

11 March 2021

Gerard Hayes  
Secretary, Health Services Union  
[secretary@hsu.asn.au](mailto:secretary@hsu.asn.au)

Dear Gerard,

**Re: Pay Period Confirmation within in Employee Online (EOL) functionality of HealthRoster**

NSW Health Pathology, as part of our eHealth partnership HealthRoster V11 upgrade, is proposing the implementation of Pay Period Confirmation (PPC) functionality that will be available within Employee Online (EOL). The proposal is that this will be available from Tuesday 13 April 2021 being the same date of V11 upgrade. The implementation of PPC would provide a consistent approach to rostering practices across NSW Health.

The HealthRoster PPC is beneficial to both employees and managers. It allows staff to confirm their roster is accurate and feedback any discrepancy for the management to action prior to their roster being finalised and submitted for processing. PPC assists with ensuring staff are paid correctly the first time and every time. More recently the functionality of PPC has been discussed and supported as part of our joint discussions in the Joint Consultative Committee Rostering Best Practice Sub-Committee.

PPC can be accessed from any device, anytime and anywhere where internet connection and a compatible browser is available. PPC is accessible to all employees via HealthRoster EOL using StaffLink login details. I have attached the Pay Period Confirmation employee factsheet for your information.

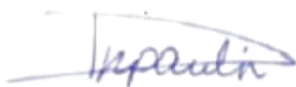
Additional communication and information regarding PPC will be provided to staff as the HealthRoster V11 upgrade rollout progresses. Rostering Coordination Unit and Human Resources will be available to assist staff with the system functionality.

It is not mandatory for staff to provide confirmation, and where there is no confirmation, staff will continue to be paid as per their roster. If there are retrospective changes to be made to the roster, they will be processed in the normal way.

While there will be some awareness raising prior to go-live of HealthRoster V11, further support such as information sheets and training will be available for staff on the new functionality shortly after the go live date.

Your review of the document is appreciated and any feedback or comment on the proposal should be provided directly to Jessica Lee, Deputy Director People & Culture by 5 pm 19 March 2021 on 02 4928 7134 or at [Jess.Lee@health.nsw.gov.au](mailto:Jess.Lee@health.nsw.gov.au).

Yours sincerely,



Dr Deanna Paulin  
Executive Director, People and Culture