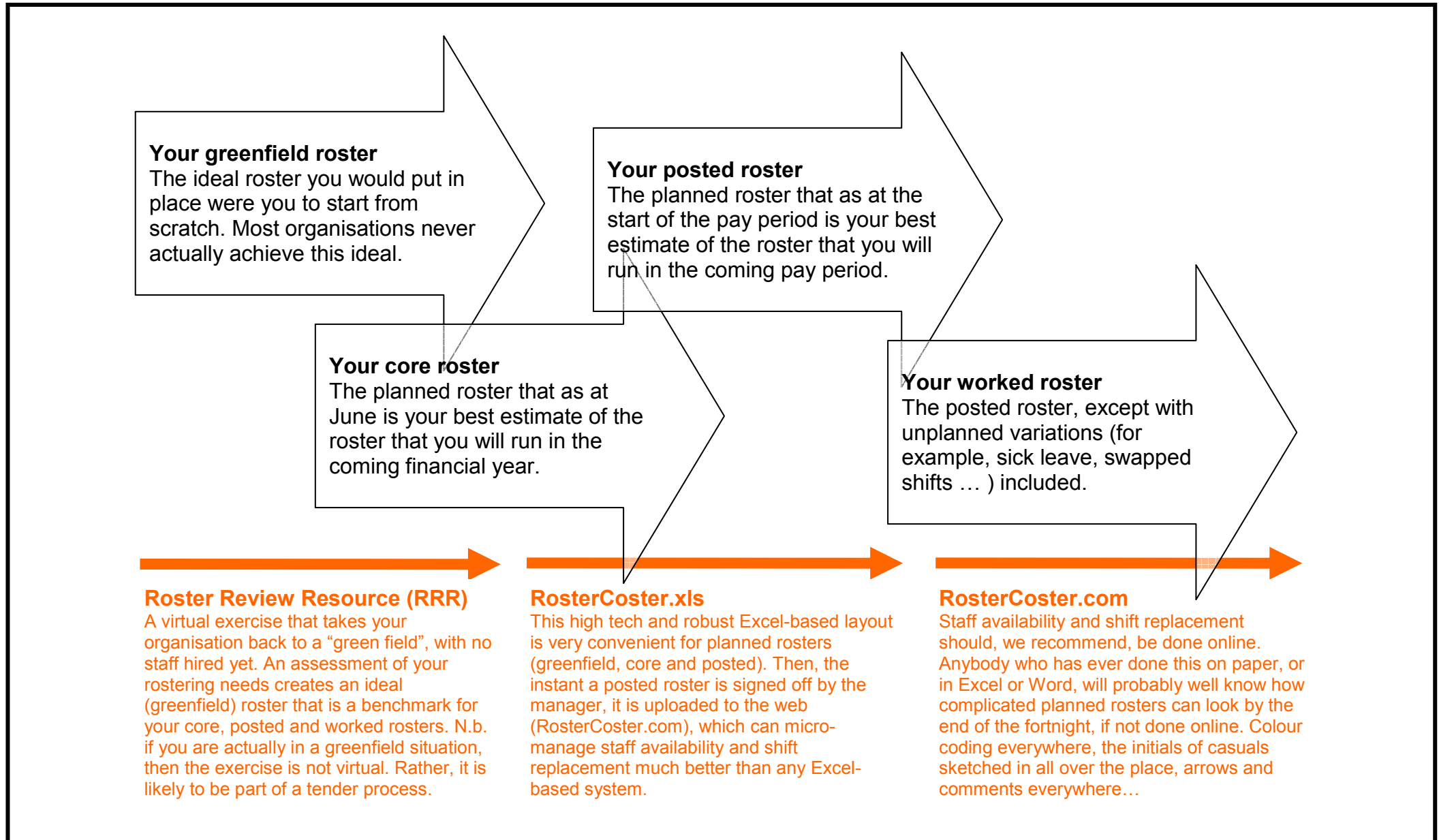Our end-to-end rostering: just a few sample screens in narrative style…

First, a diagram puts your rostering process and our rostering modules on the same page.

Your greenfield roster
The ideal roster you would put in place were you to start from scratch. Most organisations never actually achieve this ideal.

Your posted roster
The planned roster that as at the start of the pay period is your best estimate of the roster that you will run in the coming pay period.

Your core roster
The planned roster that as at June is your best estimate of the roster that you will run in the coming financial year.

