

## 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.

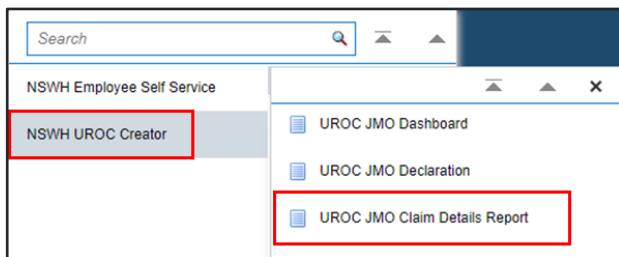


### How to view the UROC Claim Details Report

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

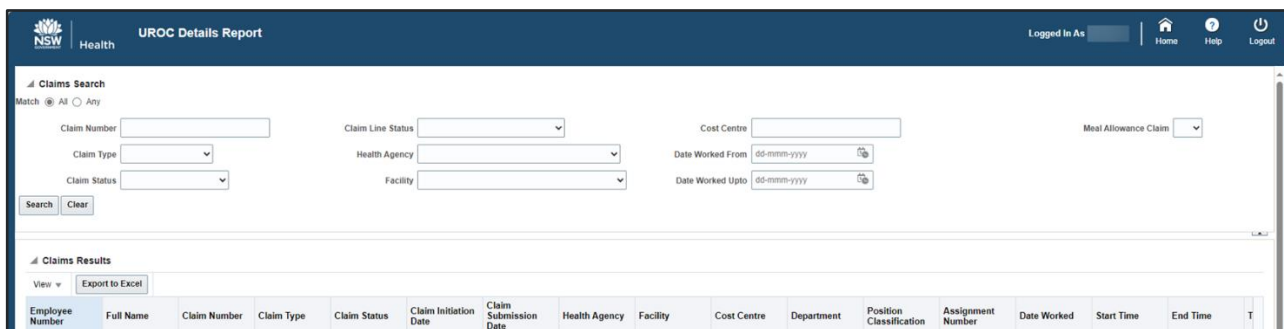
1. Navigate to StaffLink and login using your ID and password.

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



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

The *UROC Details Report landing page displays.*



- 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- Finalised, Pending Validation, Ready for Automation, Returned for Amendment.
Claim Line Status	Select Claim Line Status: Accepted - Automation Complete, Accepted - Manual, Accepted - Ready for Automation, Draft, Not Accepted - not valid, Not Accepted – requires amendment, Pending Validation, Retracted by JMO, Review-Automation Failed, System Closed or Withdrawn*

Field Name	Description
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.
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.

\*Explanation of the **Claim Line Statuses**:

Status	Explanation
<b>Accepted – Automation Complete</b>	This status indicates that a claim has been validated in UROC and automatically entered into the NSW Health rostering system (HealthRoster) for payroll processing.
<b>Accepted – Manual</b>	This status indicates when a claim has been validated in UROC and manually entered into the NSW Health rostering system (HealthRoster) for payroll processing.
<b>Accepted – Ready for Automation</b>	This status indicates that a claim has been validated in UROC however in the queue for automatic entry into the NSW Health Rostering system (HealthRoster).
<b>Draft</b>	The claim has been drafted but not submitted by the JMO.
<b>Not accepted – Not valid</b>	The claim was not validated in UROC as the JMO is not eligible to make that claim.
<b>Not Accepted – requires amendment</b>	The claim was not validated in UROC and has been returned to the JMO for amendment.
<b>Pending Validation</b>	The claim is pending review and validation in UROC.
<b>Retracted by JMO</b>	The claim has been retracted by the JMO and awaiting resubmission or withdrawal by the JMO.
<b>Review – Automation Failed</b>	This status will be shown when a claim has been validated in UROC however the automation has encountered an error. The Validator will review and action accordingly.
<b>System Closed</b>	This status will be shown on claims that the system has forced closure on due to a returned for amendment claim being unactioned by the JMO for over 3 months.
<b>Withdrawn</b>	The claim has been withdrawn by the JMO.



