

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**

| WageLoch | Rosters | Timesheets | Staff | Reports |
|----------|---------|------------|-------|---------|
| [cloud] | | | | |

• 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.

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| Future Roster | s | | (and the second |
| Start Date | End Date | | ROSTER FROM PREVIOUS |
| 22/10/18 | 4/11/18 | 4 fortnights away | ROSTER FROM ROTATION |
| 8/10/18 | 21/10/18 | 3 fortnights oway | |
| 24/9/18 | 7/10/18 | 2 fortnights away | view > |
| | | | |
| Current/Previo | ous Rosters | | |
| Start Date | End Date | | Details |
| 27/8/18 | 9/9/18 | This fortnight | view > |
| 13/8/18 | 26/8/18 | Lost 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 > |
| 6/11/17 | 19/11/17 | 21 fortnights ogo | VIEW > |
| 26/5/14 | 8/6/14 | III fortnights ogo | VIEW > |
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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.

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| Roster for th | e fortnig | iht beginni | ing Nove | mber 5, 2018 | | | | | | | | 808718 V |
| 0.00 | Hours ro for Mond | stered lay | \$C | Select staff mer | nber | | | | | 3 | | |
| Pharmacial Mon S/H | Y Tue 6/11 | SORT BY Wed 7/11 | ♥ Thu | Select All/None | Filter by Pay Croup | -NONE> | ~ | | | | Sat 17)/11 Sun 16/11 | •) ⊂ © |
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- To publish rosters in new look WageLoch simply click 'publish' in the roster edit screen (top right corner).
- How you want to send the roster when publishing is controlled under WageLoch Cloud settings > Rosters. You can select whether it publishes to staff portal along with an email or SMS.

| Roster for the fortholph beginning October 22, 2039 | Society for the forthight beginning October 22, 2018 Society for the society of the soc | NYIN Sun 4/11 | (12년) 동료(2년) 동네 4년 1921년 - 동료(2년) 동네 4년 1924년 - 1924년 - | X | oost ay Publish Roster via Email | October 22, 2010 384.49 Total 584.89 Total | ht beginning O stered \$1,3 | e fortnig Hours ro for Mond | Roster for th 62.25 |
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