

Search for Casual Availability in HealthRoster

Casual staff can now enter their availability or unavailability to work through Employee Online (EOL). The availability and unavailability details entered in EOL are visible to Staffing Office/Roster Managers in HealthRoster.

When gaps in a roster have been identified, roster managers can search for casual staff that are available in a number of ways in HealthRoster and assign shifts as required.

Show Matching People

Show matching people is a function that allows you to search for staff across multiple units under your control. Click [here](#) to view the QRG

Search for Staff Availability

The search for staff availability in HealthRoster allows you to search for staff who have entered their availability to work in EOL. You can search by date, availability type, start/end times and availability coverage. Additional search criteria can be specified to refine the search, such as staff group, grade, grade type, grade type category and skill. Search by gender is not operational now, but this option will be available later this year once staff gender information is populated from StaffLink to HealthRoster. A QRG on Searching for Casual Availability can be accessed [here](#).

A short video summarising the above functions is also available to [view](#).

Person Search

The person search function means you can search for a particular casual staff member by name to see if they are available to work a shift or when they are available as per their entries in EOL.

Training Materials

In addition to the QRGs and video, a more comprehensive [Casual Management User Guide](#) is also available.

Casual Availability in EOL

A number of communication materials, including a video, have been created to inform casual staff on how they can enter their availability or unavailability to work in EOL. This information can be accessed from the HealthRoster pages on the eHealth NSW intranet.

While casual staff are typically assigned shifts after a roster is published, please be aware that casual staff can see shifts in EOL to which they are assigned prior to a roster being approved and published.

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