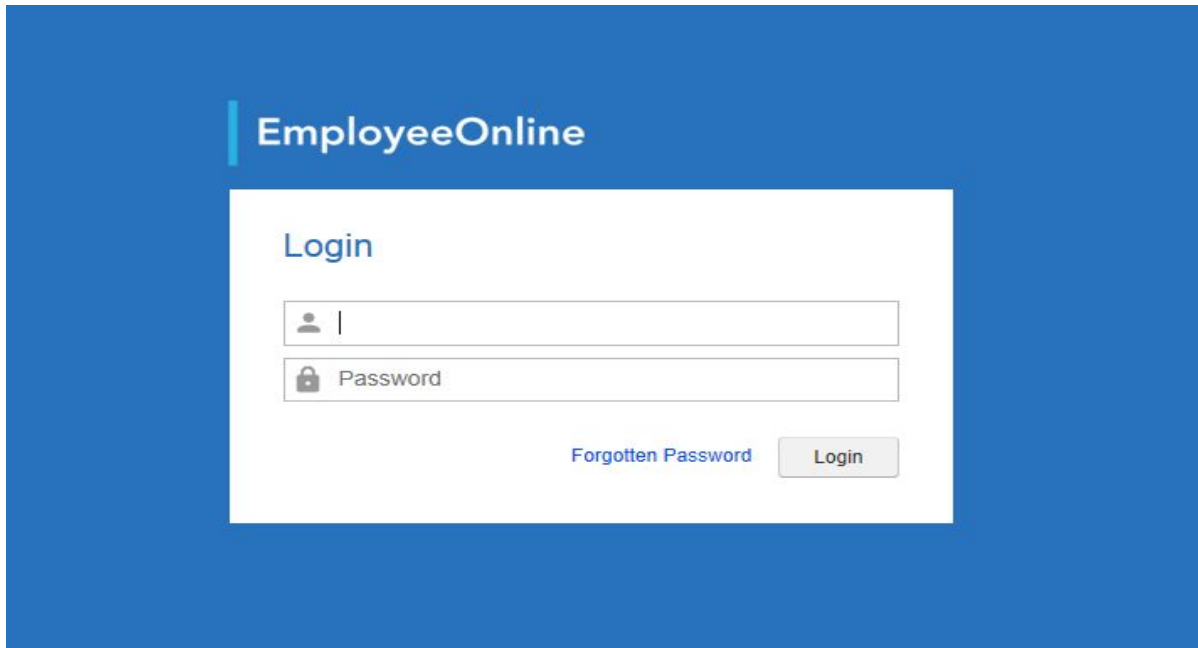
Enter your **e-mail address**

Click on **Login**

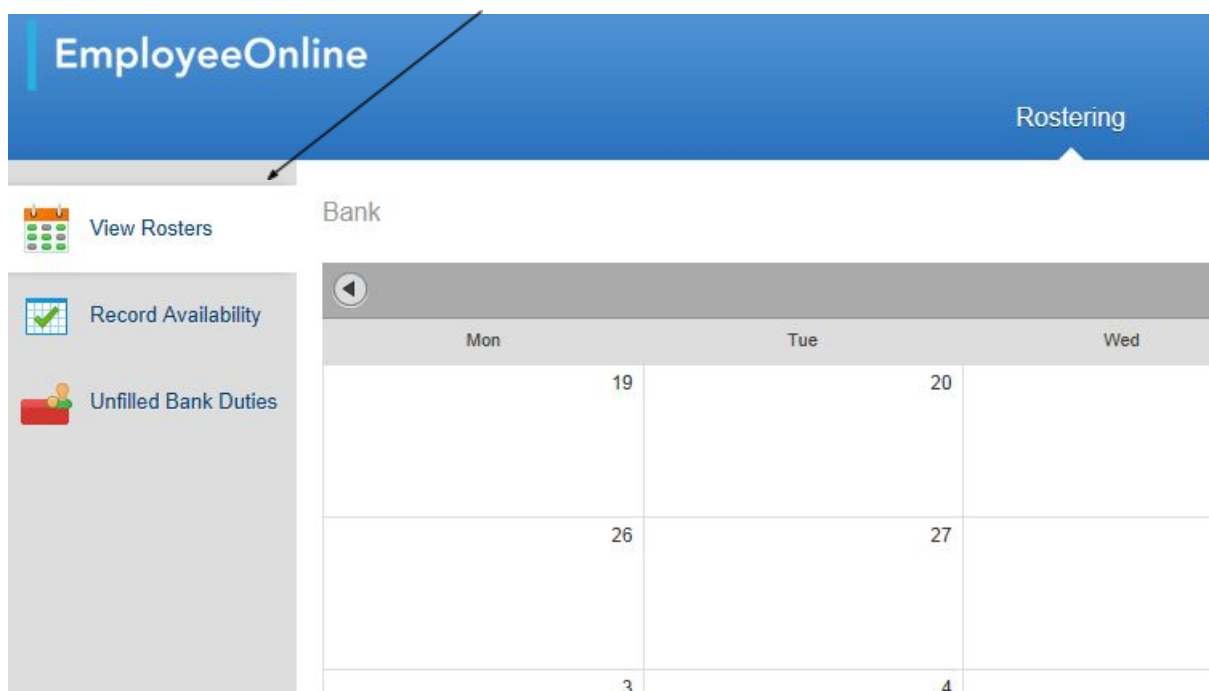


### 3. Employee Online - Booking a Shift

Enter your username and password



You will then be taken to the 'View Roster' page



The image shows the 'View Roster' page in EmployeeOnline. The page has a blue header with 'EmployeeOnline' on the left and 'Rostering' on the right. Below the header is a navigation bar with three items: 'View Rosters' (with a calendar icon), 'Bank' (with a bank icon), and 'Unfilled Bank Duties' (with a red envelope icon). The 'View Rosters' item is selected, and an arrow points to it. The main content area shows a calendar grid for the month of March. The columns are labeled 'Mon', 'Tue', and 'Wed'. The rows represent dates: 19, 20, 26, 27, 3, and 4. The 'Bank' section is currently empty.