Your worked roster
The posted roster, except with unplanned variations (for example, sick leave, swapped shifts …) included.

Roster Review Resource (RRR)
A virtual exercise that takes your organisation back to a "green field", with no staff hired yet. An assessment of your rostering needs creates an ideal (greenfield) roster that is a benchmark for your core, posted and worked rosters. N.b. if you are actually in a greenfield situation, then the exercise is not virtual. Rather, it is likely to be part of a tender process.

RosterCoster.xls
This high tech and robust Excel-based layout is very convenient for planned rosters (greenfield, core and posted). Then, the instant a posted roster is signed off by the manager, it is uploaded to the web (RosterCoster.com), which can micro-manage staff availability and shift replacement much better than any Excel-based system.

RosterCoster.com
Staff availability and shift replacement should, we recommend, be done online. Anybody who has ever done this on paper, or in Excel or Word, will probably well know how complicated planned rosters can look by the end of the fortnight, if not done online. Colour coding everywhere, the initials of casuals sketched in all over the place, arrows and comments everywhere…

Now, let's assume you want to engage us. We start with an assessment of your needs, using our Roster Review Resource (RRR)

View All Site Content

Reference
- Overview

Surveys
- Hume DAS (Oct 2008)
- St John of God Accord (November 2009)

🗑 **Recycle Bin**

Overview

How do I get started with the RRR, the online survey and so on?
22/09/2010 13:03
by Damien Ryan-Green

Ring Claude Staub, product manager, on 0433 888 889 and he will take you through the RRR Process, and light up a survey to the left of this screen.

Where to after RRR?
22/09/2010 12:01
by Damien Ryan

Put your greenfield rosters and costings up against your core and worked rosters, and start developing achievable targets that are somewhere between greenfield and last year's (or last week's) performance.

Just like a training needs analysis, the RRR is into gap analysis.
22/09/2010 12:00
by Damien Ryan

Identify any gaps that exist between your greenfield, core and worked rosters. Then, attack the **right** inefficiency (too often we see core rosters getting slashed - the easy fix - when it's the worked rosters that are the problem!)

Special comment: reflecting continuously changing best practice rostering
22/09/2010 12:00
by Damien Ryan

BP rostering continuously evolves, and so is the RRR. We are continuously engaged with the sector, and are uniquely positioned to keep the RRR up to date online, bringing in new ideas, throwing others out, and giving you access to the latest best practice.

A value added benefit: the RRR is a location-specific output based funding model
22/09/2010 11:59
by Damien Ryan

Our greenfield rosters re produced by client need data with no reference to actual staffing or other 'inputs'. Further, technology makes it possible for us to do this down to the level of a location, or even a client!

▣ Add new announcement

Here is a sample of the sorts of online questions we ask…

Client Special Hrs (Other) Per Fortnight (Includes weekends, however, do not double-dip on ANY question prior to this one) *

32

Rostering for planning, such as Person Centred Plans (PCP), Behaviour Support Plans (BSP), Training Days or Communication Days.

Rostering for planning: Person centred plans *

16

Rostering for planning: Behaviour support plans *

24

Rostering for planning: Team meetings *

36

Rostering for planning: Training days *

1

Our software then proposes an ideal ("greenfield") roster …

RosterCoster.com
for Claude Test (V1.1)

7   **18/06/10**   to   **15/07/10**   **Off Line Roster**

C1234 Keystone

			week 1								week 2		
REPORTS MENU	SET TO DISPLAY ONE BLANK ROW		Fri 18	Sat 19	Sun 20	Mon 21	Tue 22	Wed 23	Thu 24	Fri 25	Sat 26	Sun 27
VIEW MENU									Fortnight: 26			
SHADE	UNSHADE											
TEAM LEADER (One House Only)	Admin Hrs: 0:00 Contact Hrs: 16:00 Supervisor Non-Contact Hours ▸											
Peter Piper	**Ongoing**					7:00a 3:00p			7:00a 9:00a			
	RSW2-1	0:00						4:00p 10:00p SO				
16:00	leave:	0:00										
		0:00										
0:00	leave:	0:00										

For the sake of the exercise, let's imagine you actually use the ideal. It ends up online like this…

