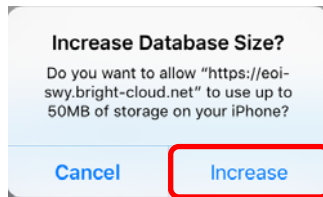


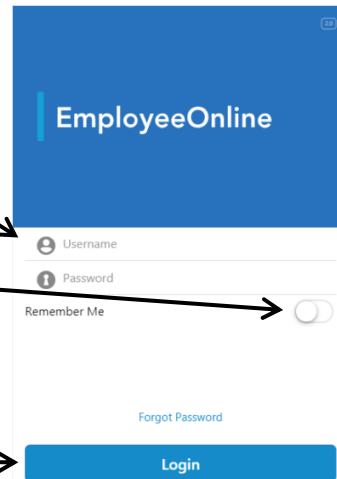
Employee Online Mobile (1 of 13)

A Logging in to Employee Online Mobile

- 1 The link for Employee Online Mobile is <http://tinyurl.com/swypft>
- 2 On iOS devices, an Increase Database Size message will show the first time you access the login page. Select Increase to continue.



- 3 At the login screen, enter your username and password.
- 4 Click 'Remember Me' to allow EOL Mobile to store your username and password. This is active when it slides to green.
- 5 Click Login.



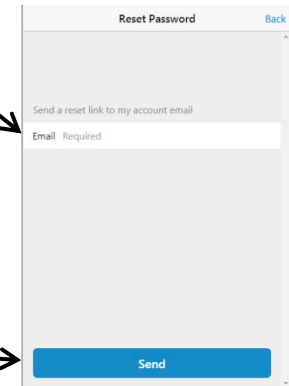
B Forgotten Username/Password Resets

If you have forgotten your login details for Employee Online you can use the Forgot Password feature to reset your password and to receive a confirmation of your username.

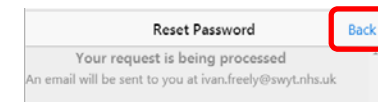
- 1 On the login page click the Forgot Password text.



- 2 Enter your registered email address (this is normally your @swyt.nhs.uk email address). If you enter an email address in the incorrect format you will be prompted to try again.



- 3 Click Send.
- 4 You will now receive a message to confirm your request is being processed. Click Back to go back to the login page.



- 5 You will receive an email that confirms your username and provides you with a new password.
- 6 When you login with your new details you will be asked to set a new password.

Employee Online Mobile (2 of 13)

C General Navigation

1 The Home Page will display today's roster.

2 You can click the down arrow to show more information about today.

3 You can select View Rosters to view your own and your Team's roster.

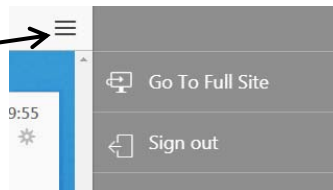
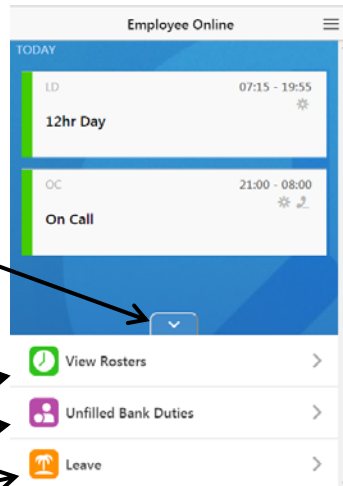
Unfilled Bank Duties lets you view and book bank shifts.

Leave can be used to view and request Annual Leave and Study Days.

Please note that you will only see the Unfilled Bank Duties icon if you have a bank post.

4 By clicking the "burger" button in the top right you can open and close a side menu with 'Go To Full Site' and 'Sign out' options.

5 On all pages (apart from the Home Page) click on the Home icon to return to the Home Page.



6 Swipe down on all pages to refresh the page.

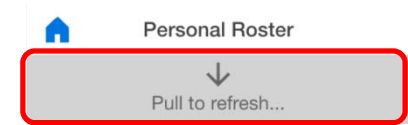
7 Some items are currently only available in the Full Site, so you must click on 'Go To Full Site' to do the following:

- Request Days Off
- View your Time Owing/Owed balance
- Record your Availability for Bank Shifts
- View your Personal Details
- View your Timesheet Information
- Add your times of work (certain departments only)

Some of the features above may become available in a later release of EOL Mobile.


