

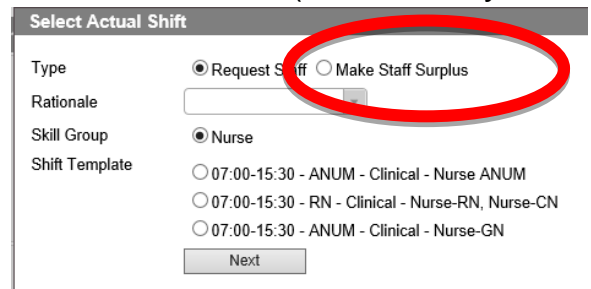
## HeWS instruction guide – ‘Surplus’ staff

### How do I make a permanent staff member available to work in another area?

The terminology used in HeWS for permanent staff who are rostered to work and are to be redeployed to another work location is ‘surplus’ staff.

To enter into HeWS that a staff member is ‘surplus’, follow the steps below.

1. Open your request staff screen in the workforce module (same as if you are requesting a backfill shift)
2. Add a shift
3. In the Type section, select ‘make staff surplus’ and the shift template for their role and rostered time
4. Click on Next
5. In the staff name section, use the drop down box to find the name of the staff member being redeployed.
6. If there are any specific requirements related to area / skill please add a note in the comment section. This will assist the allocators to match the staff member with a suitable redeployment shift.



Select Actual Shift

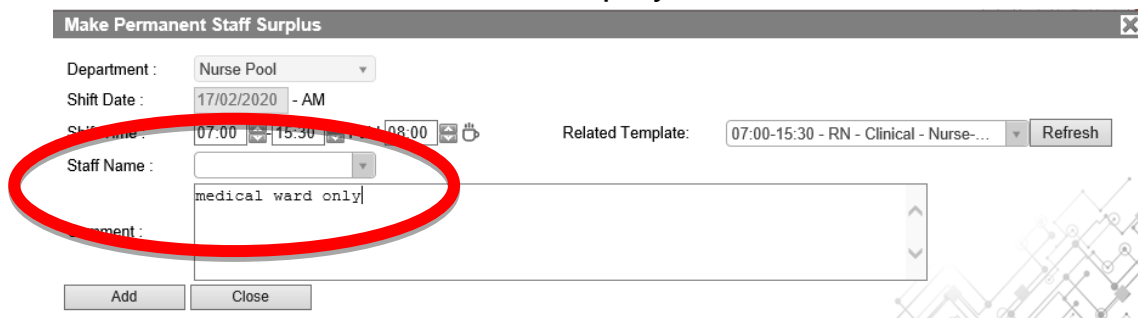
Type  Request Staff  Make Staff Surplus

Rationale

Skill Group  Nurse

Shift Template  07:00-15:30 - ANUM - Clinical - Nurse ANUM  
 07:00-15:30 - RN - Clinical - Nurse-RN, Nurse-CN  
 07:00-15:30 - ANUM - Clinical - Nurse-GN

Next



Make Permanent Staff Surplus

Department : Nurse Pool

Shift Date : 17/02/2020 - AM

Shift Time : 07:00 - 15:30

Staff Name :

Related Template : 07:00-15:30 - RN - Clinical - Nurse-... Refresh

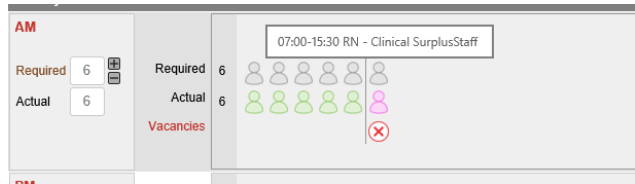
Add Close

7. Click Add

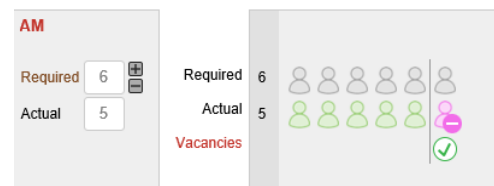


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When you view this request on your request staff screen, you will see that the person icon is pink

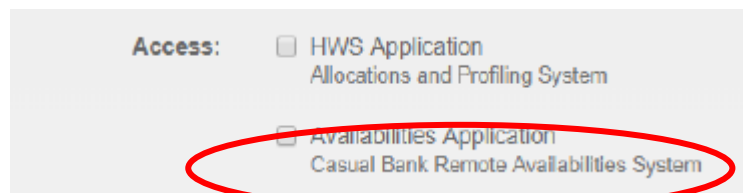


When the person has been confirmed in another area's request, you will see a tick and the icon will change.



### How does the ‘surplus’ staff member know where they will be working?

They need to logon to the system and go to the Availabilities Application.



On their calendar screen they will be able to see the location that they are working.

Alternately, they can ring the allocations office 8345 6637 an hour or so prior to shift commencement time to find out their work location.

	MON	TUE	WED	THU	FRI
	20	21	22	23	24
AM	AM	AM	F-5th Floor	AM	AM
PM	PM	F-5th Floor	PM	PM	F-7th Floor
Night	Night	Night	Night	Night	Night
	27	28	29	30	31
AM	AM	AM	AM		
PM	PM	PM	PM	F-5th Floor	
Night	Night	Night	Night		



Western Health