

# JMO Declaration

## Unrostered Overtime (and meal allowance where eligible), Callbacks and Missed Meal Breaks

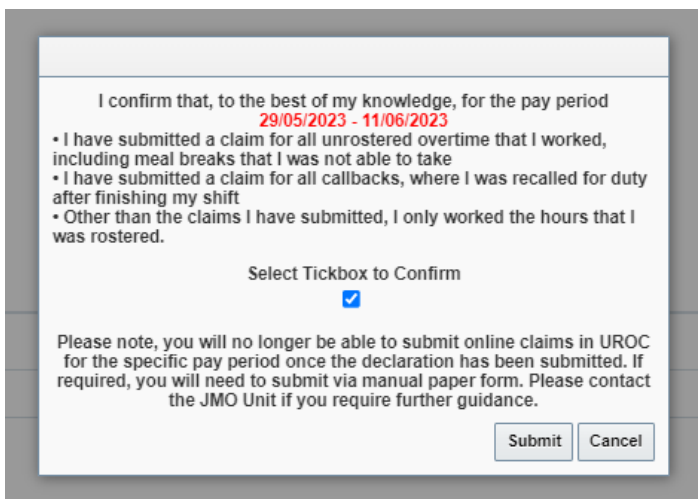
### Confirming you have claimed all additional hours worked

As a Junior Medical Officer there may be circumstances where you are required to work additional hours beyond your ordinary hours of work. Where these hours are not rostered in advance you will need to submit a claim for these hours to be paid, as well as any claims for callbacks and missed meal breaks. These claims can be made via the **StaffLink Unrostered Overtime and Callbacks (UROC)** application or the **NSW Health UROC Mobile App** (available via the Apple Store or Google Play).

### What is a JMO Declaration?

All JMOs are required to complete a 'JMO Declaration' for each pay period, which verifies that the hours recorded in UROC reflect the hours actually worked. On the Monday following the end of a pay period, a JMO Declaration will be available for the previous pay period. JMOs will receive email (to their NSW Health email address) and SMS reminders (where they have opted in) at the end of each pay period requiring them to complete the declaration.

The declaration can be made in the StaffLink UROC application (by selecting the UROC JMO Declaration option from the main menu) or via the NSW Health UROC mobile app. You are required to make the declaration as soon as possible after you submit your claims for the pay period.



I confirm that, to the best of my knowledge, for the pay period  
**29/05/2023 - 11/06/2023**

- I have submitted a claim for all unrostered overtime that I worked, including meal breaks that I was not able to take
- I have submitted a claim for all callbacks, where I was recalled for duty after finishing my shift
- Other than the claims I have submitted, I only worked the hours that I was rostered.

Select Tickbox to Confirm

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Please note, you will no longer be able to submit online claims in UROC for the specific pay period once the declaration has been submitted. If required, you will need to submit via manual paper form. Please contact the JMO Unit if you require further guidance.

Submit Cancel

### Why do JMOs need to complete a declaration?

The purpose of the declaration is to verify the hours that you have worked. It is important that NSW Health knows about all of the hours you have worked, primarily so it can ensure that you are paid for all hours you have worked. It is also important for other reasons including:

- so your facility or district is aware of your workload and the workload within your department. This is important for your wellbeing and for the safety of patients; and
- so that your facility or district can budget and resource your facility appropriately.

This is an important declaration that you are required to make in the course of your employment. You must make the declaration truthfully and accurately as NSW Health will rely on it. If there is any reason why you cannot make the declaration, you must take one of the following steps:

1. speak to your JMO Unit; or
2. speak to your DMS or Director of Training, or equivalent; or
3. if you are not comfortable speaking to either of the above, contact the Ministry's JMO Employment team via email at [jmoemployment@health.nsw.gov.au](mailto:jmoemployment@health.nsw.gov.au).

You do not need to raise this with your supervisor or Head of Department.

You must not make the declaration if you know you have worked additional hours but have not claimed these. You must instead take one of the above steps,

## **What happens when I make a declaration?**

Once you have made a declaration for a particular pay period you will no longer be able to make a claim for that pay period via UROC. We understand sometimes mistakes happen and on occasion, a declaration might be made when you still have claims to make. If you make a mistake, you should speak with your JMO unit and seek assistance to make any outstanding claims using a manual claim form.

If you do not make a declaration, you will still be able to claim via UROC up to 3 months after the hours were worked after which time you will need to claim via a manual claim form.

## **Am I required to make a declaration in UROC if I complete a Pay Period Confirmation?**

- If you work in an LHD that uses Pay Period Confirmation (PPC) you are required to complete the JMO Declaration and the PPC.
- The JMO Declaration is required to confirm that you have submitted all the unrostered overtime that you have worked.
- Pay Period confirmation is used to confirm all other aspects of your pay are correct, including rostered shifts, times, ADOs and all leave is entered correctly. It allows you to provide feedback on any discrepancy directly to your manager prior to the end of the pay period.

## **Need Help?**

If you require any assistance please:

- contact your local JMO Unit
- access the information available via the NSW Health Junior Medical Officer Portal (<https://www.health.nsw.gov.au/jmo>) or
- for technical issues with UROC log a SARA ticket (<https://sara.health.nsw.gov.au>).