This is how it looks to your only staff member, Peter Piper, who has logged in using his iPhone. Notice that Peter has added some info of his own: he is available for extra hours on Saturday, but not on Sunday…

| Rosters | Reports | User Options | Management Groups | Help | Colour Legend |

Dates

From 18/06/2010 🔲 ‹ Back
To 29/06/2010 🔲 › Next

Filters

For Peter Piper ▾
House ▾

Functions

🔃 Go
📄 Add

Date	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Fri 18/6																								
Sat 19/6																								
Sun 20/6																								
Mon 21/6								Keystone																
Tue 22/6																								
Wed 23/6																	Keystone							
Thu 24/6	Keystone																							
Fri 25/6																								
Sat 26/6								Unassigned																
Sun 27/6								Unassigned																
Mon 28/6																								
Tue 29/6																								

A manager then logs in and can see multiple staff, including Peter:

Rosters	Reports	Availability	User Options	Management Groups	Help	Colour Legend

Dates
From 21/06/2010
< Back
> Next

Filters
View: By Week
Type: Show All
Membership: Show All
House:
Roster: Live Roster
Type Group:
Preferred ☐

Functions
🔄 Go
📄 Add
📋 Roster Manager

Pages
Page Size: 10
Page: 1
< Back > Next

Staff ID	Mon 21/6						Tue 22/6						Wed 23/6						Thu 24/6						Fri 25/6						Sat 26/6						Sun 27/6					
	00	04	08	12	16	20	00	04	08	12	16	20	00	04	08	12	16	20	00	04	08	12	16	20	00	04	08	12	16	20	00	04	08	12	16	20	00	04	08	12	16	20
Peter Piper		Keystone												Keystone												Unassigned							Unassigned			
Aaron Jones																																										
Abel Tasman																																										
Ange Jolie																																										
Bill Baxter																																										
Billy Bob																																										
Bing Crosby																																										
Brad Pitt																																										
Britney Speares																																										
Clive Owen																																										

≤ 1 2 3 ≥ Displaying page 1 of 3

The manager says "why not, let's give Peter a shift on Saturday"…

Unfortunately Peter is into overtime, and the shift displays quite garishly!

Then, at any time during the year, the manager can compare the cost of the overall worked roster against the annual cost prediction arising from the original ideal ("greenfield") roster, which would have looked something like this…

RosterCoster.com annual cost prediction for a core roster

Claude Test, RSW from 1 Sep 2000

C1234 Keystone

	EFT		$
REGULAR STAFF BASE SALARIES			
Commuted EFT [0 Positions]			
Non Commuted EFT [1 Positions]	0.10	0.10	4,601
add RELIEF STAFF BASE SALARIES			
Recreation Leave [7.7% of Rostered EFT]	0.01		355
Sick Leave [5.8% of Rostered EFT]	0.01		265
No Substituted Leave			139
Provision for Parental Leave [2.7% of Rostered EFT]	0.00		23
No Extra Hours due to Active Night Overtime			
Client Closedown/Illness [0.11 EFT Per Client]	0.43	0.45	782
TOTAL EFT:		0.55	ORDINARY SALARIES: 5,383
add ALLOWANCES			
Clothing Allowance [$0.00 Per Annum per EFT]			
Sleepover Allowance [$61.12 per night]		797	797
Caution: 1 Sleepover Shifts Found			
add LOADINGS, OVERTIME & PENALTIES			
Casual Loading (25% of Casual Base Salaries)			
Commuted Allowance			
Holiday Loading [F/T=17.5% : P/T Rate depends on P/T Penalties]		62	
Extra Costs due to Overtime		117	
Extra Costs due to Active Night Overtime			
Public Holiday Penalties		69	
Weekend Penalties (50% Sat, 100% Sun; 10% depending on Shift Times)			
Weekday Penalties (10% depending on Shift Times)		1,390	1,638
SUB TOTAL ONSITE COSTING (EXCLUDES CONTINGENCY):			7,819
add CONTINGENCY			
Estimated Costs of Client Behaviours and Other Unplanned Staffing Costs [0.05 EFT]			
TOTAL ONSITE COSTING (INCLUDES CONTINGENCY):			7,819
add CORPORATE OVERHEADS			
Workcover premium for rostered staff [4.50% of Total Roster Cost and Superannuation combined]		$357	
Superannuation [9.0% of Total Roster Cost]		$704	
Contribution to the org's major and minor works		$2	
Contribution to org mgt, training, admin and operating [1.50% of Total Onsite Costing incl. Contingency]		$117	$1,180
TOTAL COSTING INCLUDING CONTRIBUTION TO CORPORATE OVERHEADS:			18,456
Client Support Hours Per Annum (Excludes Contingency)			
Rostered		196	
Client Holidays & Client Illness		684	
Extra Hours due to Active Night Overtime			880
Unit Costs (Excludes Contingency, Corporate Overheads and Management Overheads)			
Unit Cost [(Roster Cost less Sleepover Cost) / Client Contact Hours]			$7.98
Support hours per client per annum [Clients = 4]			220
Cost per client per annum [Roster Cost / No. of Clients]			$1,955
Estimated Commuted Allowance Efficiency (Excludes Contingency)			
Benchmark Commuted Utilisation			18.0%
Roster Commuted Utilisation (Excludes Sick Leave, LSL, Mat Lve)			n/a

