

Pay Period Confirmation in Employee Online

Pay Period Confirmation is new functionality in Employee Online that will help ensure employees are paid correctly first time, every time. It aims to reduce the need for retrospective adjustments thereby increasing the efficiency of payroll processes.

Once Pay Period Confirmation is turned on in Employee Online, staff can view their roster over a two week pay period and send an automatic message to their manager to let them know if they disagree that their roster is correct prior to the roster being sent for pay.

The employee confirms that all the hours worked are in the roster, including any overtime, and that any allowances to which an employee is entitled have been added correctly to the roster.

If an employee disagrees with their roster, they can provide an explanation why, giving their manager time to make any necessary adjustments before the pay file is run.

Roster managers can view who has agreed or disagreed with their roster in a given pay period in HealthRoster. Managers can also send reminders to their staff to agree or disagree their roster before they finalise for pay.

Managers can receive an automatic email to notify them when an employee has disagreed with a Pay Period so they can take prompt action to make any required adjustments to the employee's roster. The email includes the employee's name, the Pay Period dates and the reasons for the disagreement.

After adjustments are made, the employee can be sent an email to ask them to review and confirm the pay period is correct.

To learn how to use this new functionality, a training guide is available for both managers and employees.

Your manager will advise you when you need to start using Pay Period Confirmation.

Further information

Please contact EHNSW-info.rostering@health.nsw.gov.au