### 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.*

Employee Number	Full Name	Claim Number	Claim Type	Claim Status	Claim Initiation Date	Claim Submission Date	Health Agency	Facility	Cost Centre	Department	Position Classification	Assignment Number	Date Worked	Start Time	End Time	Total Time
969377		969377	Callback	Finalised	12-Apr-2024	12-Apr-2024	Central Coast L...	CCLHD Gosford	251640	251640 ACS C...	Registrar		12-Apr-2024	17:00	20:00	3:00
969378		969378	Missed Meal Br...	Finalised	12-Apr-2024	12-Apr-2024	Central Coast L...	CCLHD Gosford			Registrar		12-Apr-2024			0:00
969379		969379	Unrostered Ove...	Finalised	12-Apr-2024	12-Apr-2024	Central Coast L...	CCLHD Gosford	251640	251640 ACS C...	Registrar		12-Apr-2024	08:00	09:00	1:00
969380		969380	Unrostered Ove...	Finalised	12-Apr-2024	12-Apr-2024	Central Coast L...	CCLHD Gosford	251640	251640 ACS C...	Registrar		12-Apr-2024	20:00	22:00	2:00
969381		969381	Unrostered Ove...	Finalised	15-Apr-2024	15-Apr-2024	Central Coast L...	CCLHD Gosford	251640	251640 ACS C...	Registrar		15-Apr-2024	17:00	20:00	3:00
969381		969381	Unrostered Ove...	Finalised	15-Apr-2024	15-Apr-2024	Central Coast L...	CCLHD Gosford	251640	251640 ACS C...	Registrar		13-Apr-2024	19:00	20:00	1:00
969381		969381	Unrostered Ove...	Finalised	15-Apr-2024	15-Apr-2024	Central Coast L...	CCLHD Gosford	251640	251640 ACS C...	Registrar		14-Apr-2024	18:00	20:00	2:00
969384		969384	Unrostered Ove...	Ready for Auto...	15-Apr-2024	15-Apr-2024	Central Coast L...	CCLHD Gosford	251640	251640 ACS C...	Registrar		14-Apr-2024	18:00	20:00	2:00
969384		969384	Unrostered Ove...	Ready for Auto...	15-Apr-2024	15-Apr-2024	Central Coast L...	CCLHD Gosford	251640	251640 ACS C...	Registrar		13-Apr-2024	19:00	20:00	1:00
969384		969384	Unrostered Ove...	Ready for Auto...	15-Apr-2024	15-Apr-2024	Central Coast L...	CCLHD Gosford	251640	251640 ACS C...	Registrar		15-Apr-2024	17:00	20:00	3:00
969385		969385	Callback	Finalised	15-Apr-2024	15-Apr-2024	Central Coast L...	CCLHD Gosford	251640	251640 ACS C...	Registrar		15-Apr-2024	17:00	18:00	1:00
969387		969387	Unrostered Ove...	Finalised	15-Apr-2024	15-Apr-2024	Central Coast L...	CCLHD Gosford	251640	251640 ACS C...	Registrar		13-Apr-2024	19:00	20:00	1:00
969387		969387	Unrostered Ove...	Finalised	15-Apr-2024	15-Apr-2024	Central Coast L...	CCLHD Gosford	251640	251640 ACS C...	Registrar		14-Apr-2024	18:00	20:00	2:00
969387		969387	Unrostered Ove...	Finalised	15-Apr-2024	15-Apr-2024	Central Coast L...	CCLHD Gosford	251640	251640 ACS C...	Registrar		15-Apr-2024	17:00	20:00	3:00
969389		969389	Unrostered Ove...	Returned for Am...	15-Apr-2024	15-Apr-2024	Central Coast L...	CCLHD Gosford	251640	251640 ACS C...	Registrar		13-Apr-2024	19:00	20:00	1:00
969389		969389	Unrostered Ove...	Returned for Am...	15-Apr-2024	15-Apr-2024	Central Coast L...	CCLHD Gosford	251640	251640 ACS C...	Registrar		14-Apr-2024	18:00	20:00	2:00
969389		969389	Unrostered Ove...	Returned for Am...	15-Apr-2024	15-Apr-2024	Central Coast L...	CCLHD Gosford	251640	251640 ACS C...	Registrar		15-Apr-2024	17:00	20:00	3:00
969390		969390	Callback	Ready for Auto...	15-Apr-2024	15-Apr-2024	Central Coast L...	CCLHD Gosford	251640	251640 ACS C...	Registrar		15-Apr-2024	17:00	18:00	1:00
969396		969396	Unrostered Ove...	Pending Validation	16-Apr-2024	16-Apr-2024	Central Coast L...	CCLHD Gosford	251640	251640 ACS C...	Registrar		15-Apr-2024	18:00	20:00	2:00
969396		969396	Unrostered Ove...	Pending Validation	16-Apr-2024	16-Apr-2024	Central Coast L...	CCLHD Gosford	251640	251640 ACS C...	Registrar		14-Apr-2024	19:00	20:00	1:00
969396		969396	Unrostered Ove...	Pending Validation	16-Apr-2024	16-Apr-2024	Central Coast L...	CCLHD Gosford	251640	251640 ACS C...	Registrar		16-Apr-2024	17:00	20:00	3:00
969397		969397	Callback	Pending Validation	16-Apr-2024	16-Apr-2024	Central Coast L...	CCLHD Gosford	251640	251640 ACS C...	Registrar		16-Apr-2024	17:00	18:00	1:00
969400		969400	Unrostered Ove...	Pending Validation	16-Apr-2024	16-Apr-2024	Central Coast L...	CCLHD Gosford	251640	251640 ACS C...	Registrar		16-Apr-2024	17:00	20:00	3:00
969400		969400	Unrostered Ove...	Pending Validation	16-Apr-2024	16-Apr-2024	Central Coast L...	CCLHD Gosford	251640	251640 ACS C...	Registrar		15-Apr-2024	17:00	20:00	3:00



### 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.

View ▾ Export to Excel

- Columns ▶
- Detach
- Sort ▶
- Reorder Columns...

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



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



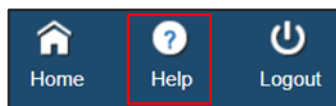
### Tip

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.