Please note that if you select Go To Full Site from EOL Mobile you will have to re-login to access the Full Site.

Please see the Employee Online User Guide for full guidance on all these processes.



Employee Online Mobile (3 of 13)

D Viewing Your Personal Roster

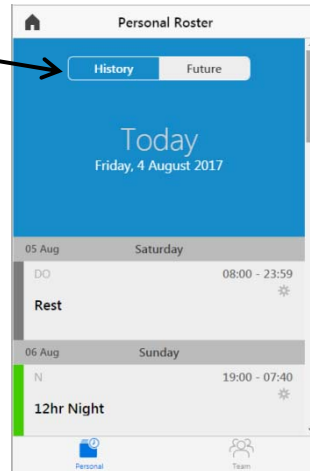
- From the Home Page, click on View Rosters.  View Rosters >
- By default you will see your own future roster. Your Personal Roster starts from today's date and displays a week of your roster as you scroll down. Once you get to the 7th day, another week will load.


You can view your past roster by toggling between the Future and History icons.

- Rostered Items are displayed as follows:

Rest Days (Days Off/Time Owing Days) have a grey sidebar. 

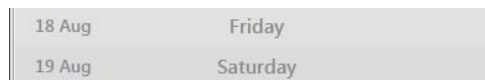
Shifts have a green sidebar. 



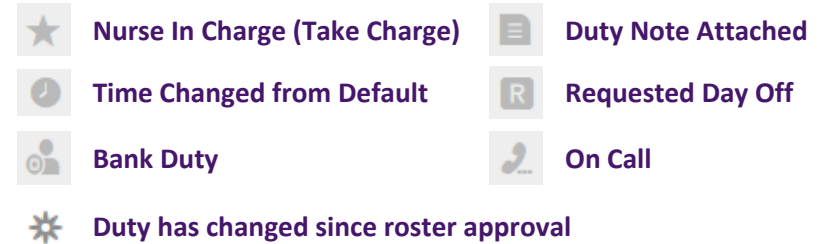
Unavailability Days (Annual Leave, Study Leave, etc.) have a brown sidebar. 



Blank days on the roster are light grey and are not selectable.





- Shift/Day Off Icons:



- Unavailability (Annual Leave, Study Leave, etc.) Icons:





- Click on the Shift, Day Off or Unavailability Day to view:

The Work Time and Unit (Shifts Only).  


A Key for any icons shown.  

Any notes attached to the Shift/Unavailability.  

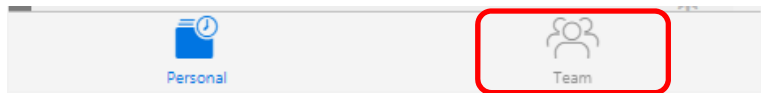
Other Staff working the same Shift (by grade).  

Employee Online Mobile (4 of 13)

E Viewing the Team Roster

1 From the Home Page, click on View Rosters. →  View Rosters >

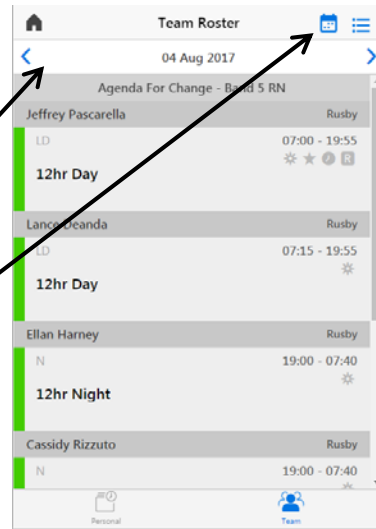
2 By default the system shows your personal roster. Click the Team icon in the bottom right to view the Team Roster.



