

# APPROVING A PARTIALLY APPROVED ROSTER

## *Tips for Roster Approvers*

Are you a Roster Approver with staff who manage a roster that you are required to approve?

### 1. PROCESS & TIMEFRAMES



Determine the process to partially and fully approve a roster & agree on timeframes when tasks are to be completed ensuring all parties have sufficient time to complete.

### 2. SCHEDULE ROSTERING EVENTS INTO CALENDAR



Schedule events into calendar to allow for completion prior to agreed timeframes.

### 3. CHECK ROSTER ANALYSER



Review indicators for roster warnings, vacancies in demand (unfilled duties), additional requirements above budgeted roster requirements, staff unavailability and skill mix.

### 4. IDENTIFY ANY UNMET MEASURES OF SUCCESS



Identify any measures of success that are not met.

### 5. DISCUSS QUERIES



Liaise with the Roster Manager to understand the reasons for any decisions that you may choose to query and evaluate the reasons.

### 6. REVIEW LESSONS LEARNT



Collaborate with Roster Manager, considering any lessons learnt & strategies that have worked previously to agree on best solution.

### 7. FOLLOW PROCESS TO UPDATE



Follow established process with the First (1<sup>st</sup>) Approver/Roster Manager to update the roster as agreed.

### 8. FULLY APPROVE



Fully approve the roster for publication so it is available for staff to view in Employee Online.