This costing assumes that no Rostered Shift Lines are left vacant during the year. If Rostered Shift Lines are left vacant for extended periods, then this costing will significantly underestimate final expenditure, arising from increased use of overtime and casual staff usage.

…based, as the costing would be, on certain assumptions about the habits of the house…

RosterCoster.com: House Profile
110: C1234 Keystone

Claude Test

PRINT THIS SHEET AND ATTACH TO THE ROSTER

COST ROSTER	VIEW MENU

0

Sleepovers per 4 week period	1	Most likely classification of an incoming team leader	RSW3-2
% chance a casual will be used to replace a sick lve shift	40%	Most likely classification of an incoming rostered staff member	RSW2-2
% chance a casual will be used to replace a rec lve shift	15%	Most likely classification of an incoming casual staff member	RSW2-1
Average sick leave days taken p.a. per staff member	7	Contribution to org mgt, training, admin and operating	1.50%
% of public holidays taken as 150% pay by p/timers	0%	Contribution to the org's major and minor works	$2
Estimated overtime pa as % of Total Roster Cost	1.50%		
Number of clients in CRU	4		
Days per f/n Team Leader on but cannot do Direct Care	1		
Time at which FIRST client leaves in the a.m. (if n/a, type 12:00)	9:00a	Time at which FIRST client returns in the p.m. (if n/a, type 12:00)	3:00p
Day Placement Closedown Days per year	36	Total staff count (including rostered on) on each of these days	2
Net Public Holiday Days per year	6	Total staff count (including rostered on) on each of these days	2
Net days client(s) home due to illness per year	30	Total staff count (including rostered on) on each of these days	1
		Contingency hours per year for 'client specials' client behaviours etc	100

Thank you for reading our rostering scenario. We will leave you with a typical (sample) data flow, should you opt to have your payroll system outsource the rostering function to us.

Platform: your payroll system	Platform: EMSOnline	Platform: RosterCoster.com
App: processing of staff pays	App: RosterCoster.xls	App: Availability & shift replacement
	> Includes our benchmark costing tool for annual predictions of a core "planned" roster cost, which can be compared via tailored reports (see below) with "worked shifts".	> Includes an Award builder to allow shifts to be costed for comparison with the core roster costing and other purposes.
	> Includes our benchmark costing tool for annual predictions of a core "planned" roster cost, which can be compared via tailored reports (see below) with "worked shifts".	> Includes an Award builder to allow shifts to be costed for comparison with the core roster costing and other purposes.
	> Security provided by your own firewall.	> Security provided by us.
> Staff details table	> Good platform for drafting and preparing "planned rosters" (core rosters at start of year, and posted every 4 weeks). Cover as many shifts and planned leave at this level as you can, to minimise the "unplanned" staff replacement you will need to deal with in the online platform, see right.	> Right platform for "worked rosters". Users can log shift preferences online "at work or home", and the org can shift-replace online, with no limit to the number of alterations made to each shift.
> Accepts a .csv file each fortnight from RosterCoster.com.	> Ongoing tailoring of reports quick and inexpensive to create, allowing you to "have" a range of tailored reports that you could not justify having coded online for your specific org.	> Contains basic reports, and you can have additional reports created in this platform. However, recommend that it is more cost effective to create most tailored reports in the less-expensive-to-manipulate EMSOnline (see left).
	> Future opportunity to load other apps at EMSOnline, for example, your own "standalone" templates in MS Excel and MS Word decommisioned in favour of networked versions with same look and feel.	