

FINALISE A ROSTER

Tips for Roster Managers

Are you a Roster Manager looking improve the accuracy of the information in your roster and reduce retrospective adjustments? Here are a few tips to get you started.

1. MAINTAIN DAILY



Update the roster as soon as you become aware of any variation or as part of your daily maintenance. Allow sufficient time to complete updates prior to finalisation cut off.

2. CONFIRM CUT OFF



Confirm pay cycle and payroll cut off time for rosters. If managing multiple rosters, confirm this for each. If away, delegate to an appropriate person to take responsibility to finalise.

3. CHECK AND UPDATE LEAVE



Check all planned and unplanned leave was recorded in the roster and is reflected accurately in the timesheets. Ensure documentation has been completed and processed.

4. CHECK VARIATIONS



Check if there were any variations since the roster was last maintained. Verify what occurred and ensure it is updated in the roster and recorded accurately in the timesheets.

5. CHECK AND RECORD ALLOWANCES



Check all allowances are recorded accurately in the roster, as per each staff member's entitlement under their award and confirm it is accurate in each staff member's timesheet.

6. FINALISE ANY UNFINALISED SHIFTS



Review the Unfinalised Unit Summary to identify any unfinalised shifts. Follow the correct process to finalise any unfinalised shift or non-productive.

7. CHECK AND UPDATE TIMESHEETS



Remind staff to check their timesheet is accurate, including all allowances, and to notify you of any changes required, prior to finalisation cut off. Verify information and update as appropriate.

8. FINALISE THE ROSTER



Once satisfied the roster and timesheets are accurate, finalise the roster. If you are on the roster, have an authorised staff member finalise your roster for payroll.