Mon	Tue	Wed
19	20	
26	27	
3	4	

Click on **Unfilled Bank Duties**

**EmployeeOnline** Rostering

View Rosters  
Record Availability  
Unfilled Bank Duties

**Unfilled Duties (23 Jun 2017 - 21 Jul 2017)**

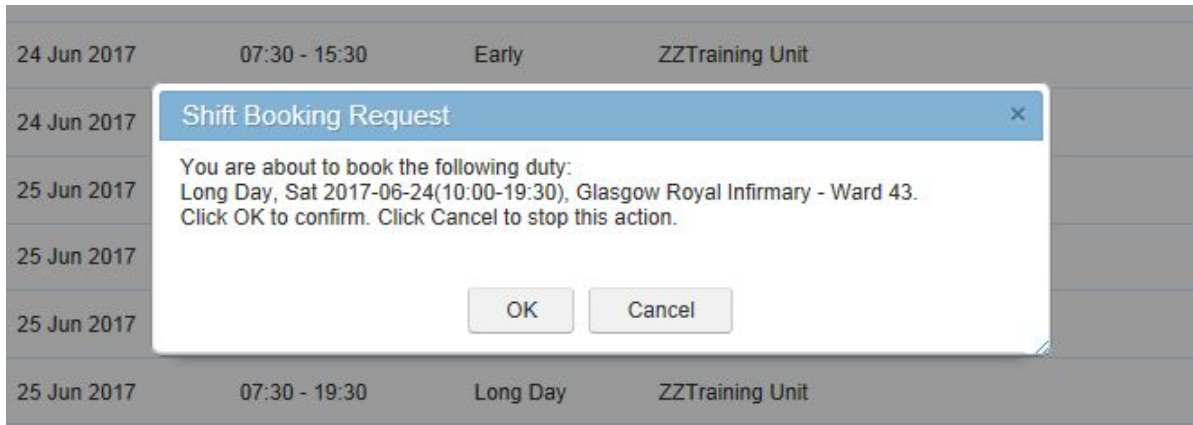
Request ID	Day	Date	Start-End	S
617000045	Saturday	24 Jun 2017	10:00 - 19:30	L
617000091	Saturday	24 Jun 2017	07:30 - 19:30	L
617000247	Saturday	24 Jun 2017	07:30 - 15:30	E
617000248	Saturday	24 Jun 2017	07:30 - 15:30	E
617000255	Saturday	24 Jun 2017	07:30 - 19:30	L
617000046	Sunday	25 Jun 2017	07:30 - 19:30	L
617000092	Sunday	25 Jun 2017	07:30 - 19:30	L

The shifts that are suitable for the person logged into EOL will be displayed. This is dependent on your job role and grade as well as having the correct up to date skills for the required shift.

