#### **NSW Health**



## UROC - Unrostered Overtime Claims (including meal allowance where eligible)

Audience: Junior Medical Officers (JMO)

## Quick Reference Guide



- 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.

# How to create an unrostered overtime claim (inc. meal allowance where eligible)

#### To access the UROC JMO Dashboard:

- 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.

Search	۹	
NSWH Employee Self Service		
NSWH UROC Creator		

3. Select the UROC JMO Dashboard.

NSWH Employee Self Service			
NSWH UROC Creator			×
	UROC JMO Dashboard	ł	
	UROC JMO Declaratio	n	

The UROC JMO Dashboard landing page displays.

4. Click on the Claim Unrostered Overtime button, located in the top right.



The Unrostered Overtime Claim landing page displays.

### Тір

The **Health Agency** and **Facility** fields will default to the **Health Agency** and **Facility** to which your current main assignment in StaffLink is linked. If you wish to claim for unrostered overtime worked in a different Health Agency or Facility you can select the relevant option from the drop-down list.

5. Add in your LHD or Network as the Health Agency field and Facility from the drop-down fields.

▲ Claim Header							
Employee Number	Claim Type	Unrostered Overtime	* Health Agency				
Employee Name	ClaimStatus	Draft					
Claim Number	Claim Submission Date		* Facility				
Note: Claims more than Three months old must be completed using the manual form available here							
^ Note: You are entitled to a meal allowance when you work unrostered overtime that commenced at or before 6am, or when you work unrostered overtime after 7pm if the overtime extends for at least one hour after the end of your shift. In addition, on Sat, Sun or public holidays, you are entitled to a meal allowance if you work unrostered overtime after 2pm. There are other criteria including when you were notified to work the overtime that you should check in clause 11 of the award available here							

6. Under Claim Lines, click on the Add button to add a claim line.



- 7. Fill out the following mandatory fields:
  - Date worked.
  - Department/Cost Centre.
  - Start Time.
  - End Time.
  - Reason.

* Date Worked	* Department/Cost Centre	* Overtime Start Time (24hr)	* Overtime End Time (24hr)	Reason
06-Dec-2022	<b>~</b>			~



#### Тір

The drop-down menu in the **Reason** field, lists the reasons you can make a claim for unrostered overtime that you have worked without prior approval. If you are making a claim for unrostered overtime worked for any other reason, you should select OTHER from the drop-down menu and insert the person who approved the overtime prior to it being worked and complete the additional details field.

Reason	Approver Name (only required where reason is 'Other')	Patien
~		
Medical Emergency Transfer of a patient Extended shift in theatre Patient admission Patient discharge Completion of outstanding Late ward rounds Mandatory Training Clinical Handover Hospital-based outpatients	patient transfer/discharge sun	nmaries

8. Fill out the following fields (if relevant):

Approver Name (only required where reason is 'Other')	Patient Full Name	Patient MRN	Add Meal Allowance Claim ^	Was a meal or meal voucher provided?	When were you notified of the requirement of unrostered overtime?	Additional Details	Status
				~			Draft



#### Тір

There are several criteria you need to verify to be eligible for a **Meal Allowance**:

You are eligible for a meal allowance if you were not notified on or prior to your previous shift of the requirement to work such AND the unrostered overtime was worked:

- before 6am,
- after 7pm and for at least one hour after the end of your normal shift end time,
- after 2pm on a Saturday, Sunday, or public holiday.

For more information, please refer to the Public Hospital Medical Officers (State) Award.



9. Click on the **Additional Details** to add any other additional information.

## **Tip** There are no limits to the number of claim lines added in a single claim.

10. Click on the Submit for Review button to submit your claim.



Review and Confirm Details screen will open.



11. Check the box and click the **Submit for Validation** button.

	Logged	In As	<b>î</b> Home	? Help	ل Logout
🗟 Save For Later	Printable page	Submit for Validation	Back	to Dashboard	Back

You should see this message if your claim has been submitted successfully.



12. Click the **OK** button to return to previous screen.



#### Important Information

If you are intending to submit claims that are more than 3 months old, these must be discussed with your JMO administration unit and completed using a manual form. Please contact your local JMO administration unit for more information.

## ▶ Video link

1. Link to UROC: How to make an Unrostered Overtime Claim Video

 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. All claims and declarations can be performed via the NSW Health UROC mobile app which can be downloaded from the App Store or Google Play.