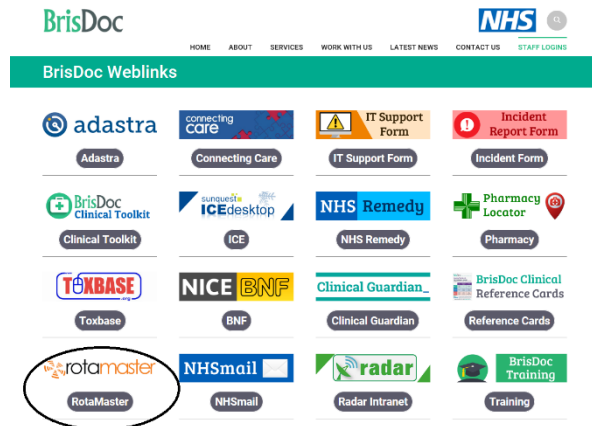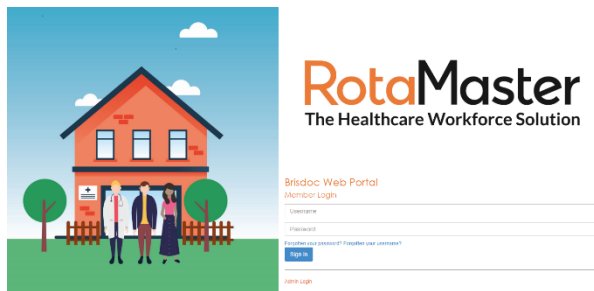# RotaMaster User Guide

Finding the site

Use the BrisDoc Staff log in page to reach RotaMaster.
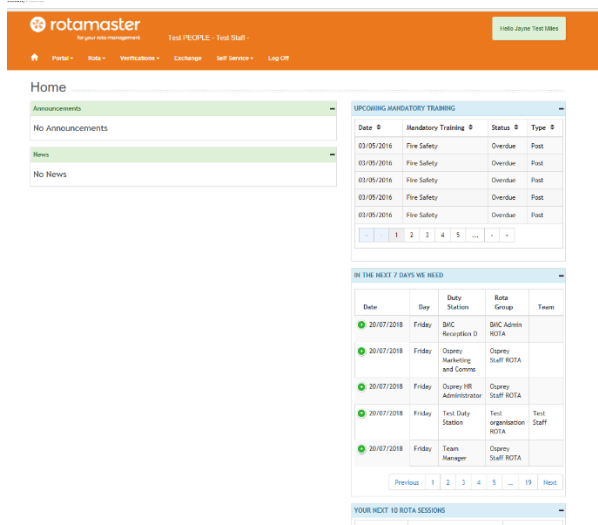
Logging in

You will reach this log in page

Enter the user name and password supplied at your induction.

If you can't remember your log on details contact your Line Manager or Shift Manager who can e-mail you the details from the Admin screen.

Once in RotaMaster you can change your password. It is advised that you do change your   password when you log on for the first time.
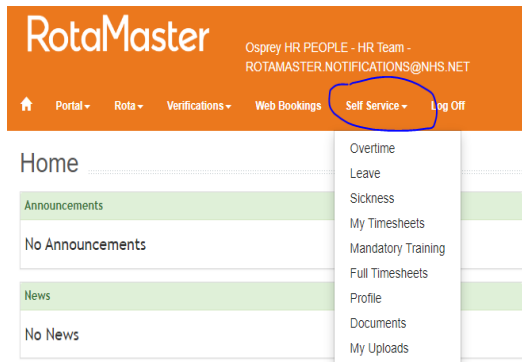
Home page

If there is a Mandatory read you will have to read it and accept that you have before you can continue.

If you do not have an e-mail address on RotaMaster you will need to enter one before you can continue.

Your home screen will show you news and announcements as well as your training record and the shifts that need filling in the next few days.

Self Service

The most frequently used area of RotaMaster is "Self-Service".

This is where you can change your personal information (Profile), add leave and overtime requests and complete any sickness self-certification.

You can also see your timesheet build for the month so you can check it at any time.

We DO NOT use Documents or My Uploads at the present time.

