

UROC – JMO Claim Details Report

Audience: Junior Medical Officers (JMO)

Quick Reference Guide - JMO Claim Details Report



What is UROC?

- The Unrostered Overtime and Callback Claims (UROC) system provides an online facility for Junior Medical Officers to claim unrostered overtime, callbacks and missed meal breaks all within the same application.
- You can create:
 - a claim for unrostered overtime (and claim for a meal allowance where eligible within the same claim).
 - a claim for callbacks (recalled for duty).
 - a claim for missed meal breaks.
- All claims are reviewed by your JMO unit or equivalent for processing into payroll. On occasions if you have missed important details in your claim, your JMO unit may return your claim to you to update before it is processed.



What is the JMO Claim Details Report?

From time to time you may wish to obtain a record of the claims you have made.

The JMO Claim Details Report function in UROC allows you to search, view, export and print a list of all of your UROC claims.

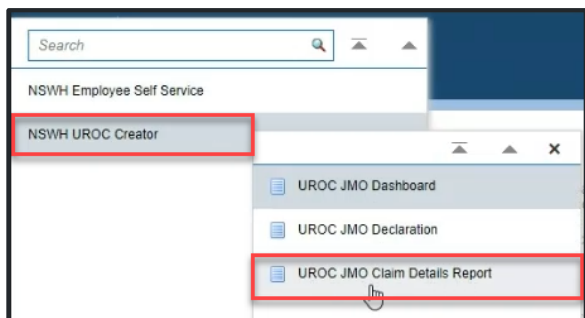


How to view the UROC Claim Details Report

To access the **UROC JMO Claim Details Report**:

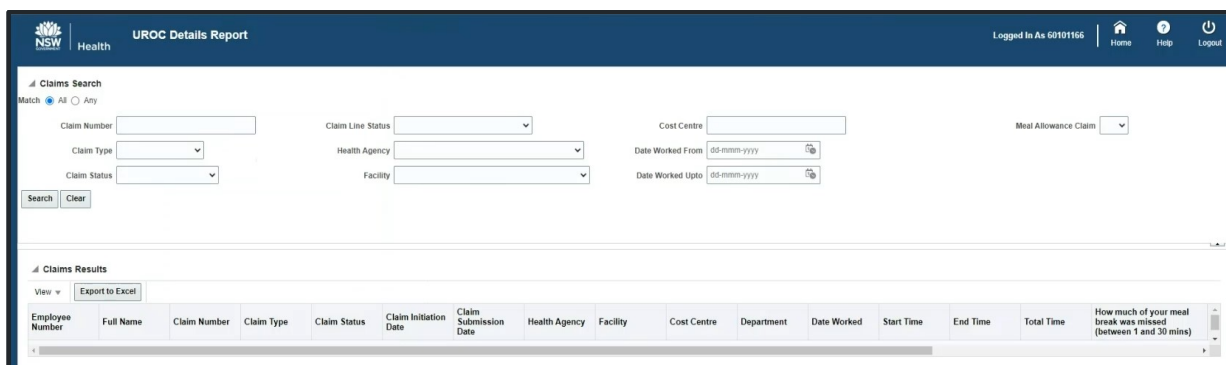
1. Navigate to StaffLink and login using your ID and password.

2. Select **NSWH UROC Creator** role from the drop-down list in the top left.



3. Select the **UROC JMO Claim Details Report**.

The UROC Details Report landing page displays.



4. Search for a claim or all claims within the top part of the **Claims Search** by entering in any relevant information into one or all the **Claims Search** fields (There are no mandatory fields. You can add any information or none).

Field Name	Description
Claim Number	Enter a claim number if you are searching for a specific claim or batch.
Claim Type	Type of claim – Callback, Missed Meal Break or Unrostered Overtime
Claim Status	Select the status- Draft, Finalised, Pending Validation or Returned for Amendment.
Claim Line Status	Sort by Claim Line Status- Draft, Accepted, Not Accepted- not valid, Not Accepted – requires amendment, Pending Validation or Withdrawn.
Health Agency	The health agency the claim relates to.
Facility	The facility the claim relates to.
Cost Centre	The cost centre the claim relates to.

Field Name	Description
Date Worked From	Add in the date period the claim was worked from.
Date Worked Upto	Add in the date period the claim was worked to.
Meal Allowance Claim	Select Yes or No in the drop-down field.



Tip

You do not have to add any details into the **Claims Search** fields. You can click the **Search** button to view ALL claims.

Claims Search

Match All Any

Claim Number

Claim Type

Claim Status

Search Clear

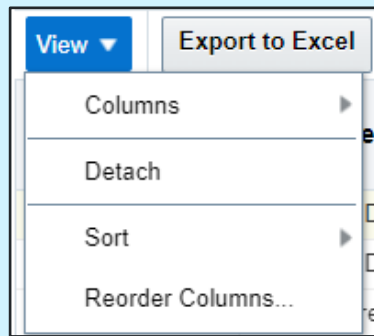
Claim Details Report results will display. Please note: these results are view-only.