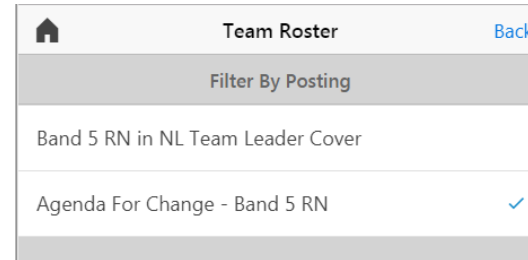
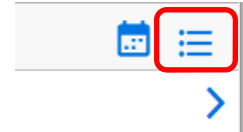
3 The Team Roster displays a daily roster for all staff in your service, starting with your own shift at the top. *Please note that staff will not appear if they have not been given a shift or unavailability on the roster.*

4 You can navigate back or forward a day by using the left and right arrows.

5 To jump to a different date, select the Calendar icon in the top right.



6 If you are rostered on multiple units (ie work for more than one service or are on a Team Leader roster) click the bullet point icon in the top right corner to select the relevant posting.



Please note that the Team Roster is not available for Web Timesheet areas.

Employee Online Mobile (5 of 13)

F Managing Annual Leave

1 From the Home Page, click on Leave.



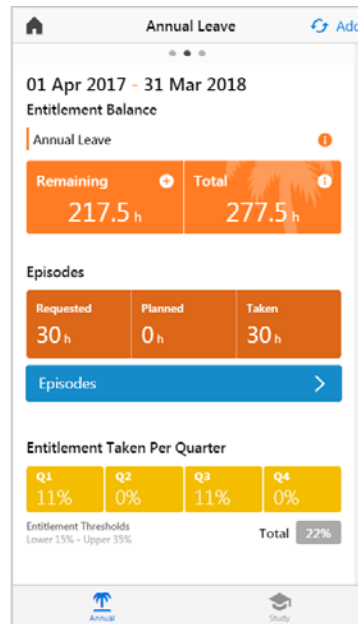
2 The current Annual Leave year is shown by default, if you wish to view the previous year swipe right, or swipe left to view the next year.

Please note that you can only see this year, the previous year, and next year's entitlements via EOL Mobile. Please login to the full site to view additional years.

Your Annual Leave Entitlement Balance is split between how much you have Remaining and the Total you had to take.

Episodes are the individual periods of leave you've taken within the leave year selected. This is split between leave that is Requested (not yet approved), Planned (in the future and approved), and leave that is Taken (in the past and approved).

Entitlement Taken Per Quarter displays how much leave you've taken in each 3 months of the year and the total percentage of your entitlement taken. You are encouraged to spread your leave evenly throughout the year.



3 Click on the 'i' icon to the right of your total to view a breakdown of how it's calculated.



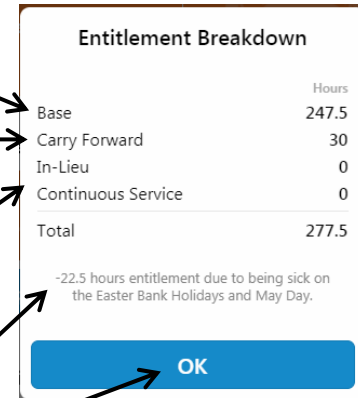
4 Your Base entitlement is a combination of your Bank Holiday and Annual Leave entitlement.

Carry Forward are any hours that have been approved as carry over from the previous year.

In-Lieu and Continuous Service should not be used.

Any notes entered by your manager for this period are displayed below.

Click OK to close the breakdown.



5 Click on Episodes to view a list of the periods of leave you have taken during the entitlement year.



6 Leave furthest in the future is shown first.

Leave awaiting approval has a yellow question mark.

Approved leave is marked as approved.

Rejected and Cancelled Leave is marked as Rejected.



Employee Online Mobile (6 of 13)

F Managing Annual Leave (continued)

7 Click on a leave episode to view more information.

Leave Information confirms the number of hours of leave being taken.

The Icon Key displays a description of any icons that appear on the leave episode.

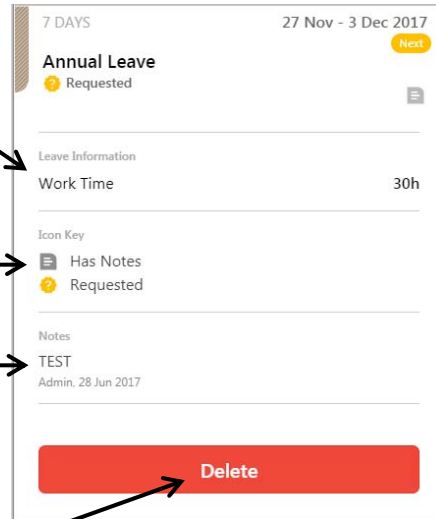
If a Note has been added, the latest note is displayed in the Notes section.

