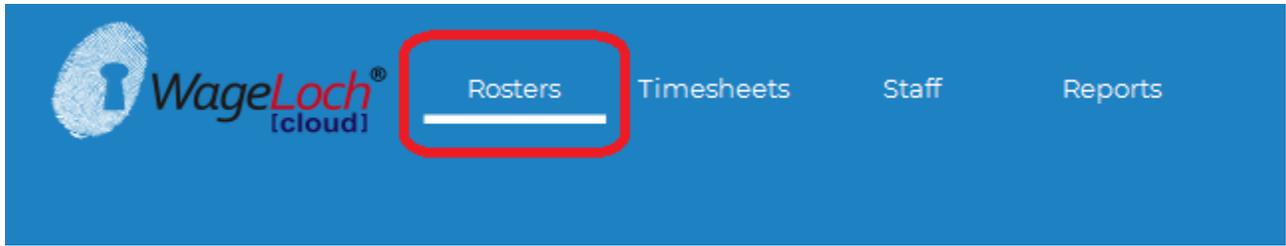




ROSTERING

- All previous, future and current rosters are going to now appear under the 'Rosters' tab in the top left-hand corner of **WageLoch Cloud Roster**



- To create a new roster simply click 'new roster' on the top corner; this will also bring up your options to copy from a roster template or previous roster.

Future Rosters

Start Date	End Date	
22/0/18	4/1/18	4 fortnights away
8/0/18	21/0/18	3 fortnights away
24/9/18	7/0/18	2 fortnights away

Current/Previous Rosters

Start Date	End Date		Details
27/8/18	9/9/18	This fortnight	VIEW >
13/8/18	26/8/18	Last fortnight	VIEW >
18/12/17	31/12/17	18 fortnights ago	VIEW >
4/12/17	17/12/17	19 fortnights ago	VIEW >
20/11/17	3/12/17	20 fortnights ago	VIEW >
6/1/17	19/1/17	21 fortnights ago	VIEW >
26/5/14	8/6/14	111 fortnights ago	VIEW >



ROSTERING

- To add staff to a new staff member to the roster simply click 'add' - this will add the select option to bring in staff.

Roster for the fortnight beginning November 5, 2018

0.00 Hours rostered for Monday

Pharmacist SORT BY

Mon 5/11 Tue 6/11 Wed 7/11 Thu

Staff Time Rank Rank Rank Rank

Subst

Select staff member

Select All/None Filter by Pay Group *NONE*

Pharmacist	Pay group	Pay level	Cost Difference	Avail	Site
<input type="checkbox"/> Arthur Wesley	Cas Pharm	Level 4			
<input type="checkbox"/> Barbara Gordon	PT Pharm				
<input type="checkbox"/> Fred Antoine	PT Pharm				
<input type="checkbox"/> George Costanza	PT Pharm				
<input type="checkbox"/> Harry Styles	Cas Pharm	Level 2			
<input type="checkbox"/> Kevin Owens	Cas Pharm	Level 2			
<input type="checkbox"/> Lance Franklin	PT Pharm				
<input type="checkbox"/> Olivia Munn	Cas Pharm	Level 1			
<input type="checkbox"/> Rory Sloane	PT Pharm				
<input type="checkbox"/> Sandra Sully	PT Pharm				
<input type="checkbox"/> Staff Gruff	PT Pharm				

CANCEL DONE

Daily Notes

Please enter your daily notes here (optional)

COPY FROM ADD + CLOSE

- To publish rosters in new look WageLock simply click 'publish' in the roster edit screen (top right corner).
- How you want to send the roster when publishing is controlled under WageLock Cloud settings > Rosters. You can select whether it publishes to staff portal along with an email or SMS.

Roster for the fortnight beginning October 22, 2018

62.25 Hours rostered for Monday \$1,384.49 Total cost for day

DELETE ROSTER SAVE PUBLISH

Mon 22/10 Tue 23/10 Wed 24/10 Thu 25/10

Staff Time Rank Rank Rank Rank

Subst

Delina Kite 8:45a-10:00p (Assistant)

Elaine Bennett 8:45a-1:30p (Assistant)

Grace Jones 9:00a-1:00p (Assistant)

Olivia Mann 1:15p-3:30p (Pharmacist)

Steven Rogers 10:00a-12:30p (Assistant)

Sam Smith 9:00a-12:00p (Assistant)

Arthur Wesley 10:00a-1:30p (Pharmacist)

Barbara Gordon 10:30a-2:30p (PT)

George Costanza 10:30a-1:30p (PT)

Kevin Owens 10:30a-1:30p (PT)

Harry Styles 10:00a-1:30p (PT)

Jack DeLano

Publish Roster via Email

Staff member Department

Alice Stoppa

CANCEL DONE

Daily Notes

Please enter your daily notes here (optional)

COPY FROM ADD + CLOSE