

UROC- JMO Declaration

Audience: Junior Medical Officers (JMO)

Quick Reference Guide – JMO Declaration



Why am I required to make a declaration in UROC?

The declaration is important so that NSW Health knows about all hours you have worked, so it can ensure that you are paid for all hours you have worked. It is also important for other reasons including:

- so your facility or district is aware of your workload and the workload within your department. This is important for your wellbeing and for the safety of patients; and
- so that your facility or district can budget and resource your facility appropriately.
- It is a term of your employment that you verify the hours you have worked.
- This is an important declaration that you are required to make in the course of your employment. You must make the declaration truthfully and accurately as NSW Health will rely on it. You are required to make the declaration even if you do not have any claim to make.
- If there is any reason why you cannot make the declaration, you must take one of the following steps:
 1. speak to your JMO Unit; or
 2. speak to your DMS or Director of Training, or equivalent; or
 3. if you are not comfortable speaking to either of the above, contact the Ministry's JMO Employment team via email at jmoemployment@health.nsw.gov.au.

You must not make the declaration if you know you have worked additional hours but have not claimed these. You must instead take one of the above steps.

You do not need to raise this with your supervisor or Head of Department.

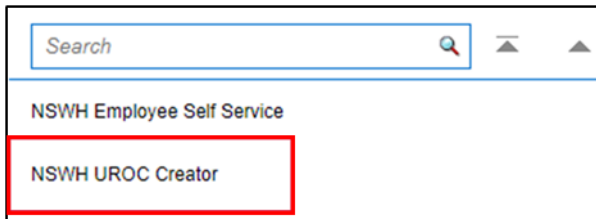


How to make a JMO Declaration

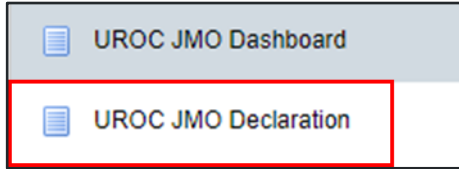
JMOs are required to complete a declaration for each pay period confirming that they have claimed all additional hours worked over and above rostered hours as soon as possible. You will receive notifications via email and/or SMS (if you have opted-in to SMS messaging) asking you to complete these declarations and reminders where a declaration for a particular pay period has not been completed.

To access the UROC JMO Declaration page:

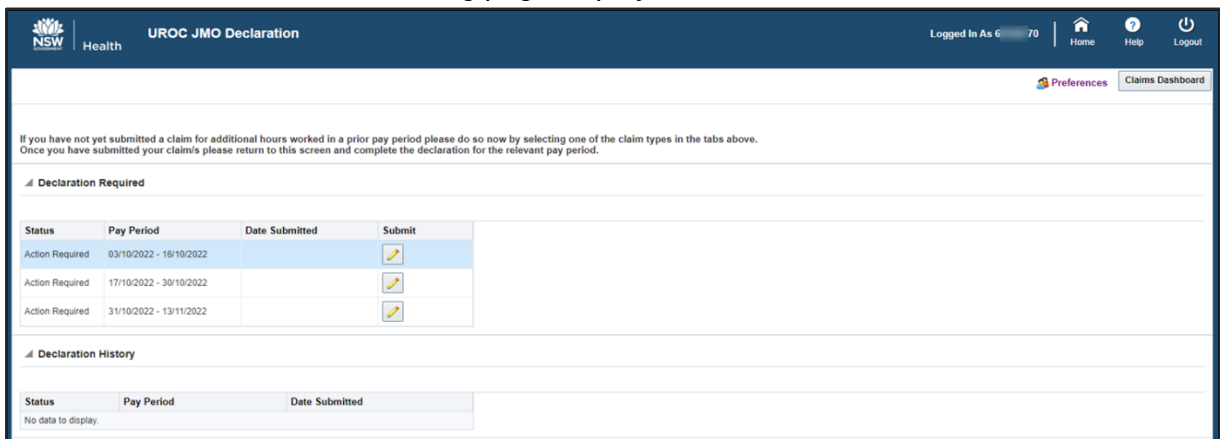
1. Navigate to StaffLink and login using your ID and password
2. Open the **NSWH UROC Creator** role from the drop-down list in the top left.



