

Casual Availability in Employee Online (EOL)

Casual staff can now let roster managers know when they are available to work, and when specifically they are not available to work in Employee Online.

Once you log in to Employee Online using your StaffLink user name and password, you will see a tab called Casual Availability. By clicking on this tab, you can let your manager(s) know what days you are available to work, and what shifts you would like to work – all day, early, late and night shifts. The timing of each shift can be viewed by clicking on the shift.

To learn how to use this functionality, please view the [Casual Availability in EOL](#) Quick Reference Guide, or watch a short [video](#) explaining the process.

You also have the opportunity to add notes in Casual Availability to explain reasons you are available and would like to work, or why you will not be available.

Once you have indicated your availability to work in EOL, your manager will see this in HealthRoster and assign shifts as they become available.

You can let your manager know of your availability through EOL at any time before a roster is created or as a roster is being worked.

Remember, you can log in to EOL from any device with a compatible internet browser at any time of day and from anywhere, including from home.

If you have questions, please talk to your roster manager for more information.

Further information and support: email: EHNSW-info.rostering@health.nsw.gov.au