

How to Add and Edit Absences in RHN Roster

1 Click "Home"

The screenshot shows the 'Roster Summary' page in the RHN system. At the top, there is a navigation bar with the Royal Hospital for Neuro-disability logo and text, and a 'Home' button highlighted with an orange circle. Below the navigation bar, the page title 'Roster Summary' is displayed. The main content area contains several filter options: 'Department' is set to 'Andrew Reed South War'; 'Include Ghosts' is checked; 'Include Unproductive' is unchecked; 'Start Date' is '07/11/2023'; 'End Date' is '13/11/2023'; and there are buttons for 'Today', 'Tomorrow', '3 Days', and 'Fetch'.

Royal Hospital for Neuro-disability
A national medical charity
Registered Charity No. 225877

Home Management Safer Staffing Payroll Adr

Roster Summary

Department: Andrew Reed South War

Include Ghosts:

Include Unproductive:

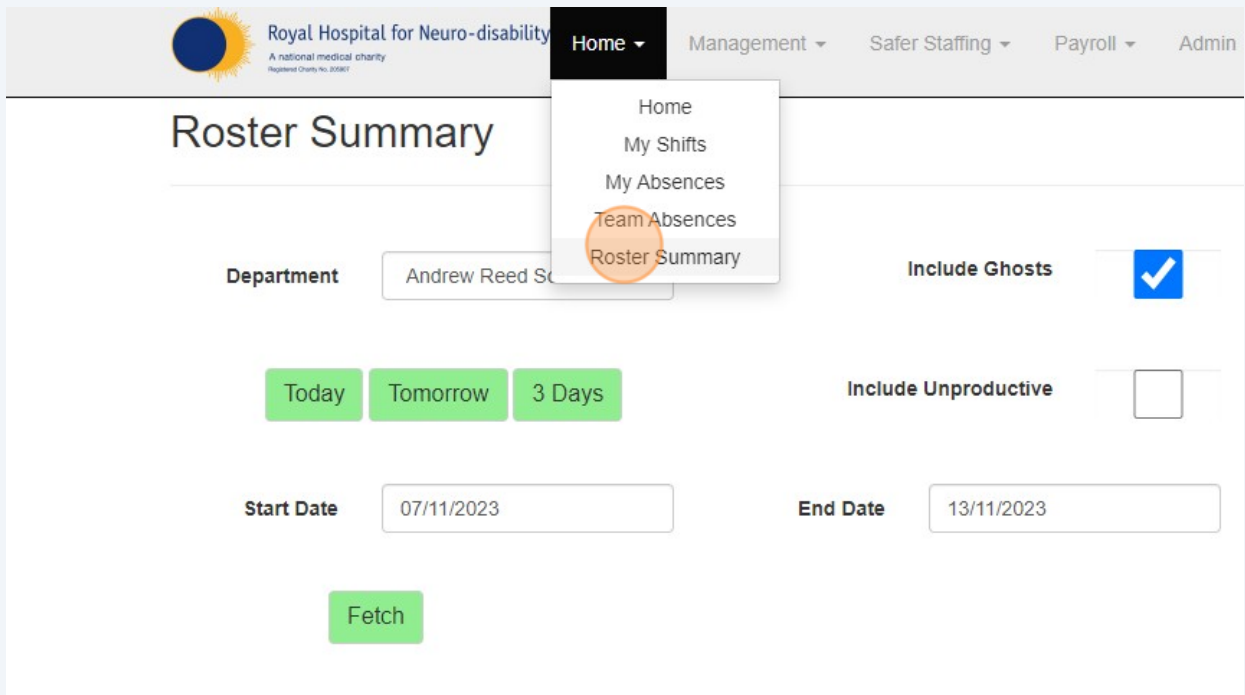
Start Date: 07/11/2023

End Date: 13/11/2023

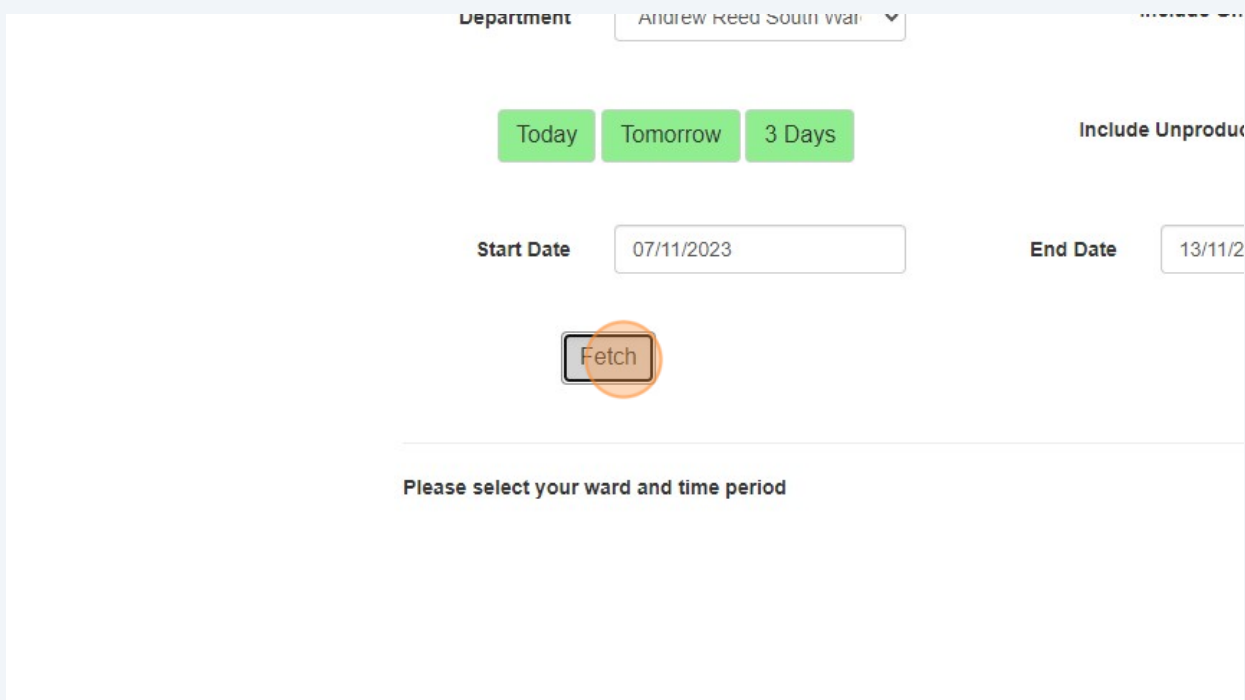
Today Tomorrow 3 Days

Fetch

2 Click "Roster Summary"




3 Click this button.



4 Click "Add Absence"