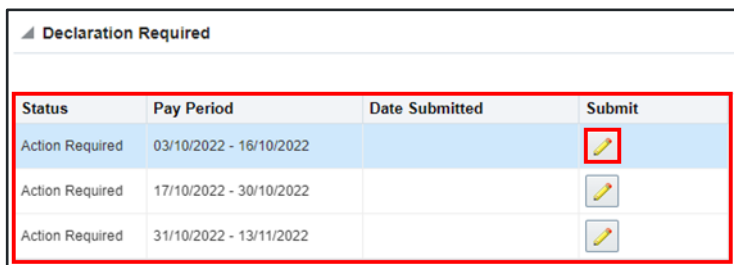
3. Click on the **NSWH UROC Creator** tab and then select **UROC JMO Declaration**.



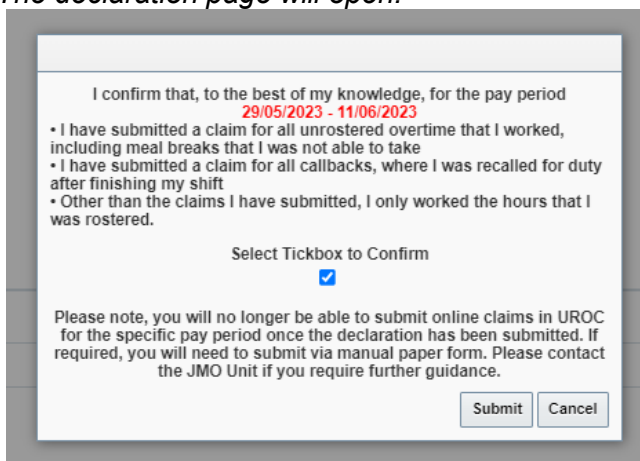
The UROC JMO Declaration landing page displays.



4. Click the button with the pencil icon of the relevant Pay Period.



The declaration page will open.



5. Read the declaration and, if you agree, check the Tickbox.

Select Tickbox to Confirm



Important Information

Please note, you will no longer be able to submit online claims in UROC for Unrostered overtime (and claim for a meal allowance where eligible), callbacks (recalled for duty) or missed meal breaks for the specific pay period once the declaration has been submitted. If you make a mistake with your declaration you must speak with your JMO unit or equivalent. They will be able to help you with this and if required, assist you to submit any claims via manual paper form.

6. Click the **Submit** button.

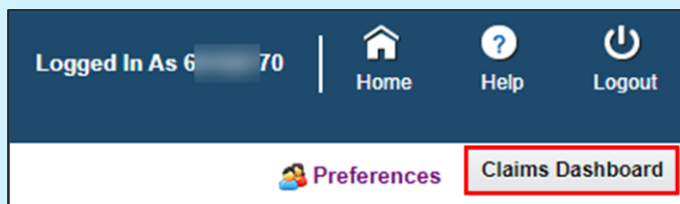
Select Tickbox to Confirm

A confirmation page will display if successful.



Tip

You can access the Claims Dashboard button on the top right of the screen where you can submit additional claims if required.



Tip

You can also adjust your notification setting by clicking on the Preferences button on the top-right of the screen. On the preferences screen you can elect to be notified by SMS by clicking the tick-box. Click the **Save Changes** button to save your preferences.

Preferences

The following notification preferences determine where the JMO Declaration Notifications are sent

Email

Mobile

*Note: Mobile phone number used by SMS can be updated under NSW Health Employee Self Service, Personal Details, under Phone Numbers with the type as 'Mobile'.
The email used is based on work email. This cannot be updated as it is linked to your employee record where an @Health email exists. If this email is incorrect please contact State-wide Service Desk 1300 28 55 33 or raise an incident in SARA
The email notification cannot be disabled.



Important Information

If you do not complete a declaration for a particular pay period, you will still be paid for your rostered hours as well as any additional hours claimed and approved for payment. You will be able to make claims via UROC for up to 3 months after the shift has been worked after which time you should discuss any claims you have not made with your JMO Unit or equivalent, who will assist you with a manual paper claim form. Please contact your JMO unit if you require further information.



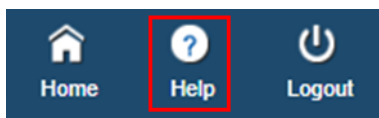
Am I required to make a declaration in UROC if I complete a Pay Period Confirmation?

- If you work in an LHD that uses Pay Period Confirmation (PPC) you are required to complete the JMO Declaration and the PPC.
- The JMO Declaration is required to confirm you have submitted all the unrostered overtime that you have worked.
- Pay Period confirmation is used to confirm all other aspects of your pay are correct, including rostered shifts, times, ADOs and all leave is entered correctly. It allows you to provide feedback on any discrepancy directly to your manager prior to the end of the pay period.



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. 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.