If you have requested the leave and it hasn't been approved or denied, you can click Delete to remove your request.

Click Cancel to keep the request.

Click Delete to remove the leave request.

8 To return to the main screen click Entitlement in the top left hand corner.



7 DAYS 27 Nov - 3 Dec 2017 Next

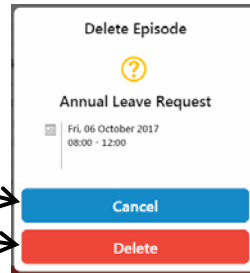
Annual Leave
Requested

Leave Information
Work Time 30h

Icon Key
Has Notes
Requested

Notes
TEST
Admin, 28 Jun 2017

Delete



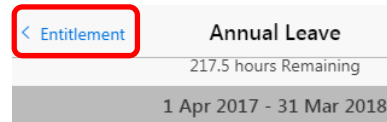
Delete Episode

Annual Leave Request

Fri, 06 October 2017
08:00 - 12:00

Cancel

Delete



< Entitlement Annual Leave

217.5 hours Remaining

1 Apr 2017 - 31 Mar 2018

G Requesting Annual Leave

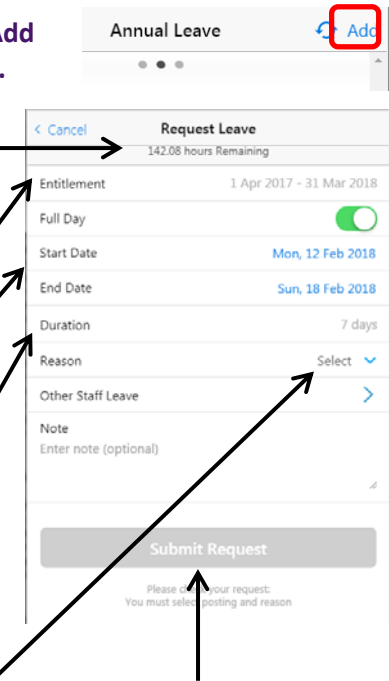
Please note that Employee Online Mobile will only allow you to request leave within a single leave year (ie 1st April to 31st March). If your leave request crosses the 31st March to the 1st April you will need to use the full site. You must be viewing the leave year you wish to request against before adding your request.

1 To request Annual Leave click the Add button in the top right hand corner.

2 On the Request Leave form you can see the leave hours you have remaining at the top of the form and confirm that you are in the correct leave year by checking the dates in the Entitlement field.

3 Set the Start Date and End Date of your leave request. The duration field will default to the number of calendar days your dates cover. Please note that this does not indicate the number of hours or days of leave you are using as calendar days may include your days off.

4 Set the Reason field to Annual Leave. Please note that the Submit Request Button will be greyed out if there are any errors or incomplete entries.



Annual Leave Add

< Cancel Request Leave

142.08 hours Remaining

Entitlement 1 Apr 2017 - 31 Mar 2018

Full Day

Start Date Mon, 12 Feb 2018

End Date Sun, 18 Feb 2018

Duration 7 days

Reason Select

Other Staff Leave >

Note
Enter note (optional)

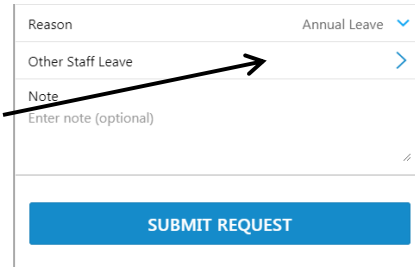
Submit Request

Please complete your request: You must select posting and reason

Employee Online Mobile (7 of 13)

G Requesting Annual Leave (continued)

5 Before submitting your request, you should select Other Staff Leave to view any colleagues requested or approved leave that overlaps with your request. If there are already too many people off then your request may be denied.



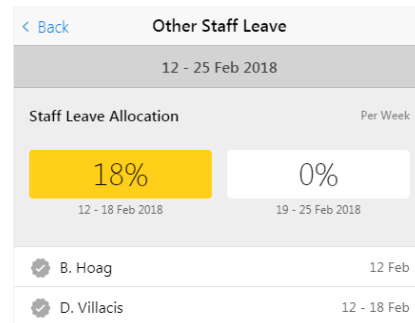
Reason Annual Leave ▼

Other Staff Leave >

Note
Enter note (optional)

SUBMIT REQUEST

6 Other Staff Leave tells you what percentage of staff are on leave and lists who is on annual leave. Please note that you will only see those who are the same grade type as you (ie RN/HCA etc).