Registered Nurse Management (30h:00m)	Tue 07 Nov Total Filled Shifts: 1 (0 Unfilled) P: 1 B: 0 A: 0 U: 0 Add Shift	Wed 08 Nov Total Filled Shifts: 1 (0 Unfilled) P: 1 B: 0 A: 0 U: 0 Add Shift	Thu 09 Nov Total Filled Shifts: 0 (0 Unfilled) P: 0 B: 0 A: 0 U: 0 Add Shift
Julieth Majongwe Ward Manager - (30h:00m) - Add Absence	07:30 - 15:30 (7h:30m) Registered Nurse Management - Edit	07:30 - 20:00 (11h:00m) Registered Nurse Management - Edit	
Registered Nurse (774h:15m)	Tue 07 Nov Total Filled Shifts: 7 (0 Unfilled) P: 2 B: 4 A: 1 U: 0 Add Shift	Wed 08 Nov Total Filled Shifts: 7 (0 Unfilled) P: 3 B: 2 A: 2 U: 0 Add Shift	Thu 09 Nov Total Filled Shifts: 7 (0 Unfilled) P: 5 B: 1 A: 1 U: 0 Add Shift
Aminat Onayiga Staff Nurse - (52h:15m) - Add Absence		Leonora 07:45 - 20:00 (10h:45m) Registered Nurse - Edit	Leonora 07:45 - 20:00 (10h:45m) Registered Nurse - Edit
Anna Lyn Catral Staff Nurse - (43h:00m) - Add Absence		07:45 - 20:00 (10h:45m) Registered Nurse - Edit	
Clara Ogunyemi - HLR Agency Staff Nurse - (32h:15m)		07:45 - 20:00 (10h:45m) Registered Nurse - Edit	07:45 - 20:00 (10h:45m) Registered Nurse - Edit
Coralyn Dooma Bank Staff Nurse - (39h:45m) - Add Absence		Drapers 09:00 - 17:00 (7h:30m) Registered Nurse - Edit	
Glenn Galvez			19:45 - 08:00 (10h:45m) Registered Nurse - Edit Absence