Overtime	This is where you request payment for any work that you do that is not in the rota – i.e. you cannot see the hours recorded on your timesheet. This will cover meetings, training or any additional hours you have worked at the beginning or end of a shift, or if you have come in at the last minute to help when the service is busy. If in doubt that you will get paid add a request – the worst that can happen is that it will be declined as your hours are already in the rota. Please add all overtime request by the 2nd of the month.
Leave	This is where you apply for annual leave, this will show any leave that has been approved, awaiting approval (Pending) or declined as well as any hours you may have left to take by job role
Sickness	This is where you will go to complete your Self Certification if you have been off work
My Timesheet	Please look at the timesheet – it will build throughout the month and can be used to check your pay will be correct
Mandatory training	This will tell you when you need to complete your training by course
Full Timesheet	This will show you the full time sheet for the people you work with
Profile	This is where you go to update your personal data and password
Documents	This is not used by BrisDoc

My Profile

Home Address	Home Phone	Mobile Phone	Email	Password	Prof Reg	Indemnity

Edit

Field	Value
Address Line 1	52 Weeks in the Year
Address Line 2	Address Line 2
Address Line 3	Address Line 3
Town	Bristol
County	Avon
Postcode	BS22 8IP
Country	United Kingdom

My Profile lets you update your home and mobile number, your home and e-mail address and your password.

Click on the tab indicating the information you want to change and click edit.

Make the changes you want to make then click Submit,

Submit Cancel

My Timesheets

01/07/2018-31/07/2018

Shifts worked

10 ∨
Rows

Date	Day	Duty Station	Shift Group	Start	End	Hours	Break	Paid Hours	Role	Verify
04/07/2018	Wednesday	Test Duty Station	Mobile	10:00	15:59	06:00	0	06:00	OOH Driver	●
05/07/2018	Thursday	Test Duty Station	Mobile	10:00	15:59	06:00	0	06:00	BMC IT Support Officer	●
06/07/2018	Friday	Test Duty Station	Mobile	09:00	15:29	06:30	30	06:30	OOH Driver	●
07/07/2018	Saturday	Test Duty Station	Mobile	09:00	14:59	06:00	0	06:00	OOH Driver	●
09/07/2018	Monday	Test Duty Station	Mobile	10:00	15:59	06:00	0	06:00	OOH Driver	●
10/07/2018	Tuesday	Test Duty Station	Mobile	09:00	14:59	06:00	0	06:00	OOH Driver	●
11/07/2018	Wednesday	Test Duty Station	Mobile	10:00	15:59	06:00	0	06:00	OOH Driver	●
12/07/2018	Thursday	Test Duty Station	Mobile	10:00	15:59	06:00	0	06:00	BMC IT Support Officer	●
13/07/2018	Friday	Test Duty Station	Mobile	09:00	15:29	06:30	30	06:30	OOH Driver	●
14/07/2018	Saturday	Test Duty Station	Mobile	09:00	14:59	06:00	0	06:00	OOH Driver	●
16/07/2018	Monday	Test Duty Station	Mobile	10:00	15:59	06:00	0	06:00	OOH Driver	●
17/07/2018	Tuesday	Test Duty Station	Mobile	09:00	14:59	06:00	0	06:00	OOH Driver	●
18/07/2018	Wednesday	Test Duty Station	Mobile	10:00	15:59	06:00	0	06:00	OOH Driver	●
19/07/2018	Thursday	Test Duty Station	Mobile	10:00	15:59	06:00	0	06:00	BMC IT Support Officer	⊖
Total								85:00		

My Timesheet lets you see what you have worked during the month, this builds day by day.

If you click on the arrow next to the date (as shown) you can look at previous months.

Mandatory Training

Requirement	Next Date	Status	Post
Fire Safety	03/05/2016	Overdue	AGPT (SMH) ANP
Fire Safety	03/05/2016	Overdue	BMC IT Manager
Fire Safety	03/05/2016	Overdue	BMC Scanner
Fire Safety	03/05/2016	Overdue	OOH - Co-ordinating Shift Manager
Fire Safety	03/05/2016	Overdue	OOH - Service Delivery Officer
Health and Safety	11/05/2017	Overdue	AGPT (SMH) ANP
Health and Safety	11/05/2017	Overdue	BMC IT Manager
Health and Safety	11/05/2017	Overdue	BMC Scanner
Health and Safety	11/05/2017	Overdue	OOH - Co-ordinating Shift Manager
Health and Safety	11/05/2017	Overdue	OOH - Service Delivery Officer
Information Governance	02/06/2015	Overdue	AGPT (SMH) ANP
Information Governance	01/05/2017	Overdue	BMC IT Manager
Information Governance	10/04/2017	Overdue	BMC Scanner
Information Governance	01/03/2015	Overdue	OOH - Co-ordinating Shift Manager
Information Governance	01/08/2015	Overdue	OOH - Service Delivery Officer
Moving and Handling	16/08/2018	Due	AGPT (SMH) ANP
Moving and Handling	16/08/2018	Due	BMC IT Manager
Moving and Handling	16/08/2018	Due	BMC Scanner
Moving and Handling	16/08/2018	Due	OOH - Co-ordinating Shift Manager
Moving and Handling	16/08/2018	Due	OOH - Service Delivery Officer
Moving and Handling	16/08/2018	Due	Test Administrator
Moving and Handling	16/08/2018	Due	Test Driver
Moving and Handling	16/08/2018	Due	Test Host

Mandatory Training shows your training record.