Click **Book** next to an Unfilled shift

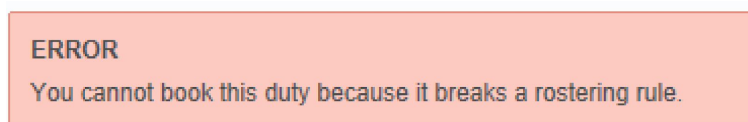
Location	Grade	Grade Type	Action
	Band 5 RN	RN	<input type="button" value="Book Bank"/>
	Band 5 RN	RN	<input type="button" value="Book Bank"/>

Click **OK** on the confirmation screen



The booked shift will now appear on your personal roster.

If there are warnings/violations on a booking it will not be possible to proceed. Instead a warning will be presented to the user and the shift will not be booked.



#### 4. Employee Online – Confirming Unconfirmed Bookings

On the **Rostering** tab click on **Unfilled Bank Duties**

Click on the **Unconfirmed Duties** tab at the bottom of the page



The list of unconfirmed shifts will appear

Confirm a booking by clicking the **Confirm** button





## 6. Employee Online – Entering Availability

On the Rostering tab click on **Record Availability**

The screenshot shows the 'EmployeeOnline' interface. At the top right, the 'Rostering' tab is selected. On the left sidebar, there are three main sections: 'View Rosters' (with a calendar icon), 'Record Availability' (with a checkmark icon), and 'Unfilled Bank Duties' (with a calendar icon). An arrow points from the 'Record Availability' text in the instruction above to the 'Record Availability' button in the sidebar. The main content area is titled 'Record Availability' and contains an 'Availability' section. This section has two rows of buttons: the first row includes 'All Day' (green), 'Early' (yellow with a sun icon), 'Long Day' (yellow with a plus icon), and 'Late' (yellow); the second row includes 'Night' (yellow with a moon icon), 'Twilight' (yellow), and a time range selector showing '08:00 - 12:30' with a dropdown arrow. Below these buttons is a navigation bar with a left arrow, and a calendar view showing 'Mon', 'Tue', and 'Wed' with some dates partially visible.

Navigate to relevant date --/--/----

Click on **All Day** and drag to the relevant day

Record Availability

Availability

All Day Early Long Day Late

Night Twilight 08:00 - 12:30

Mon	Tue	Wed
19	20	21
26	27	28
All Day Remove	Early Remove	Late Remove
3	4	5

Availability

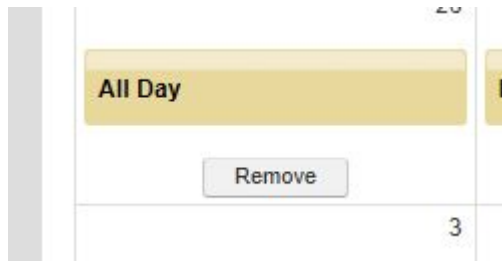
bility All Day E

Duties

Your availability will be shown as All Day on the relevant day chosen. You can also choose Early, Late, Long Day, Night or time-specific options and drag each option to the relevant days/dates.

