NHS
University Hospitals Dorset
NHS Foundation Trust

E-ROSTERING 'CHAT'

WINTER 2020

'The Team'

HERE TO HELP -

OUR 'HOME' – Ground Floor Churchfield House

Jane Lockyer – E-Rostering Project Manager – extn 3255

Dan Jewell – E-Rostering Administrator – extn 3071

Deirdre Hind – E-Rostering Data Administrator – extn 8385

erosterhelppoole@uhd.nhs.uk

NEWS AND UPDATE ITEMS

- **Please note the new e mail address for eRoster Helpdesk – erosterhelppoole@uhd.nhs.uk**

- **IMPORTANT!! Please do not e mail the team via their individual e mail accounts – please use erosterhelppoole@uhd.nhs.uk**

- **We are getting an increasing number of e mails asking us to make contractual changes to staff on HealthRoster without entering the changes on to the correct form – all forms are available on the eRostering page on the Intranet and need completing for New Starters, Change of Circumstances, Leavers from the Trust and forms to apply for relevant levels of access to HealthRoster. All forms should be sent electronically to erosterhelppoole@uhd.nhs.uk**

- **When sending a Change of Circumstance form to upgrade a Band 4 to 5, please ensure you include the accurate NMC PIN on the form as we cannot action without it**

- **Since the upgrade on Tuesday 08.12.2020 there have been a few difficulties in logging in for some people. Please ensure to follow the guidance that was e mailed out to you. If you still encounter difficulties please e mail erosterhelppoole@uhd.nhs.uk**

- **If you experience issues using the ME app please use the link below to access EOL on your mobile – https://pooleeol.allocate-cloud.com/EmployeeOnlineHealth/POOLELIVE/Login**

- **Start of week day change – ongoing work is continuing on HealthRoster to align the Poole and Bournemouth systems prior to their merger, the start date for the start of week day change to Monday is 08.02.2020**

TRAINING

New to the Trust?

Gained a promotion with new responsibilities?

Simply need a refresher?

Any amount of training for HealthRoster and Employee Online can be undertaken by contacting the team – simple ten minute refreshers on individual processes to two hour sessions!

Please contact the team at erosterhelppoole@uhd.nhs.uk to book your training which will be electronically via Microsoft Teams

TOP TOOL TIPS AND REMINDERS!

- **When accessing HealthRoster or Employee On Line please ensure you use Explorer and log in via the eRostering Intranet page – this will eliminate many logging in issues**
- **All individuals with queries regarding their rota, annual leave etc. should approach their Line Manager for assistance**
- **All requests, tasks, queries and concerns should be emailed to erosterhelppoole@uhd.nhs.uk and not individual e mail accounts – this Inbox is continually accessed during office hours**

....AND FINALLY – A REQUEST FROM THE TEAM
We are extremely approachable for any amount of training but if you find that you cannot attend planned training due to a change in work commitments or any other reason PLEASE cancel the training in advance. We have fairly high DNA rates!
Thank you!

Allocate Software
right people.
right place. right time.