

# MAINTAINING THE ROSTER

## *Tips for Roster Managers*

Here are some suggestions to make roster maintenance more efficient and reduce the time required to finalise a roster for payroll.

### 1. ESTABLISH A ROUTINE



Establish a daily routine that allows sufficient time to check any variations to the published roster and update as appropriate.

### 2. UPDATE PROMPTLY



Update the roster as soon as you become aware of a variation or as part of your daily maintenance.

### 3. PLAN AHEAD



Use the roster to plan the work for the day or shift and identify any variation required due to changes in demand.

### 4. MONITOR



Monitor what has, is and will occur against the published roster. Investigate any variations and update the roster as required.

### 5. REVIEW REPORTS



Generate or access reports to identify any issues that require investigation and possible updates to the roster.

### 6. GET NOTIFIED



Implement processes for staff to notify you of any changes to the published roster, prior to or as they occur.

### 7. REMIND STAFF



Remind staff to check their roster is accurate, including all allowances, and to notify you of any changes required, prior to finalisation cut off.

### 8. TIMING



Ensure you allow sufficient time to complete updates prior to finalisation cut off for your Health Agency.