## 7. Employee Online – Removing Availability

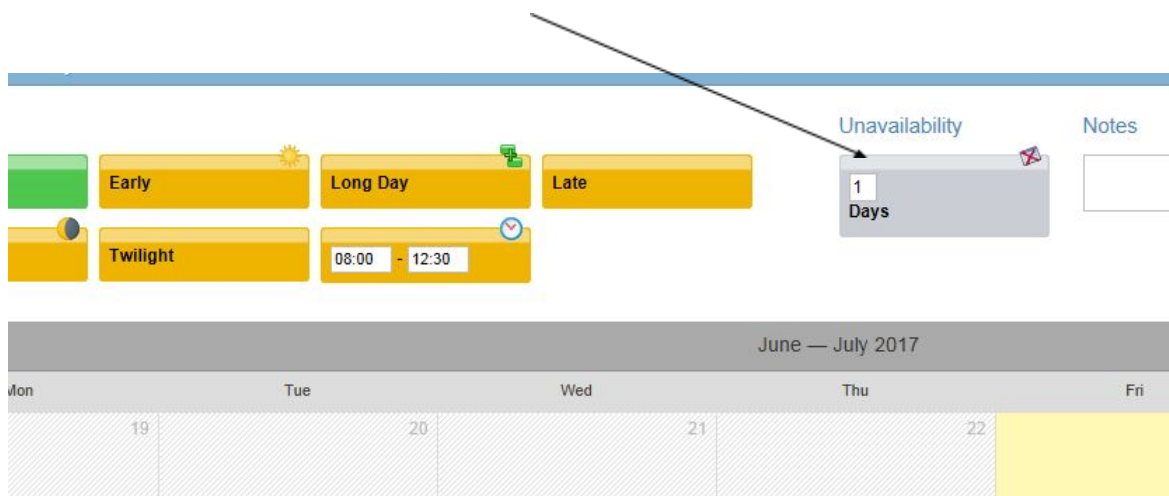
To remove availability you simply click the **Remove** button shown under the relevant entry. The remove button will appear under each of the options you enter.



## 8. Employee Online – Entering Unavailability

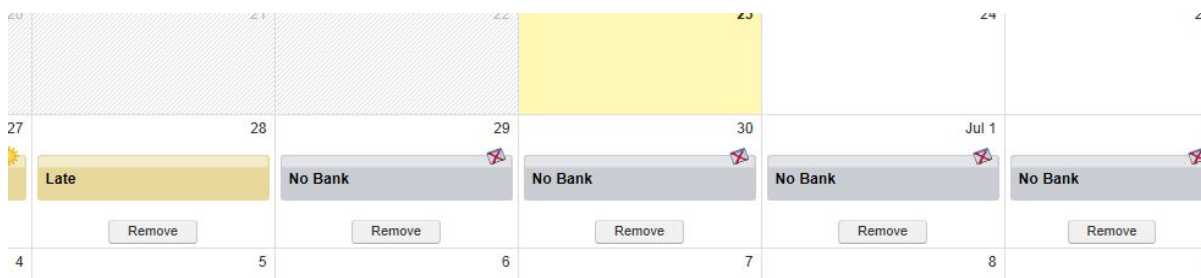
Click on **Monday**

Enter the number of days in the **Unavailability** block e.g. 7 days



Click on **Add**

The Unavailability will simply be shown as No Bank.

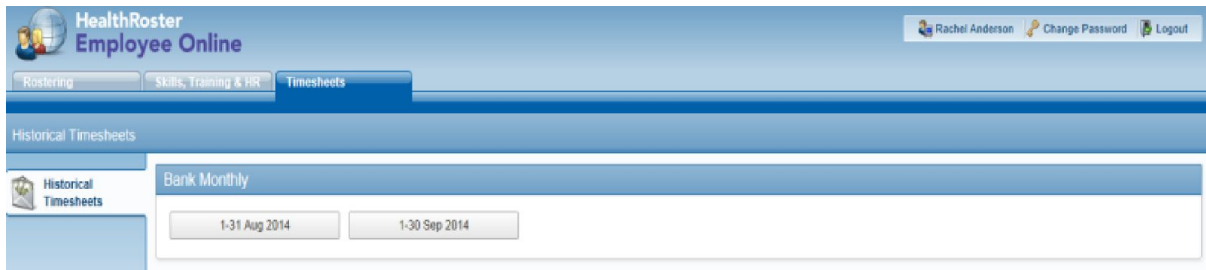


## 9. Employee Online – View Timesheets

Once a timesheet has been finalised and submitted it will appear in the historical timesheets tab. If a person has more than one contract/payroll (e.g. Bank and Substantive) these will be shown distinctly.

Select the **Timesheets** tab

Click the **View Historical Timesheets** shortcut



Select a pay period

A breakdown of the hours that have been worked and absences will appear