< Back Other Staff Leave

12 - 25 Feb 2018

Staff Leave Allocation Per Week

| Percentage | Period |
|------------|------------------|
| 18% | 12 - 18 Feb 2018 |
| 0% | 19 - 25 Feb 2018 |

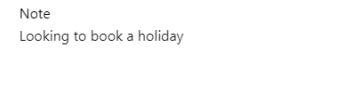
B. Hoag 12 Feb

D. Villacis 12 - 18 Feb

If the percentage is over 17% it will turn golden to indicate more staff have requested leave that week than is normally allowed.

7 Select < Back in the top left hand corner to return to your request.

8 Enter a note for your manager to see when they are working through requested leave.



Note
Looking to book a holiday

9 Click Submit Request to send the request to your manager. They will receive an email notification.

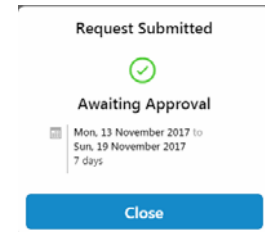


SUBMIT REQUEST

When your request has been approved or denied you will also receive an email notification.

10 You will receive a message to say whether your request has been submitted for approval.

After your request has been submitted click Close to return to the list of upcoming Annual Leave.



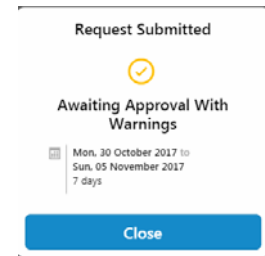
Request Submitted

Awaiting Approval

Mon, 13 November 2017 to Sun, 19 November 2017 7 days

Close

You may also receive a warning message if there are issues with the request, for example if there would be too many staff on Annual Leave at the same time. Your request will be submitted to your manager to review.



Request Submitted

Awaiting Approval With Warnings

Mon, 30 October 2017 to Sun, 05 November 2017 7 days

Close

The reason for the Warning is then displayed. Press Finish to return to the list of upcoming Annual Leave.



Annual Leave Finish

30 Oct - 5 Nov 2017

Warnings

The percentage of staff on leave is too high.

Warnings are advisory, indicating the leave request may be rejected on these grounds.

Finish

Employee Online Mobile (8 of 13)

H Requesting Partial Days of Annual Leave

Before requesting Partial Days of Annual Leave you should ask your manager if it is appropriate for your team.

Please note that if you need emergency short notice leave, and your roster has already been planned, then you will be unable to request the leave using Employee Online or EOL Mobile; instead you should speak to your manager or team leader(s).

- 1 To request a partial day's leave toggle the Full Day switch to bring up the start and end time selections (these replace the End Date field).
- 2 Select the start and end times of the annual leave you wish to take (ie the times that you won't be at work).
- 3 Check the Duration is for the number of hours you expected.
- 4 Select the Reason of Annual Leave.
- 5 Review Other Staff Leave.
- 6 Add a note.
- 7 Click Submit Request.

142.08 hours Remaining

| | |
|-------------------|---|
| Entitlement | 1 Apr 2017 - 31 Mar 2018 |
| Full Day | <input type="checkbox"/> |
| Start Date | Mon, 12 Feb 2018 |
| Start | 13:00 |
| End | 17:00 |
| Duration | 4h |
| Reason | Annual Leave |
| Other Staff Leave | > |
| Note | Need the afternoon off for an appointment |

SUBMIT REQUEST

I Managing Study Leave

Study Leave on e-Rostering is recorded to manage your working hours and show when you are unavailable to work shifts. Some management teams will enter your study leave on e-Rostering when the approved forms are received, whilst others may expect you to request the leave at the same time you submit the application. Please check with your manager to determine the local study leave practice.

