

JMS Orientation 2022

Natalie van Goethem, Director Medical Workforce



Monash Doctors Workforce Team

Expectations

Rosters

Getting Paid

Finding Information

Secondments

Natalie van Goethem, Director Medical Workforce



Monash Doctors Workforce Team

- Junior and Senior Medical Staff recruitment
- Appointments (classification/notification etc)
- Rotation and roster allocation
- After hours roster management
- Administrative orientation
- Roster development and rostering
- Leave cover allocation
- Timesheet and pay issues
- Feedback meetings and sessions with HMOs



Introducing our Team

- Dr Anjali Dhulia – Chief Medical Officer (CMO)
- Dr Jason Goh – Director Medical Services (DMS)
- Dr Anand Ponniraivan – Director Medical Services (DMS)
- Rosemary McKemmish – Wellbeing Officer



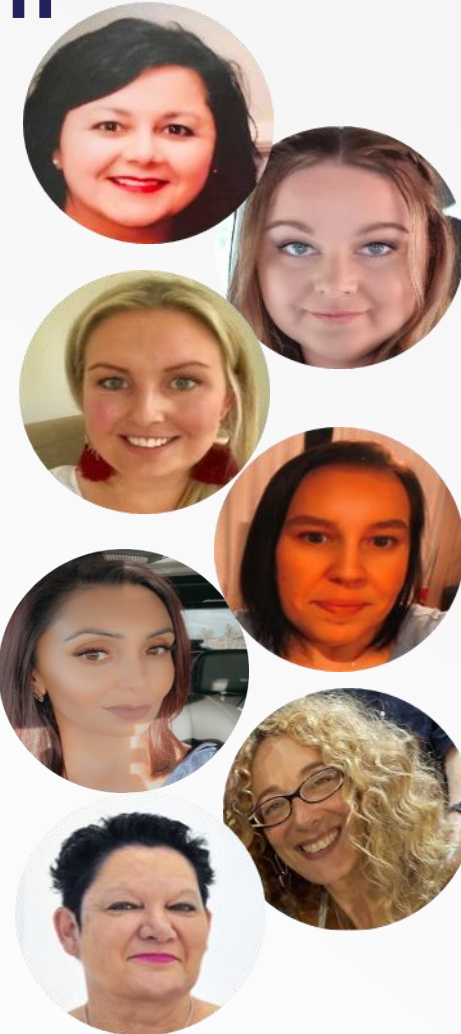
Junior Medical Staff Recruitment Team

- Jade Channell, Team Leader
- Milijana Gligorevic, Recruitment Coordinator
- Amy MacAndrew, Recruitment Coordinator
- Monique Moretti, Recruitment Coordinator



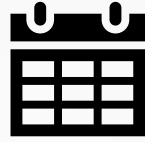
Junior Medical Staff Operations Team

- Maria Phillips, Senior Operations Coordinator
- Clea Schafer, Senior Operations Coordinator
- Jade Stevens, Operations Coordinator
- Tanya Pikines, Operations Coordinator
- Preeti Virk, Operations Coordinator
- Nicky Efron, Operations Coordinator
- Michele Ah-Fat, Operations Coordinator



Expectations of Junior Medical Staff

Know your roster



- In addition to your usual day to day shifts, you are responsible for knowing when you are on call and when you are rostered for after hours shifts.
- Never assume previous patterns will continue – they often change due to roster requests or service delivery changes
- Always review your roster and ensure you advise your **Roster Coordinator (within Monash Doctors Operations)** if there are any anomalies'
- Show kindness and compassion to your colleagues in Monash Doctors Workforce when you are called after hours for on call activation or sick leave resolution



Junior Medical staff rosters

- HMO rosters are generally rostered 76 hour fortnights and Registrar rosters are generally 86 hour fortnights (including 10 hrs training time)
- Rosters are published two weeks prior to the commencement of each term on R Drive
- Email notification from MDW coordinator with administrative orientation
- Roster shifts accepted by utilised Roster Shift Swap (subject to approval)
- Roster requests accepted (6 weeks prior to roster period – subject to approval)
- Roster is uploaded to Kronos – must match what you actually worked