Claims Results															
Employee Number	Full Name	Claim Number	Claim Type	Claim Status	Claim Initiation Date	Claim Submission Date	Health Agency	Facility	Cost Centre	Department	Date Worked	Start Time	End Time	Total Time	How much of your meal break was missed (between 1 and 30 mins)
4301		Unrostered Ove...	Finalised	04-Feb-2020	06-Feb-2020	Illawarra Shoalh...	ISLHD Wollong...	175131	175131 TWH M...	04-Feb-2020	15:30	19:00	3:30		
4301		Unrostered Ove...	Finalised	04-Feb-2020	06-Feb-2020	Illawarra Shoalh...	ISLHD Wollong...	175131	175131 TWH M...	05-Feb-2020	15:30	17:15	1:45		
4301		Unrostered Ove...	Finalised	04-Feb-2020	06-Feb-2020	Illawarra Shoalh...	ISLHD Wollong...	175131	175131 TWH M...	05-Feb-2020	05:30	07:00	1:30		
4301		Unrostered Ove...	Finalised	04-Feb-2020	06-Feb-2020	Illawarra Shoalh...	ISLHD Wollong...	175131	175131 TWH M...	03-Feb-2020	05:00	07:00	2:00		
4301		Unrostered Ove...	Finalised	04-Feb-2020	06-Feb-2020	Illawarra Shoalh...	ISLHD Wollong...	175131	175131 TWH M...	03-Feb-2020	15:30	18:00	2:30		
4301		Unrostered Ove...	Finalised	04-Feb-2020	06-Feb-2020	Illawarra Shoalh...	ISLHD Wollong...	175131	175131 TWH M...	04-Feb-2020	05:15	07:00	1:45		
4301		Unrostered Ove...	Finalised	04-Feb-2020	06-Feb-2020	Illawarra Shoalh...	ISLHD Wollong...	175131	175131 TWH M...	06-Feb-2020	05:15	07:00	1:45		
5134		Unrostered Ove...	Finalised	06-Feb-2020	06-Feb-2020	Illawarra Shoalh...	ISLHD Wollong...	175131	175131 TWH M...	28-Jan-2020	06:00	07:00	1:00		
5134		Unrostered Ove...	Finalised	06-Feb-2020	06-Feb-2020	Illawarra Shoalh...	ISLHD Wollong...	175131	175131 TWH M...	28-Jan-2020	15:30	18:00	2:30		
5134		Unrostered Ove...	Finalised	06-Feb-2020	06-Feb-2020	Illawarra Shoalh...	ISLHD Wollong...	175131	175131 TWH M...	31-Jan-2020	15:30	18:00	2:30		
5134		Unrostered Ove...	Finalised	06-Feb-2020	06-Feb-2020	Illawarra Shoalh...	ISLHD Wollong...	175131	175131 TWH M...	31-Jan-2020	06:00	07:00	1:00		
5714		Unrostered Ove...	Finalised	07-Feb-2020	07-Feb-2020	Illawarra Shoalh...	ISLHD Wollong...	175131	175131 TWH M...	07-Feb-2020	13:00	13:30	0:30		
5714		Unrostered Ove...	Finalised	07-Feb-2020	07-Feb-2020	Illawarra Shoalh...	ISLHD Wollong...	175131	175131 TWH M...	04-Feb-2020	13:00	13:30	0:30		
5714		Unrostered Ove...	Finalised	07-Feb-2020	07-Feb-2020	Illawarra Shoalh...	ISLHD Wollong...	175131	175131 TWH M...	05-Feb-2020	13:00	13:30	0:30		
5714		Unrostered Ove...	Finalised	07-Feb-2020	07-Feb-2020	Illawarra Shoalh...	ISLHD Wollong...	175131	175131 TWH M...	06-Feb-2020	13:00	13:30	0:30		
5714		Unrostered Ove...	Finalised	07-Feb-2020	07-Feb-2020	Illawarra Shoalh...	ISLHD Wollong...	175131	175131 TWH M...	26-Jan-2020	13:00	13:30	0:30		



Tip

You can change the view of the results by selecting the **View** button and adjusting the columns or sorting the data in ascending/descending order.



5. Click the **Export to Excel** button to export to Excel, if required.



An excel report will open. This can be saved offline.



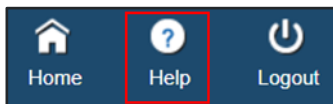
Tip

You can see any of your data relating to claims across any LHD or previous employment



Other useful information

1. Please refer to JMO Unrostered and Call-back Claims user guide for more detailed information on creating claims. This guide can be found by clicking the **Help** button on your **UROC JMO Dashboard** page.



2. The Statewide Service Desk (SWSD) is the contact point for Information, Communication and Technology (ICT) issues. Call the SWSD on 1300 28 55 33 or lodge an issue online via SARA.