5 Click this text field.



Royal Hospital for Neuro-disability

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Registered Charity No. 20587

[Home](#) ▾
 [Management](#) ▾
 [Safer Staffing](#) ▾

Add a new period of Absence for Aminat Onayiga

Start Date

End Date

Start Time

End Time

Comments

Absence Type

Annual Leave ▾

Add

6 Click "15"

Add a new period of Absence for Aminat Onayiga

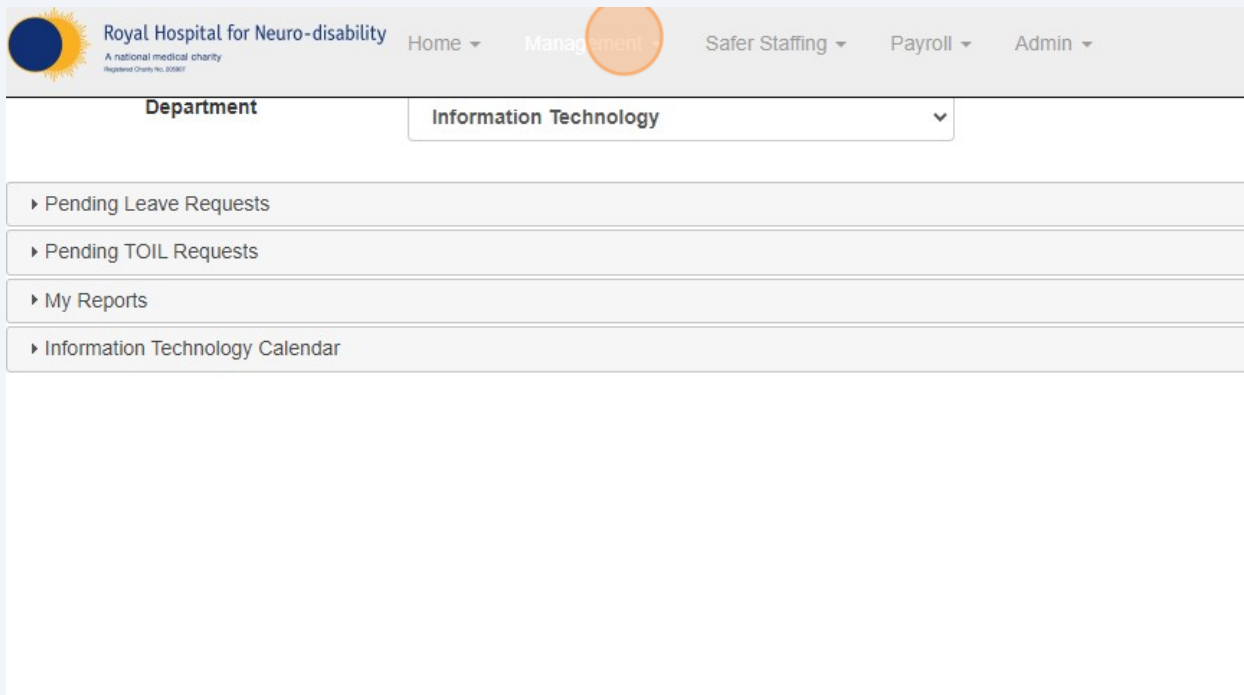
Start Date	<input type="text" value="08/11/2023"/>	Start Time	<input type="text" value="00:00"/>	Comments	<input type="text"/>																																										
End Date	<div style="border: 1px solid #ccc; padding: 5px;"><p>November 2023</p><table border="1"><thead><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr></thead><tbody><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr></tbody></table></div>				Su	Mo	Tu	We	Th	Fr	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<input type="text" value="9"/>
Su	Mo	Tu	We	Th	Fr	Sa																																									
			1	2	3	4																																									
5	6	7	8	9	10	11																																									
12	13	14	15	16	17	18																																									
19	20	21	22	23	24	25																																									
26	27	28	29	30																																											
Absence Type				<input type="button" value="Add"/>																																											