- 1 From the Home Page, click on Leave.
- 2 The Annual Leave page is displayed by default, to view and request Study Leave select the Study icon in the bottom right hand corner.
- 3 The current leave year is shown by default; if you wish to view the previous year swipe right, or swipe left to view the next year.
- 4 In the orange boxes you can see the number of hours of study you have requested (and are still to be approved), Planned (approved and in the future), and Taken (approved and in the past).
- 5 Click episodes to view the individual periods of study leave.

Leave

Annual Study

Study Leave Add

01 Apr 2017 - 31 Mar 2018

Other Study Leave

| | | |
|-----------|---------|---------|
| Requested | Planned | Taken |
| 7.5 h | 1 h | 18.75 h |

Episodes >

Annual Study

Employee Online Mobile (9 of 13)

I Managing Study Leave (continued)

- 6 Your study leave is listed from the latest to the oldest (within the leave year) as you scroll down.

You can easily see whether your leave has been Rejected:

is still Requested:

or has been Approved by your manager:

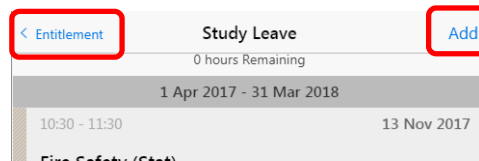
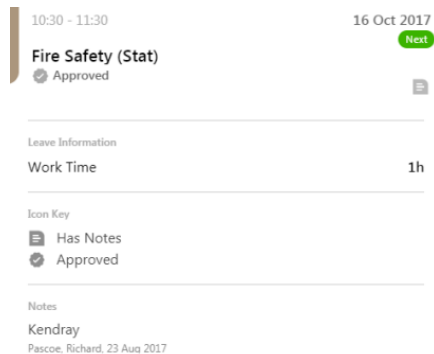
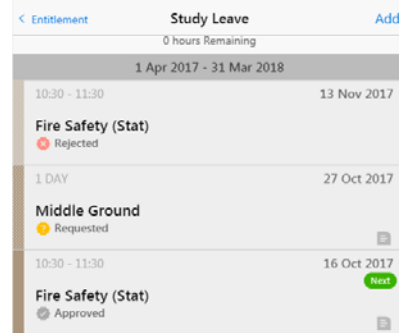
- 7 A 'Next' icon is displayed on the study leave you are due to attend next.

- 8 Select a leave record to view the work time assigned:

an Icon Key:

and the latest note that was added to the study leave:

- 9 Select Entitlement to return to the leave years or click Add to request Study Leave within the selected leave year.

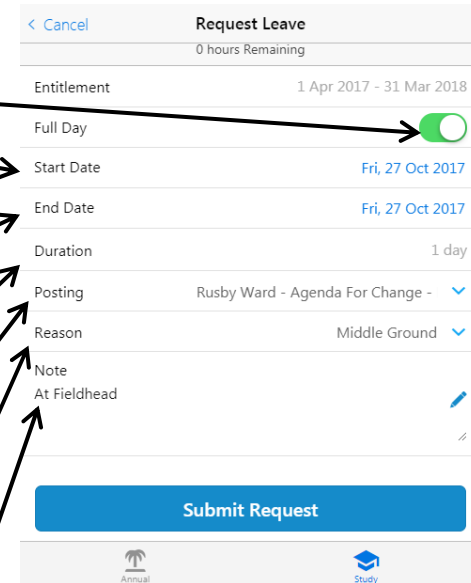


J Requesting Study Leave

- 1 Whilst on the Study Leave page or Episodes section, ensure you are in the leave year that the study leave should fall then click the Add button in the top right hand corner.



- 2 Use the Full Day Toggle to switch between Full and Partial Day leave requests.



- 3 Select the Start Date.
- 4 Select the End Date (or start and end times if you have selected Partial Day).
- 5 Check you are happy with the Duration.
- 6 Select the Posting you will be working for when on study leave (ie if you work for more than one service).
- 7 Select the Reason for the study leave from the list.
- 8 Add a Note for more information about the study leave request.

Employee Online Mobile (10 of 13)

Requesting Study Leave (continued)

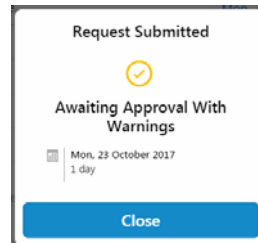
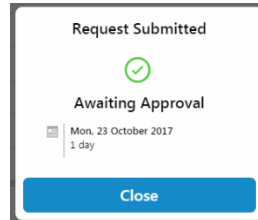
9 Click Submit Request to send the request to your manager. They will receive an email notification. When your request has been approved or denied you will receive an email notification.