Sample Roster

Job / Role

Pager No

Employee Name

Employee No

Rostered shift times

JMS Surgical Roster - MMC Clayton Term 5 - From 13th November 2017 to 4th February 2018												KEY Training Time is listed on rosters. Training time is for Registrars ONLY. Example: trg_5_0800 means training time_for 5 hours duration_starting at 0800 It is in this format for KRONOS purposes
Roster Managed by : Monash Doctors Workforce (Co-Ordinator : Nicola Lawrence - MonashDoctors_Operations@monashhealth.org)												
Week 10												
ROLE	PAGER No	Cost Centre	Name	Employee No	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	OnCall/Workrule Code
DATE					15/01/2018	16/01/2018	17/01/2018	18/01/2018	19/01/2018	20/01/2018	21/01/2018	
INTERNS												
INTERN EVENING, WEEKEND AND PUBLIC HOLIDAYS COVERS (Gen Surg, Upper GI, Breast, Colorectal, Plastics) AND MUST CARRY PAGER NO. 4975 - PAGER TO BE PICKED UP AND RETURNED TO 33S MEETING ROOM AT THE END OF EACH SHIFT												
					Intern Pattern 4							
Clayton Upper GI Surgery Intern #1	716	P0917	Dr Sean KEMPSTER	626196	1400-1700	1400-1700		1400-1700	0730-1500	0800-1200 A & B WR	0800-1200 A & B WR	
Clayton General Surgery Intern After Hours/Weekends	4975	P0917		626196	1700-2130	1700-2130		1700-2130				
Clayton Upper GI Surgery Intern #2	654	P0917	Dr Grace YAP	626141	0700-1630	0700-1630 AM Wards	0700-1630	0700-1630				
Clayton General Surgery Intern After Hours/Weekends	4975	P0917		626141								
Clayton General Surgery Intern #1 - (HPB)	581	P0917	Dr Alexandra GROVES	626114	0700-1630	0700-1630	0700-1630	0700-1630				
Clayton General Surgery Intern After Hours/Weekends	4975	P0917		626114								
Clayton General Surgery Intern #2 - (HPB)	131	P0917	Dr Patrick LEUNG	626183		1400-1700	1400-1700	1400-1700	0730-1500			
Clayton General Surgery Intern After Hours/Weekends	4975	P0917		626183		1700-2130	1700-2130	1700-2130			0730-1600	
Clayton General Surgery Intern #3 - (ASU)	4518	P0917	Dr Hugh GAO	626146	1400-1700	1300-1800	1400-1700		1400-1700			
Clayton General Surgery Intern After Hours/Weekends	4975	P0917		626146	1700-2130		1700-2130		1700-2130			
Clayton General Surgery Intern #4 - (ASU)	4578	P0917	Dr Udit THAKUR	627589	0700-1500	0700-1500	0700-1500	0700-1500	0700-1500			
Clayton General Surgery Intern After Hours/Weekends	4975	P0917		627589						0730-1600		



Overtime

- Rostered overtime is automatically paid in your KRONOS timecard
- Un rostered over time (additional hours) requires completion of the '[Additional hours form](#)' and be authorised by the Unit Director / Consultant.
- Where you have performed overtime due to a demonstrable clinical need and authorisation could not reasonably be made in advance, you may claim for retrospective authorisation of overtime (*no later than the completion of that pay fortnight*).
- The claim must be reviewed by the relevant Program Director, within 14 days of the claim being submitted, and authorised if it is deemed to be due to demonstrable clinical need.
- Authorised forms to be provided to Monash Doctors Workforce Operations



Personal leave

When reporting sick, you must:

- Notify your Unit Director / Consultant on call
- Advise your Registrar
- Notify the Monash Doctors Roster Coordinator
 - This ensures your roster and Kronos is updated
- If After hours, notify as soon as practicable
 - Minimum 2 hours prior to shift commencement, longer for night shift
- A medical certificate is required if:
 - Sick leave is more than one day
 - Sick leave is next to or on a public holiday, weekend, annual leave or run of days off
- On call shifts – are treated the same as rostered shifts – you must advise if you are unable to fulfil your responsibilities as early as possible



On Call

When on call, you **must**:

