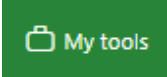


Rosterspace ESS allows employees to review their Published Rosters and Timesheet entries (clock in and out times). Disability Support Practitioners and Nurses also have the ability to enter in their availability for additional shifts

Accessing Rosterspace Employee Self Service (ESS)

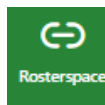
Navigate to The HUB on your computer

1. From **The HUB** home page, click on



My tools

2. Select the Rosterspace Tile

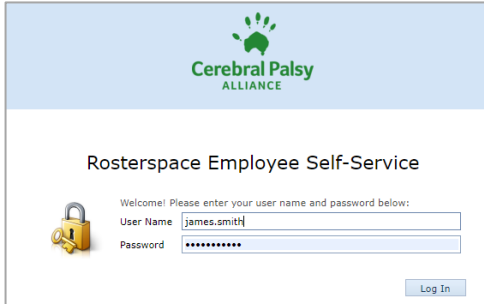


Or use this link [Rosterspace ESS](#)

NOTE: Rosterspace uses single sign when you're connected to the CPA Network so Rosterspace ESS should open automatically without you having to enter any log in details.

If you don't have access to The HUB you can login from any computer or device

1. Enter the web address <https://cpa.rosterspace.com.au/> into a browser
2. Enter your CPA user name and password and select Log in



The screenshot shows the login page for Rosterspace Employee Self-Service. At the top, there is the Cerebral Palsy Alliance logo. Below it, the text 'Rosterspace Employee Self-Service' is displayed. A welcome message reads 'Welcome! Please enter your user name and password below:'. There are two input fields: 'User Name' with the text 'james.smith' and 'Password' with masked characters. A 'Log In' button is located at the bottom right of the form.

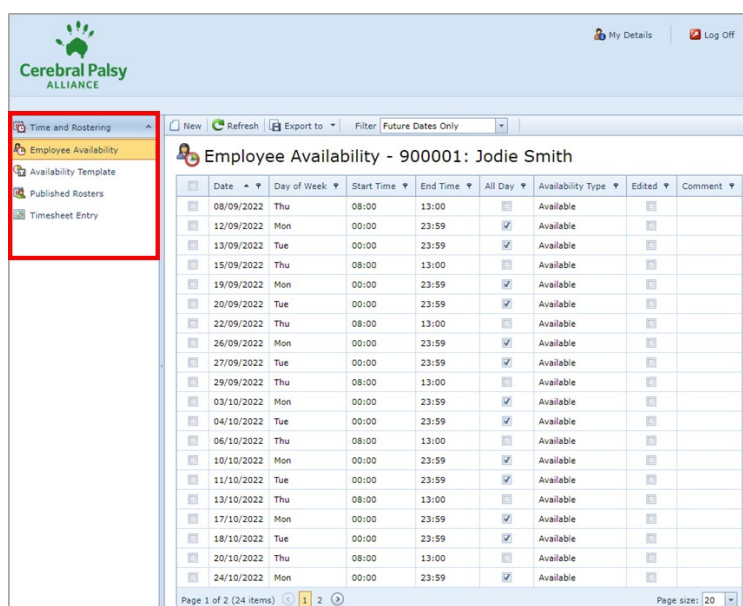
HINT: For fast access on your mobile device, consider saving the website to your home screen or bookmarks

If you've forgotten your CPA Network password

In the event that you have forgotten your password, you will need to contact the IT Help Desk on itservicedesk@cerebralpalsy.org.au or 02 9975 8071 for assistance

Rosterspace ESS Home Screen

When you log into Rosterspace ESS, you will be taken to the “Employee Availability” screen. You can view the Rosterspace ESS menu items on the left hand side of the screen under “Time and Attendance”.



Employees	Menu Item	Details
DSP's and Nurses only	Employee Availability	Enables you to make ad-hoc adjustments to your availability on specific dates if needed
	Availability Template	The availability template is your repeating pattern of availability and is automatically applied to all weeks into the future. You can also create a new availability template and set it to start on a certain date. This may be useful for a scenario where your availability pattern will change on a certain date due to something like university semester or holidays, school holidays etc.
All Employees	Published Rosters	Allows all employees visibility of their contracted hours or rostered shifts
	Timesheet Entry	Allows all employees visibility of the clock in and out times and if their shift has been costed to an alternative cost centre from the home cost centre or training shift (if applicable)

Rostering@CPA

For DSP's and Nurses please refer to the [Rostering@CPA](#) page on [The HUB](#) for detailed guides on updating your Availability in Rosterspace ESS

END OF PROCESS