Overdue means the training has expired and needs to be completed.

Unfortunately you have a record for the training by post – so if you have multiple posts you could see the same training listed many times – however you only need to do the training once. If you see that a training module has both Due and Overdue please contact HR for the record to be amended as assigning training to a post is a manual process and may have been missed when you took on an additional post.
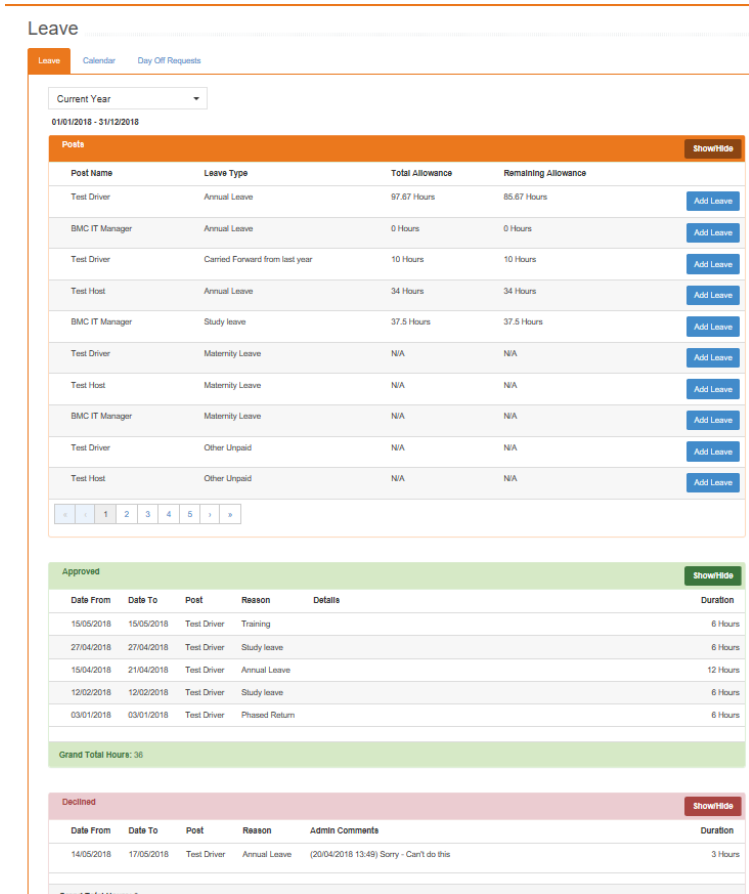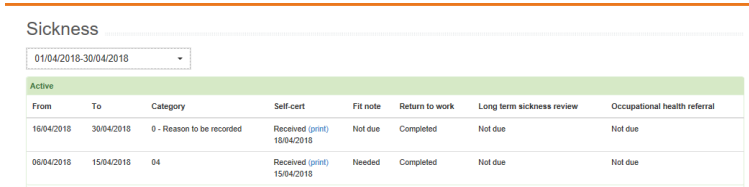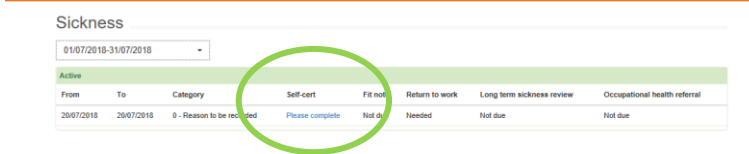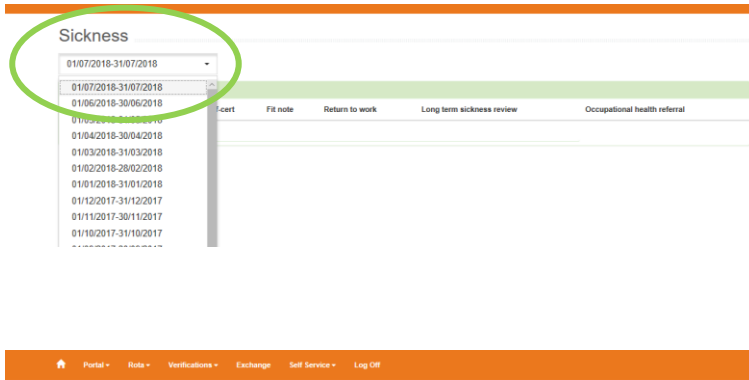
Sickness If you have an episode of sickness that is not completely covered by a Fit Note you will need to complete a self-certification report.