- Be able to attend work within 1 hour
- Be in a fit state to work (*not under influence of alcohol or unprescribed drugs*)
- Be available / contactable – phone switched on at all times
- On call for ALL sites and units to cover unexpected vacancies



Getting Paid

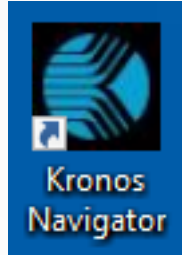
Pay Day – H Pay Run (fortnightly)



- You **must** check and approve your timecard in Kronos every fortnight – Deadline for sign off is 11am Monday (after the end of the pay fortnight)
- Your pay slip is available on Employee Self Service (ESS)
- Check your payslip to ensure your pay is correct, if not, contact your Operations Coordinator managing your roster.



KRONOS



The logo for UKG, consisting of the letters "UKG" in a bold, teal, sans-serif font.

- You **must** check and approve your timecard in Kronos every fortnight – Deadline for sign off is 11am Monday (after the end of the pay fortnight)
- Your pay slip is available on Employee Self Service (ESS)
- Check your payslip to ensure your pay is correct, if not, contact your Operations Coordinator managing your roster.



KRONOS – Desktop Log on

Desktop Icon on all Monash Health PCs.

Username:
Employee ID / Payroll No

Password:
Same as your computer password

Workforce Central Version 6.3

LOG ON

User Name
625265

Password
[Redacted]

Welcome to Kronos
[Please click here to launch the MH Portal](#)

H Run 11am, Monday 10th January 2022 H Run

Timecard Approval Cut Off Time

Public Holiday processing

Please ensure that you have completed all Timecard and Schedule adjustments and have approved Timecards by

H Run 11am, Monday 10th January 2022 H Run

Monash Health



KRONOS – Desktop Timecard View

My Timecard

Current Pay Period Refresh Save Cancel More

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Mon 01/1	8:30-17:00	StopPayFromSchedule	1.0	8:30			0.0	0.0	0.0
Tue 02/1	8:30-17:00			8:30	17:00		8.0	8.0	8.0
Wed 03/1	8:30-17:00			8:30	17:00		8.0	8.0	16.0
Thu 04/1	8:30-17:00			8:30	17:00		8.0	8.0	24.0
Fri 05/1	8:30-17:00			8:30	17:00		8.0	8.0	32.0
Sat 06/1								0.0	32.0
Sun 07/1								0.0	32.0
Mon 08/1	8:30-17:00			8:30	17:00		8.0	8.0	40.0
Tue 09/1	8:30-17:00			8:30	17:00		8.0	8.0	48.0
Wed 10/1	8:30-17:00			8:30	17:00		8.0	8.0	56.0
Thu 11/1	8:30-17:00			8:30	17:00		8.0	8.0	64.0
Fri 12/1	8:30-17:00			8:30	17:00		8.0	8.0	72.0
Sat 13/1								0.0	72.0
Sun 14/1								0.0	72.0

Rostered shift pattern times

Actual start time

Actual finish time

Total shift hours worked (actual)

Cumulative Fortnightly Total hours



KRONOS – Desktop Approving the timecard

Manager Workspace Employee Workspace

Time Period Current Pay Per

My Timecard

Current Pay Period [dropdown] [calendar icon]

Refresh Save Cancel More

Date	Schedule	Pay Code	Amount	In	Out
Mon 01/1	8:30-17:00	StopPayFromSchedule	1.0	8:30	
Tue 02/1	8:30-17:00			8:30	17:00
Wed 03/1	8:30-17:00			8:30	17:00
Thu 04/1	8:30-17:00			8:30	17:00
Fri 05/1	8:30-17:00			8:30	17:00

More

- Approve
- Remove Approval
- Add Row

If your timecard is incorrect, notify your Roster Coordinator in Monash Doctors Workforce as soon as possible

