RotaMaster Managers Guide - Overtime

Overtime can be processed and will be added to the staff members timesheet ready for payroll.

If the timesheets have already been printed for the period where the staff member is claiming overtime then this will need to be processed as a 'Late overtime request', please see the section on late overtime for guidance on how to process.

To approve/decline Overtime claims, go to Self-Service > Overtime.



By default the screen will show all outstanding Overtime claims across all Rota Groups you have access to.

You can either tick 'My Team's Records' or select the Rota Group (People).

Date from	01 January 2022	•	Date from	01 January 2022	•
Date to	31 December 2022	• x	Date to	31 December 2022	+ X
Name		^	Name		-
	My Team's Records			My Team's Records	
Personnel ID			Personnel ID		
First name			First name		
Surname		1	Surname		
Include Nar	mes With Similar Sounds		Include Nan	nes With Similar Sounds	
Rota Groupings	L.	^	Rota Groupings		~
Rota Group	Choose a Rota Group	_ • x	Rota Group	Test PEOPLE	• ×
Team	Choose a Team		Team	Choose a Team	* X

Claims can be approved/declined by clicking the on the claim and then clicking either the blue tick (approve) or the red cross (decline).

Manage Overtime Outstan	ding Overtime		
Name	Post	Start Date	End Date
Test 2, Test 2	IUC - Service Delivery Officer	28 March 2022 09:00	28 March 2022 10:00
Test 2, Test 2	IUC - Service Delivery Officer	28 March 2022 12:00	28 March 2022 12:59
Test 2, Test 2	IUC - Service Delivery Officer	28 March 2022 13:00	28 March 2022 13:59

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Approving Overtime

When Approving Claims, the following dialogue box will show; (all items with a red Asterix will need completing)

Details							
						Request Notes	
Name *	Test 2, Test 2		Break (mins)	0	Paid Break	Short Notice	
From *	28/03/2022	• 12:00 ‡	Type	-	*	Notes	
Reason *		•	То	* 28/03/2022	▼ 12:59	Test 1	
Post *		-					
Duty Station	Any Duty Station	-	Role	Not Specifie	d 🗸		
			Rota Week	¢×			
Shifts							
Date	Duty Statio	n	Start	t	End	Leave Pay	Duratio
Values and Ver Values and Ver	ifications Commen	z					
Values and Ver Values and Ver	ifications Commen	8		1			
Values and Ver Values and Ver Value = £0.00	ifications Commen ifications	ts Duration *	1	Hours	Pay Rate Group *		•
Values and Ver Values and Ver Value = £0.00	ifications Commen ifications	Duration =	1	Hours	Pay Rate Group *		•
Values and Ver Values and Ver Value = £0.00 Ad	ifications Comment ifications min Verified rson Verified	Duration * Date Date	1	Hours	Pay Rate Group *		•
Values and Ver Values and Ver Value • £0.00 Ad	ifications Comment ifications min Verified rson Verified	Duration = Date Date	1	Hours	Pay Rate Group *		•
Values and Ver Values and Ver Value • £0.00	ifications Comment ifications min Verified rson Verified	Duration = Date Date	1	Hours	Pay Rate Group *	View Av	•

Ensure that all details area accurate

Check the **dates/times** and duration to make sure the staff member will be paid accurately. Don't forget to check the end time e.g. end time 12:59 instead of 13:00.

Once complete tick 'Admin Verified' then click 'Save'.

Values and Verifications				
/alue * £0.00	Duration *	1 Hours	Pay Rate Group *	Not Specified 🔹
Admin Verified	Date	28/03/2022 15:05:50	User	Dan Cotton
Person Verifie	Date			

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Declining Overtime

When declining a claim, a text box prompt will show as below;

Are you sure you wish to dedine	the selected overtime request?
Please enter comments below which w frequired.	ill be seen by the requestor,
Comments	
Test	

Enter a comment and click **Save**. This will change the status of this claim to 'Declined' on the Staff Web Portal and will send the staff member an email advising that the claim has been declined.

Late Overtime Request

If an overtime request is submitted after the timesheets have been printed, a late overtime request is required.

Go to Personnel > Adjustments and Leave.



Click 'Add Adjustment'. (green plus)

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Home x G	Overtime Management	Adj	justme	ent Manage	ment ×			
Standard Searc	h Advanced Search		F	- /	X	+		G 😵
Date Range		^	-	-			E 2	
Date from	01 January 2022	•		Locked	Status	Name	Day	From 🕶 T
Date to	31 December 2022	• x						
Filter Person		^						
Rota Group	Choose a Rota Group	•						
Team	Choose a Team	* ×						
Only Show	Leave							

The following dialogue box will show; (all items with a red Asterix will need completing). You will need to select the reason as 'Late Overtime claim).

Details							Normal	working days	
Name From Reason Post Duty Station	 Test 2 Test 2 01/03/2022 Late Overtime da IUC - Doctor - Sel Any Duty Station 	• 08:00 \$ im • f Employe] •	Break (mins Type To Role Rota Week) 0 • Planned • 01/03/20 Not Speci	Paid Break	-	Mon Tue Wed Thu	 Fri Sat Sun 	
chiQ-									
VI									
			Star	t En				Post Name Rot	
Values and Veri	fications Comment	uty Station	Star	t En	d Shift Pa	y Duration	Locked	Post Name Rot	aGroup
Values and Veri Values and Veri Value = £0	ifications Comment fifications	s Duration =	Star	t En	d Shift Pa	y Duration	Locked	Post Name Rot	aGroup

When adding the date, due to this being a late overtime request you will need to change the date to the first day of the current month.

e.g. if I am adding overtime for February 3rd however it is now mid-March, you would change the date to 1st March, this will allow it to appear on the next timesheet. You then need to head to the 'Comments' tab and add in there the correct date and time.

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Details								Normal	working days	
Name	* Test 2 Test 2	•	Break (mins)	0 ‡	Paid Break			Mon	🗌 Fri	E
From	• 01/03/2022	• 08:00 ‡	Type	• Planned	•			Tue	Sat	C
Reason	* Late Overtime d	aim 🔻	То	• 01/03/2	• 08:59	• •		Wed	Sun	C
Post	* IUC - Doctor - Se	f Employe 🔻	Role	Not Spec	ified	-		Thu		
Duty Station	Any Duty Station	•	Rota Week	\$	×					
Shifts										
Values and Verif	fications Commen	ts								
Values and Verif Values and Verif Value = £0.	fications fications	ts Duration =	1.00	Hours	Pay Rate Group	P Not Spec	ified		•	
Values and Verif Values and Verif Value = £0.	fications fications .00 Admin Verified	Duration =	1.00 × 28/03/2022 15:21	Hours :40	Pay Rate Group User	P Not Spec	ified		•	

Comments		
ate overtime for TT, date 3rd Fe	bruary 08:00-09:00 - Comments on overtime request = test	

Once complete go back to 'Values and Verification' and tick 'Admin Verified' then click 'Save'.

alue * £0.00	Duration *	1	Hours	Pay Rate Group *	Not Specified	•
Admin Verified	Date	28/03/2022 15	:05:50	User	Dan Cotton	
Person Verified	Date			1		

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Once complete you will need to decline the overtime, commenting that you have instead processed as a late overtime request.

When the Staff member receives their timesheet, this will show in the adjustment section.

Adjustments								
Paid								
Day	Start	End	Verified	Days	Shifts	Hours	Reason	Value
Tue	01/03/2022 08:00	01/03/2022 08:59	~	0.00	0.00	1.00	Late Overtime claim	£0.00

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