You will need to select the month of the first day of sickness to find the record.

Once you have found the record you can click on "Please complete" and the Self-certification will open. This can be completed and submitted or partially completed and saved for submission later.

You will be able to view and print completed Self-certification reports.

Annual Leave can be requested by clicking the Leave tab.

You can see the amount of leave you have left for each job roles.

Click the add leave next to the job roles you want to book leave for.

If you have multiple job roles across different parts of BrisDoc you will need to add a request for each job roles from which you will be taking leave.

If you have multiple job roles in one service you need to add the leave for the job roles which has the leave allowance even if this is not the role you are fulfilling for the leave request.

Once the leave request has been added it will show as Pending. Once approved it will show as approved.

If you have made an error you can cancel a pending request by clicking

If the leave has been approved it can only be cancelled by contacting your Line Manager.

Any leave declined will show in the declined box with the reason.

Once you have clicked on add leave you can select the start date of your leave. The day and time should be before the first shift you want to take for leave and after the last shift you want to work.

The End date and time should be after the last shift you want to take as leave and before the next shift you want to work.

These times do not have to match the actual time of the shift – but they do need to fall in between the shifts. This is especially important for staff requesting an overnight shift as leave.

Click on the calendar to select the date.

Then on the 🕐 to bring up the time. You can then select the start hours and minute

You then need to pick the post and add a narrative and click submit.

You can only request leave that is in the future. Any leave being added after the event needs to be added by your Line Manager.

You then need to pick the post and add a narrative and click submit.

Overtime is added by using the overtime tab and clicking Add a new claim.

You can only add an overtime request for time you have already worked and not for work you will be doing in the future.

This works in a similar way to the Annual Leave requests.

You need to select the start day and time the overtime was worked, then select the end day and time.

The time needs to add up to the amount you want to claim e.g. 17.00 to 17.59 is an hour and should not be added as 17.00 to 18.00.

Normally overtime will start and end on the same day, a common mistake is to use different dates for start and finish.

Using the tab "calendar" in the leave section allows you to see who has planned absence in your team.

If you work in multiple service you will need to pick the one you are interested in or not select a rota group if you want to see everyone you work with.
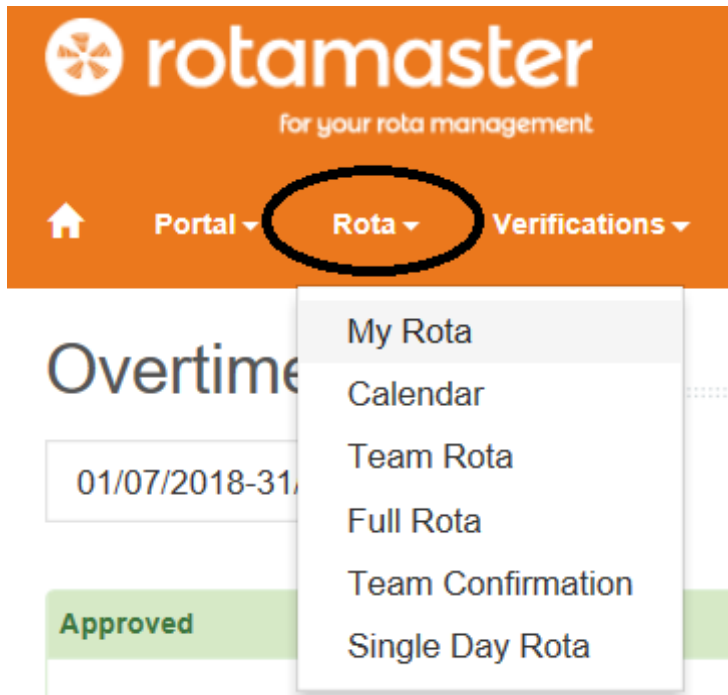
The **Rota** tab will enable you look at your future calendar and the calendar for your team.