7 Click this button.

Add a new period of Absence for Aminat Onayiga (Staff Nu

Start Date	<input type="text" value="15/11/2023"/>	Start Time	<input type="text" value="00:00"/>	Comments	<input type="text"/>
End Date	<input type="text" value="16/11/2023"/>	End Time	<input type="text" value="23:59"/>		
Absence Type	<input type="text" value="Annual Leave"/>	<input type="button" value="Add"/>			

8 Click "Management"



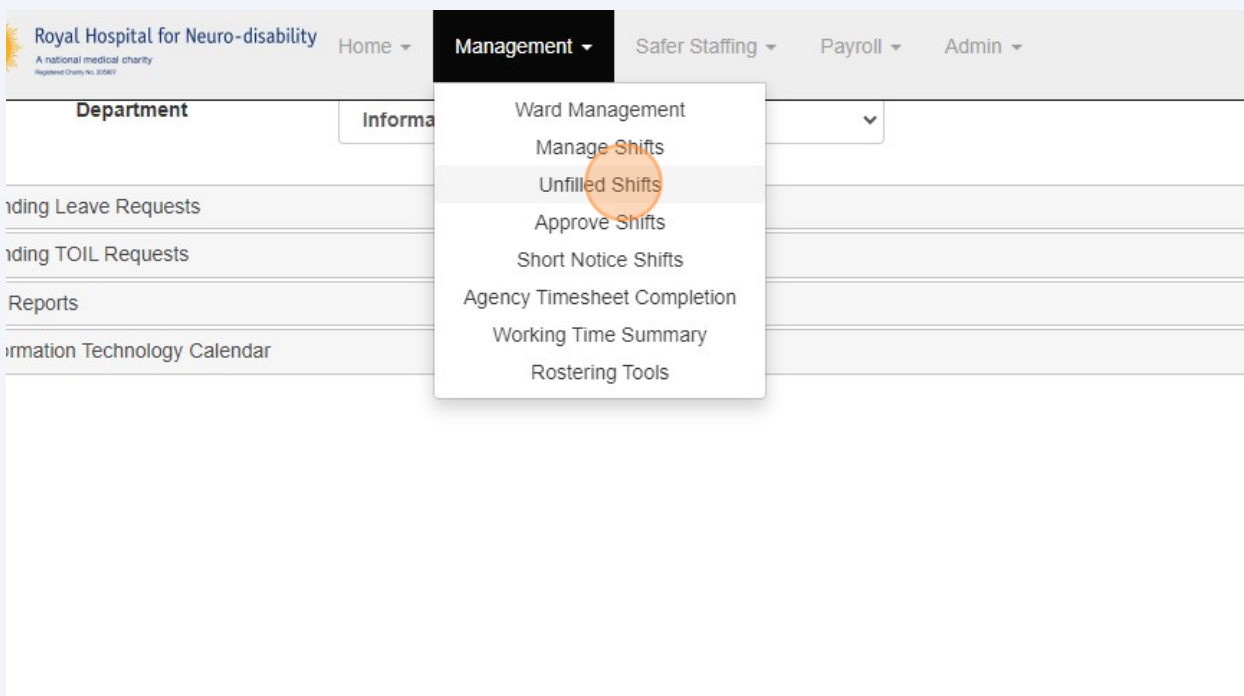
Royal Hospital for Neuro-disability
A national medical charity
Registered Charity No. 222617

Home ▾ Management ▾ Safer Staffing ▾ Payroll ▾ Admin ▾

Department: Information Technology ▾

- ▶ Pending Leave Requests
- ▶ Pending TOIL Requests
- ▶ My Reports
- ▶ Information Technology Calendar

9 Click "Unfilled Shifts"



Royal Hospital for Neuro-disability
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Home ▾ Management ▾ Safer Staffing ▾ Payroll ▾ Admin ▾