10 You will receive a message to say whether your request has been submitted for approval.

After your request has been submitted click Close to return to the list of upcoming Study Leave.

You may also receive a warning message if there are issues with the request, for example if there would be too many staff on Study Leave at the same time. Your request will be submitted to your manager to review.

The reason for the Warning is then displayed. Press Finish to return to the list of upcoming Study Leave.



Until the leave is approved you can delete the request. If you have any problems please speak to your manager.

Requesting Partial Days of Study Leave

You can request partial days of Study Leave using EOL Mobile. This is especially helpful if you know the planned times of the training you wish to attend and where it needs to fit around other work.

To request a partial day, select the Full Day toggle and enter the start and end times (for an example please see section H – Requesting Partial Days of Annual Leave).

Employee Online Mobile (11 of 13)

K Viewing and Self Booking Bank Shifts

The Trust has a centralised bank service that works with wards/teams to cover bank shifts. They are normally open 7am to 7pm Monday to Friday and 8am to 4pm on weekends and bank holidays. Local wards/teams have out of hours access to send text messages to advertise short notice bank shifts. The Trust bank service can be contacted by telephone on 01924 316406 or by emailing trustbank@swyt.nhs.uk.

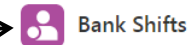
You can find out about available bank shifts by text, checking your emails, following [BankShifts on Facebook](#) or [@TrustBank on Twitter](#), or by simply logging onto your Employee Online. When you see a shift you would like to book, please login to Employee Online to make sure it's still available and Self Book onto the Bank shift.

Please note that you will only see any shifts if you are the required grade and gender, and have up to date MAV training at the appropriate level. Registered Nurses must also have a RiO login.

Some shifts may have already been sent to an agency to be filled, but you will still be able to view their shifts on Employee Online. Even if an Agency worker has been booked for a shift we will prioritise our Bank Staff over an agency member of staff. Please call the bank service on 01924 316406 to book the agency shift as you will be unable to self-book online.

*You **MUST** contact the Bank service or the Ward/Team as soon as possible if you need to cancel a bank shift.*

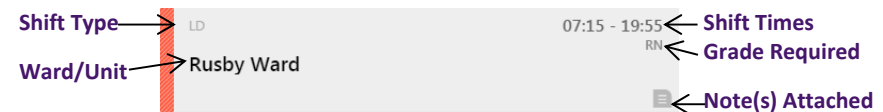
- 1 From the Home Page, click on Bank Shifts.



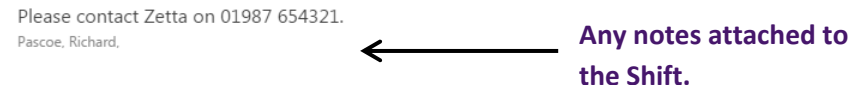
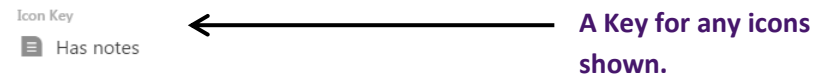
Please note that you can only access Bank Shifts if you are on the Bank. To join the bank, please contact the Trust Bank Office.

NB Viewing and Self Booking is not available for all areas.

- 2 Any available Bank Shifts on the wards/units you will work for are shown as follows:



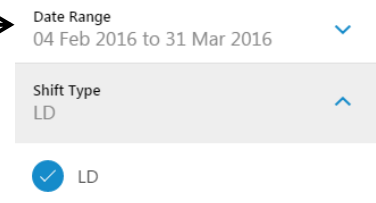
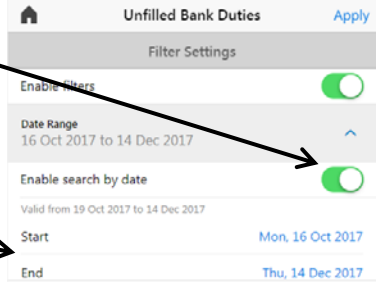


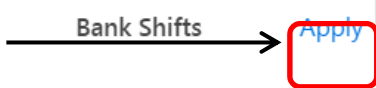



- 3 Click on the Bank Shift to view:

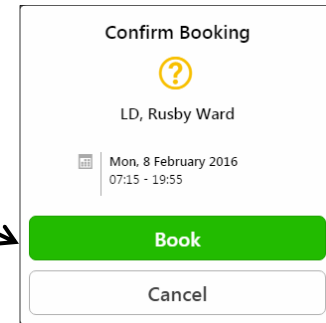


Employee Online Mobile (12 of 13)

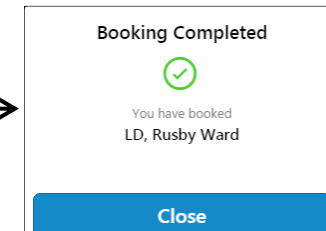
K ... Booking Bank Shifts (continued)

- To Filter the Bank Shifts displayed, select the filter icon in the top right.
- Then select the enable filters toggle.
- Select the down arrow of the filter types to check the options available against each one.
Select as required.
- To turn on the Date Range filter select the 'Enable search by date' toggle.
- Select the Start and End Dates as required.
- Select Apply to set the filters you have picked against the list of Bank Shifts.
The filter icon will show as 'On' when filters are set.
- Select the shift you are interested in working to view further information, then select Book to continue.

- Select Book again to Confirm the booking.

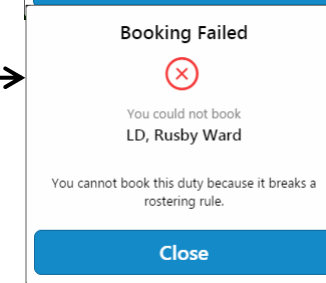


- This message will appear when you have booked the shift.



- If you cannot book the shift this message will appear.

Please contact the Bank Office or the ward/team for more information.



The common reasons for booking failures are due to you working excessive hours, having inadequate breaks between shifts, or working inappropriate patterns of shifts. Some local rules may be overridden by the ward/bank office, but other Working Time rules may not.

Employee Online Mobile (13 of 13)

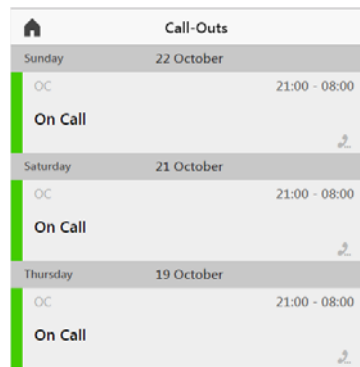
Enter Call Outs (only available for certain teams)

The Call-Outs shortcut allows you to record any time you were called out whilst on call (dependant on the local setup for your team).

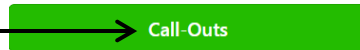
1 From the Home Page, click on Call-Outs.



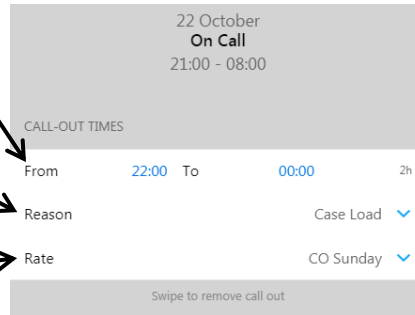
2 All the On Calls you have done will be listed, with the most recent at the top of the list.



3 Select the On Call on which you were called out, then select Call-Outs to continue.



4 Use the From and To times to record the start and end time of your Call Out.



5 Select the Reason from the list (Assessment, Case Load or High Acuity).



6 Select the Rate if this doesn't default.

7 Click Add at the top right if you were called out again during the On Call, then add the further call out times, reason and rate.



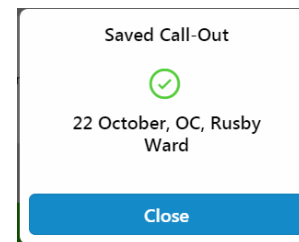
8 Swipe right and click Remove to delete a Call-Out line.



9 Click Save to add the Call-Out information.



10 Confirmation of this Call-Out information will appear.



11 The number of call-outs added to an On Call are shown. Click on the On Call again then select Call-Outs to adjust this information.



NB When your manager signs off your On Calls on e-Rostering, they will be removed from this screen. You will need to contact your manager if you were Called Out and the On Call is not available in this screen for you to add the Call-Out.