

HealthRoster Quick Reference Guide: EOL Request a Duty Desktop

? Request a Duty in EOL

The Request a Duty option in EOL allows you to request particular shifts, rest days and ADOs according to your grade and entitlement for rosters open for requests. The Roster Creator or Roster Manager is responsible for opening a roster for requests, according to the roster cycle.

Note: Any local business practices regarding timeframe for requests and number of allowable requests in a roster period is still applicable.



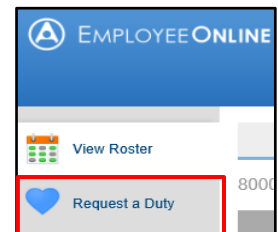
Video link – runtime 2 minutes 35 seconds

[Video QRG: Request a Duty](#)

Note: This document provides written instructions for actions demonstrated in this video.

How to Request a Duty?

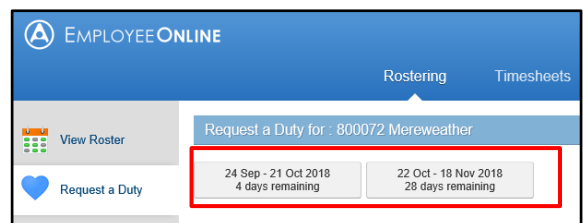
1. Login into EOL using your StaffLink ID and Password
2. Click **Request a Duty**



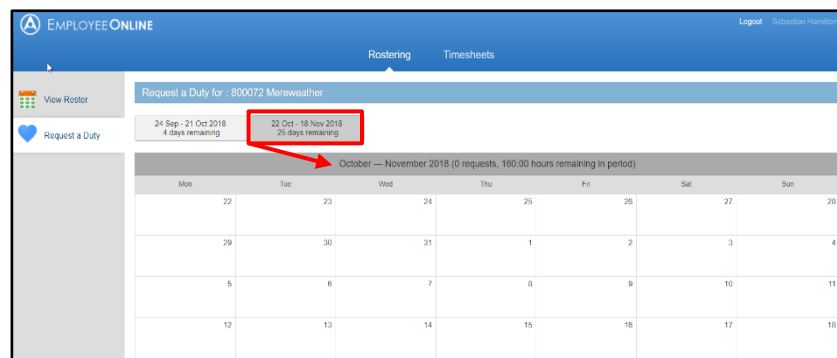
The Request a Duty window will open.

Rosters that are available for duty requests display as tiles.

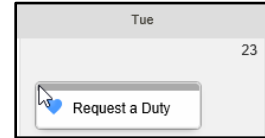
3. Click the **Roster Period** you require



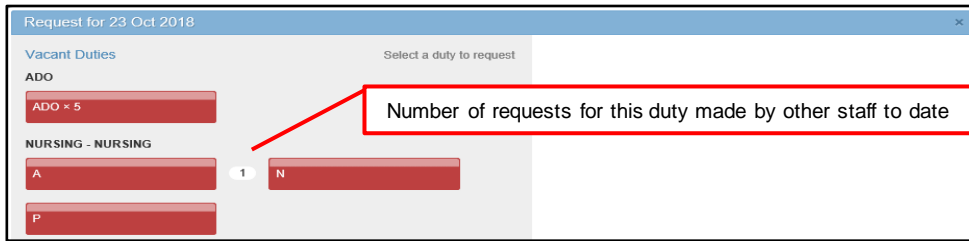
The Calendar for that roster period will display.



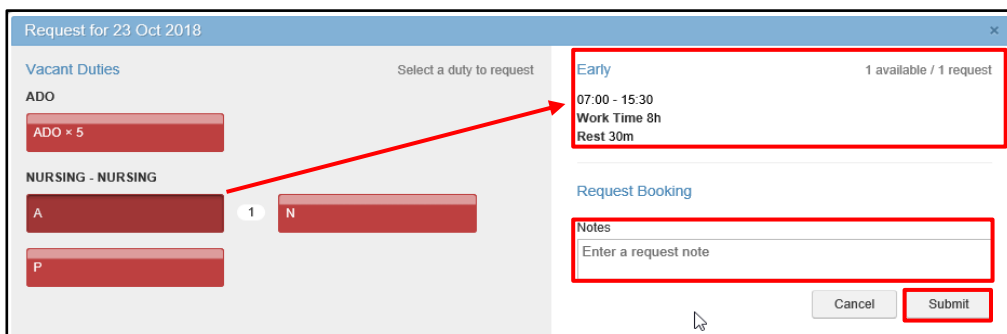
- Click on the **Date** you wish to request a duty for
- Click the **Request a Duty** pop-up



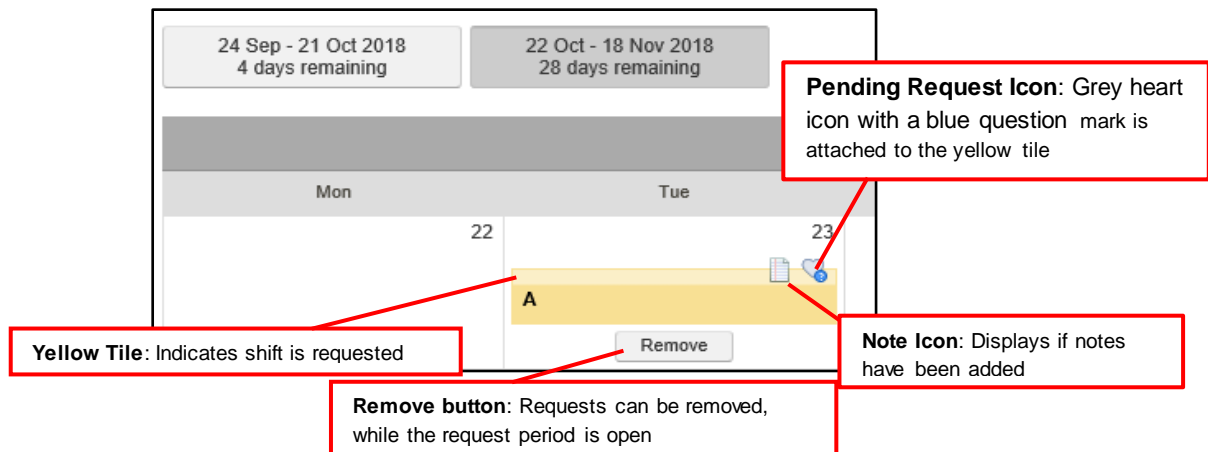
The request window displays tiles for each available shift on that day. Shift types are identified by a letter on the tile. If there is more than one duty an **x** and number will display e.g. ADO x 5



- Click the **Duty** or **ADO** tile required
- Click the **Notes** field and enter notes if required (optional)
- Click the **Submit** button to complete your request



The request will appear in the request calendar.



Other Useful Information

- Your manager will review your requests after the request period has closed, when building a roster for publishing.
- You can view the outcome of your requests in your published roster in EOL.
- Your Manager can:
 - Approve a Request
 - Deny a Request including a reason as a note
 - Create an additional duty to allocate and approve the request
 - Search for and allocate the same (start and/or end time as requested) or similar shift (start and/or end time different from requested time) to that requested