

RETROSPECTIVE ADJUSTMENTS

Tips for Roster Managers

Are you looking to reduce the number of retrospective adjustments necessary for your roster?

Here are a few tips to support you.

1. EDUCATE STAFF



Educate staff on their responsibilities for checking their timesheet in Employee Online and advising any required changes to the planned roster, prior to payroll cut off time.

2. IDENTIFY NEED FOR RETROSPECTIVE ADJUSTMENT



Where a need is identified, verify information and determine if adjustment is required.

3. DETERMINE IF PRIORITY



Check the relevant Industrial Award and any procedures for your Health Agency and determine if the adjustments is to be processed in the next pay as a post export adjustment run (PEAR), or out of cycle as a priority.

4. UNLOCK THE ROSTER



If the adjustment can be processed as a PEAR, unlock the roster so it can be updated.

5. UPDATE THE ROSTER



Update the roster as per the verified information.

6. RE-FINALISE THE ROSTER



Confirm all information is accurate and re-finalise the roster.

7. REQUEST PRIORITY WITH LRA



If the adjustment is classified as a priority, liaise with the Local Roster Administrator to submit the request to process the payment and any resulting charge due to the adjustment to the cost centre.

8. NOTIFY STAFF MEMBER



Set realistic expectations with staff of when the adjustment will be reflected in their payroll. Reinforce and manage impacts of retrospective adjustments if the staff member was responsible.