



Mr. Gerard Hayes  
Secretary  
Health Services Union NSW  
Level 2, 109 Pitt Street  
Sydney NSW 2000

Dear Mr Hayes,

**RE: Proposal to trial signing on and off electronically within the Ward Clerk & CSO department**

I am writing to inform you that South Western Sydney Local Health District (SWSLHD) will be trialling the implementation of electronic sign on / off system for Ward Clerk & CSO employees. The trial system will replace the current paper timesheets with a digital solution.

Upon commencement of shift, employees will tap in with a digital key card and when completing shifts, the employees will tap off.

We believe that this new system will benefit staff and management by ensuring transparency and facilitating better scheduling and resource allocation. This new system will ensure accurate and reliable attendance records to minimise payroll related errors and increase efficiencies. Efficiencies of clerical support, patient care and workforce planning are expected to improve.

The electronic solution will:

- Trial the signing on and off using electronic card readers via existing swipe card systems used throughout the facility by Vision.
- Trial shall be implemented over a four week or two pay period which would provide enough time for staff to provide any feedback around this system.
- The Ward Clerk & CSO manager will provide staff with a pre and post survey around the use of the swipe card reader system following the four week trial. This will determine whether the card reader system has addressed their concerns. Collation of the survey results will assist in providing quantitative data to further assist whether there is a need for change.

A meeting with all staff affected by this change will be organised in the near future, with the Director of Human Resources and PSIU Manager in attendance. An invitation will be extended to the HSU to attend this meeting. In the meantime, if you would like to discuss this matter or require any further information, please contact Mr Manoj Kookkal, Patient Services and Information Manager, on 0477 736 141 or email: [Manoj.Kookkal@health.nsw.gov.au](mailto:Manoj.Kookkal@health.nsw.gov.au) or Ms Jalahra Jones, Associate Business Partner, at 0417 246 334 or email: [Jalahra.Jones@health.nsw.gov.au](mailto:Jalahra.Jones@health.nsw.gov.au).

Kind regards,

**Scott McGrath**  
A/ General Manager

Date: 26.10.2023

South Western Sydney Local Health District acknowledges the traditional owners of the land.