Department: Informa ▾

- ▶ Pending Leave Requests
- ▶ Pending TOIL Requests
- ▶ Reports
- ▶ Information Technology Calendar

- Ward Management
- Manage Shifts
- Unfilled Shifts
- Approve Shifts
- Short Notice Shifts
- Agency Timesheet Completion
- Working Time Summary
- Rostering Tools

10 Click this text field.

Royal Hospital for Neuro-disability
A national medical charity
Registered Charity No. 225801

Home Management Safer Staffing Payroll Admin

Shifts for: 07/11/2023 - 07/11/2023

Speciality: Please Select

Location: Please Select

Shift Type	Assignment	Specialisms	Date	Start Time	End
Regular		None Required	07/11/2023	08:45	17:00
Regular	Andrew Reed North	None Required	07/11/2023	08:00	16:00

11 Click "Custom Range"

07/11/2023 - 07/11/2023

Speciality: Please Select

Location: Please Select

Shift Type Assignment Specialisms Date Start Time

Supervisors	Regular		None Required	07/11/2023	08:45
CS	Regular	Andrew Reed	None Required	07/11/2023	08:00
CS	Regular	Clifden	None Required	07/11/2023	08:00
CS	Regular	Glyn A	None Required	07/11/2023	08:00
Physicians	Regular	Haberdashers House	None Required	07/11/2023	09:30

12 Click "15"

07/11/2023 - 07/11/2023

Unfilled St

h Pending

clude Can

Today 15/11/2023 07/11/2023

Tomorrow

Next 7 Days

Next 30 Days

Last 7 Days

Last 30 Days

Custom Range

Apply Cancel

Nov 2023							Dec 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4	26	27	28	29	30	1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30	1	2	24	25	26	27	28	29	30
3	4	5	6	7	8	9	31	1	2	3	4	5	6

Assignment

Andrew Reec

Cliffden None Required 07/11/2023 08:00 16:30 Domestic

Glyn A None Required 07/11/2023 08:00 16:30 Domestic

Job

Domestic

Domestic

Domestic

13 Click "Actions"

Shifts with Pending Applicants Only?

Exclude Cancelled Shifts

Search:

End Time	Job Types	Time Of Day	Status	
20:00	Registered Nurse	Early	0 Applications	Actions
17:30	Ward Technician	Early	0 Applications	Actions
17:30	Ward Technician	Early	0 Applications	Actions
16:30	Domestic Assistant	Early	0 Applications	Actions
17:30	Ward Technician	Early	0 Applications	Actions

14 Click "Edit"

Exclude Cancelled Shifts

Search:

End Time	Job Types	Time Of Day	Status	
20:00	Registered Nurse	Early	0 Applications	Actions
17:30	Ward Technician	Early	0 Applications	Actions
17:30	Ward Technician	Early	0 Applications	Actions
16:30	Domestic Assistant	Early	0 Applications	Actions
17:30	Ward Technician	Early	0 Applications	Actions
17:30	Ward Technician	Early	0 Applications	Actions

Actions menu: Edit, Cancel, Send to Agency, Audit

15 Click this text field.

90

Other details may be skills required or other special circumstances:

Other Details

Who

Assigned To

Please start typing in the box in order to be provided with suggestions. At least 3 characters. You can search by name or job title. People already committed to a shift are not shown.

Worked As Type

Job Types

The Job Types cannot be modified. If you have made an error please cancel and create a new shift

Pay Rate

16 Click "Catherine Hewitt (IT Service Manager)"

Other Details

Who

Assigned To

Worked As Type

Job Types

The Job Types cannot be modified.

Pay Rate

Registered Nurse

Save Back

cath

Catherine Hewitt (IT Service Manager)

Catherine Schuster Bruce (Junior Doctor (Locum))

Cathcart Menus ()

Catherine Price (Music Therapy Student)

Catherine O'Mahony (Clinical Fellow)

Catherene Manu (Health Care Assistant Level 3)

17 Click this button.

Who

Assigned To

Worked As Type

Job Types

The Job Types cannot be modified. If you have made an error please call

Pay Rate

Registered Nurse

Save Back

Catherine Hewitt (IT Service Manager)

Please start typing in the box in order to be p
You can search by name or job title. People