

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.
- Attendance finalisation process for Junior Medical Officer (JMO) units 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

- N/A – new document

Approved by:	SCHN Policy, Procedure and Guideline Committee	
Date Effective:	1 st August 2017	Review Period: 3 years
Team Leader:	Workforce Transactional Services Manager	Area/Dept: Workforce

READ ACKNOWLEDGEMENT

- All Roster Managers (delegated officers) should read and signoff having read the document to acknowledge they understand the contents.
- All Department Heads/ Managers should be aware of this policy.
-

TABLE OF CONTENTS

1	Policy	3
2	Purpose/Scope	3
3	Definitions	3
4	Attendance Finalisation	4
4.1	Introduction	4
4.2	Verification of Attendance	4
4.3	Finalisation	4
4.3.1	<i>Unfinalised Attendance</i>	4
4.4	Junior Medical Officer (JMO) Attendance Finalisation	5

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. As stated in the Auditor General's Report to Parliament 2014, 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 HealthRoster (State- Wide rostering 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 unit for the selected roster pay period.
- As per the State Records: The General Retention and Disposal Authority (GA28), Roster Managers (delegated officers) are required to keep roster related records for a period of seven years.

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.

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-productive) assigned in a rostering unit.

SCHN Local HealthRoster Administrator – 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 random 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 10am 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 Workforce Customer Services Team.

4.3.1 Unfinalised Attendance

Unfinalised attendance (as at 10am on Monday after pay period end) will be force finalised by the SCHN Local HealthRoster Administrator prior to the pay file being extracted.

Where attendance is force finalised, Roster Managers (delegated officers) will be sent a report for manual approval for audit purposes. Roster Managers are required to review and approve attendance within one week of the report being provided. Changes can be made 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>

Any outstanding manual approvals after this period will be escalated to the relevant Clinical Program Director/Tier 3 to respond within one week. It should be noted that any unresolved issues will be escalated to Tier 2 after this period.

4.4 Junior Medical Officer (JMO) Attendance Finalisation

- JMO rosters are reviewed and approved by the delegated officer and made available to JMOs in accordance with the Award requirements.
- This Roster information is entered into HealthRoster by the JMO Administrative Support Officer. Timesheets are printed and made available for JMOs. Changes such as leave, unrostered overtime, call backs and shifts are reviewed and approved by the delegated officer prior to adjustments being made in HealthRoster.
- The site based designated officer finalises the JMO attendance for a pay period in HealthRoster for the Monday pay run.

Copyright notice and disclaimer:

The use of this document outside Sydney Children's Hospitals Network (SCHN), or its reproduction in whole or in part, is subject to acknowledgement that it is the property of SCHN. SCHN has done everything practicable to make this document accurate, up-to-date and in accordance with accepted legislation and standards at the date of publication. SCHN is not responsible for consequences arising from the use of this document outside SCHN. A current version of this document is only available electronically from the Hospitals. If this document is printed, it is only valid to the date of printing.