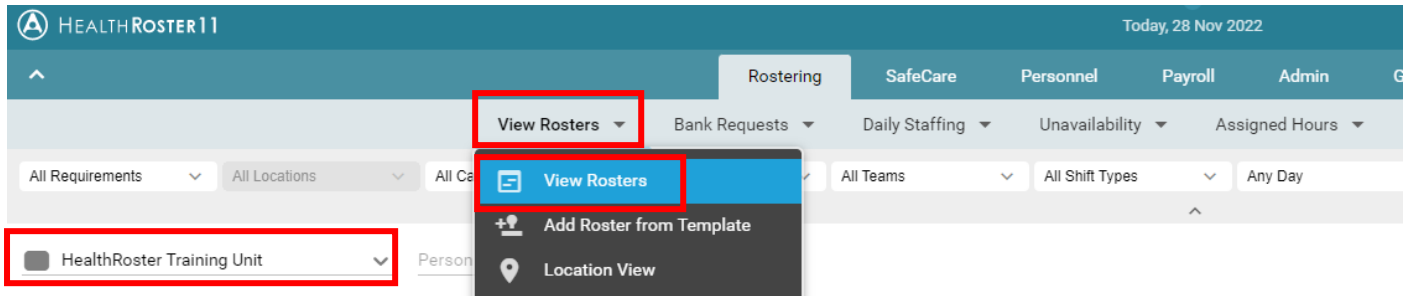# HealthRoster IA Unavailability Guide

Please use the following guide to ensure that Industrial Action is correctly assigned to your staff via HealthRoster.

Select Rostering > View Rosters > Select your unit by either typing the name or selecting from the drop-down menu:

The following instructions should be repeated for each member of staff absent due to Industrial Action.

Your staff are detailed on the left side of your roster. Locate a member of staff and right click the affected shift > Select 'Add Unavailability':
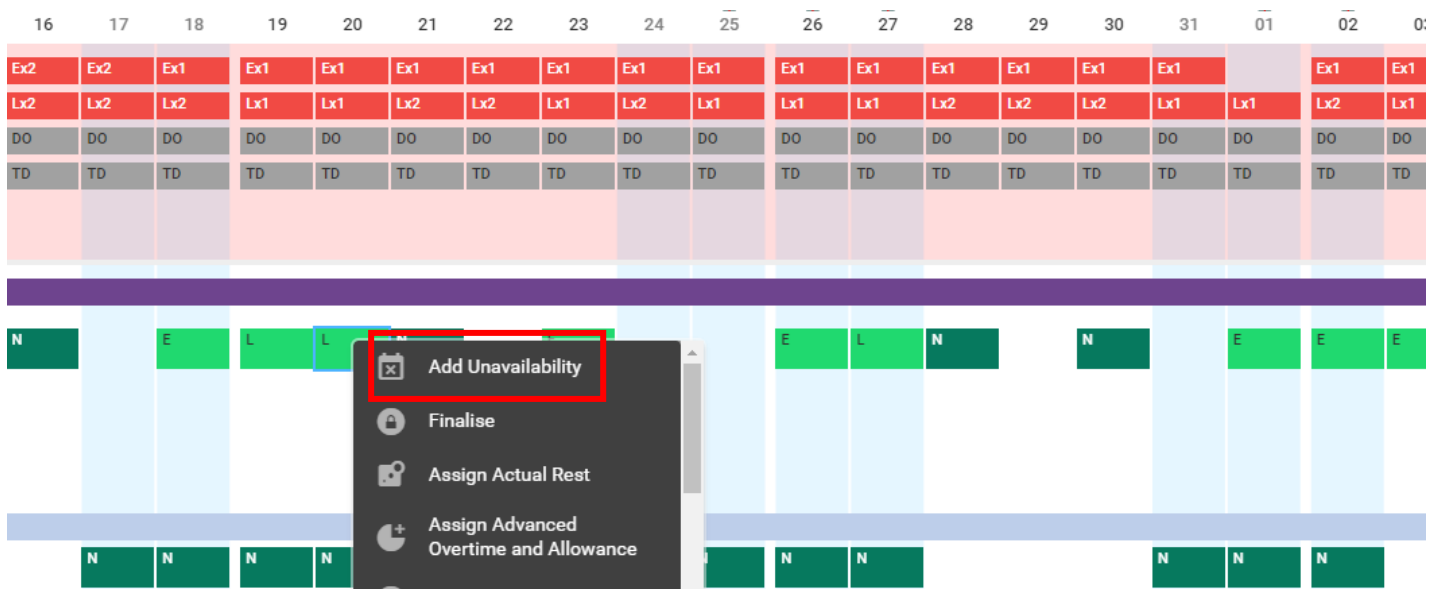
The screen below will appear and all fields marked with a red asterix (*) must be completed.

From the **Group**, select 'Other Leave'

The **State** must be 'Approved'

Select the **Reason** as 'IndAct – Industrial Action – Unauthorised Unpaid'

The **Start** and **End** date will default to the day on which you are adding the unavailability. These do not need to be changed. The **Duration** will also default to 1 day

You must update the **Start Time** and E**nd Time** to reflect the duration of the shift that is affected by this unavailability. This will generate the correct **Work Time** in hours that will be submitted to Payroll for deduction. If the Work time is not correct, you are able to select and overtype this with the correct hours

Do not leave the default hours of 07:00 – 23:59 as this may have an impact on pay

Select OK

Add Unavailability

New Unavailability Details for E Staffmember (ABC1234571)

Group *
Other Leave

State *
Approved

Reason *
IndAct UA - Industrial Action - Unauthorised Unpaid

Start *
20/12/2022   11:45

Duration *
1

End *
20/12/2022   19:45

Work Time

Refresh

Week Start   19/12/2022

Reset to default values

Posting ↑	19/12 Mo	20/12 Tu	21/12 We	22/12 Th	23/12 Fr	24/12 Sa	25/12 Su	Tot
HealthRoster T		07:30						07:

Next Steps

◉ No Action   ○ Cancel Demand   ○ Send To Bank

Notes

Cancel   OK

Once the action has been completed, your roster will assign the unavailability as 'Other Leave' and will cover the hours specified. This may be all OR part of a shift. If it is part, you will see that the unavailability will split the shift into part worked, part absent. A purple shift will also be assigned to reflect the cancellation of all or part of the planned duty
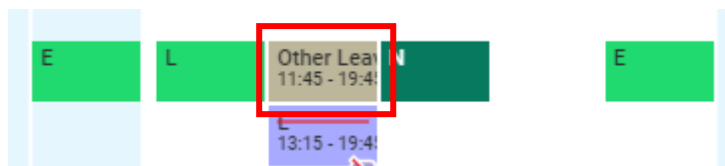
- DO NOT clear or cancel shifts BEFORE assigning an unavailability.

- If there is no shift, the above actions DO NOT need to be completed.

- If any other type of Unavailability already exists e.g., Annual Leave, Sickness; you do not need to complete the above actions unless your staff have requested that you do so.

Once the unavailability has been assigned, the shift will be cancelled and appear back at the top of your roster in **Unfilled Duties.** This duty now needs to be sent to Bank.

Right click the duty and select **Send to Bank.** A new screen will appear on the right side of the page. Complete the fields below ensuring you select the appropriate grade for the shift:

Once you have completed the fields, select OK. This will send your available duty to Bank.

Repeat this process for all shifts that are available due to the assignment of the Industrial Action Unavailability.

Please contact the Roster Team on ghn-tr.rosterteam@nhs.net or alternatively by phone on 0300 422 6928 for any queries regarding this.