Click APPROVE on your timesheet



KRONOS – Mobile APP Log on

1.
Download and
Install APP from
your service
Provider

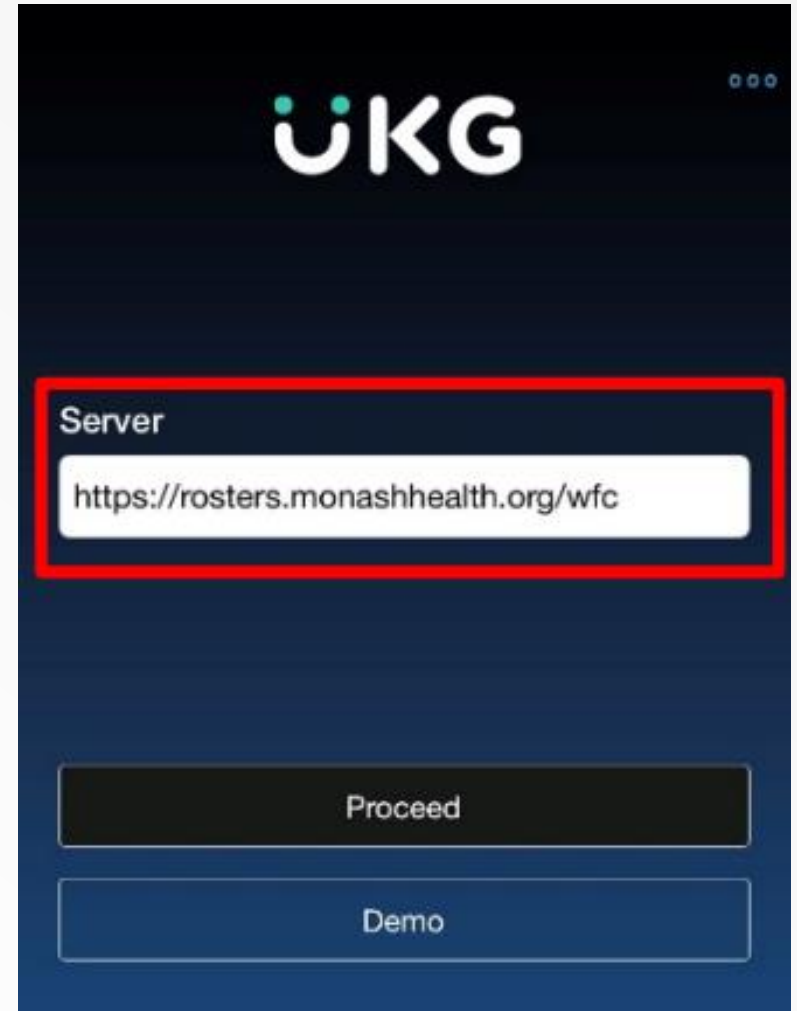


UKG Workfor

2.
Enter Server
Address:

<https://rosters.monashhealth.org/wfc>

Click Proceed

A screenshot of the UKG mobile app login screen. The screen has a dark blue background with the UKG logo at the top. A red rectangular box highlights the 'Server' input field, which contains the URL 'https://rosters.monashhealth.org/wfc'. Below the input field are two buttons: 'Proceed' and 'Demo'.

KRONOS – Mobile APP Log on

3.

Enter **Username**
and **Password**
(same credentials
as you use to login
to Monash Health
computers)

**Employee
Number**

UKG

User Name
Required

Password
Required

Log On

**Current Monash
Health Network
Password**



KRONOS – Mobile APP Log on



Home Button

Date	Paycode	Amt	In	Out
15/08			7:30AM	4:00PM
16/08			7:30AM	4:00PM
17/08			7:30AM	4:00PM
18/08				
19/08				
20/08				
21/08				
22/08			7:30AM	4:30PM
23/08			7:30AM	4:30PM
24/08			7:30AM	4:30PM
25/08			8:00AM	4:30PM
26/08			8:00AM	1:30PM
27/08				
Cumulative Hours				62:30

The **Home** screen displays the tasks available to you.

Timecard enables you to view your scheduled and worked hours for the current **Period**.

In addition, **Approve** your timecard at the end of the pay period.

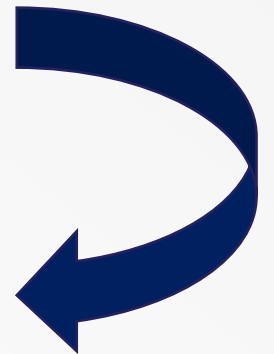
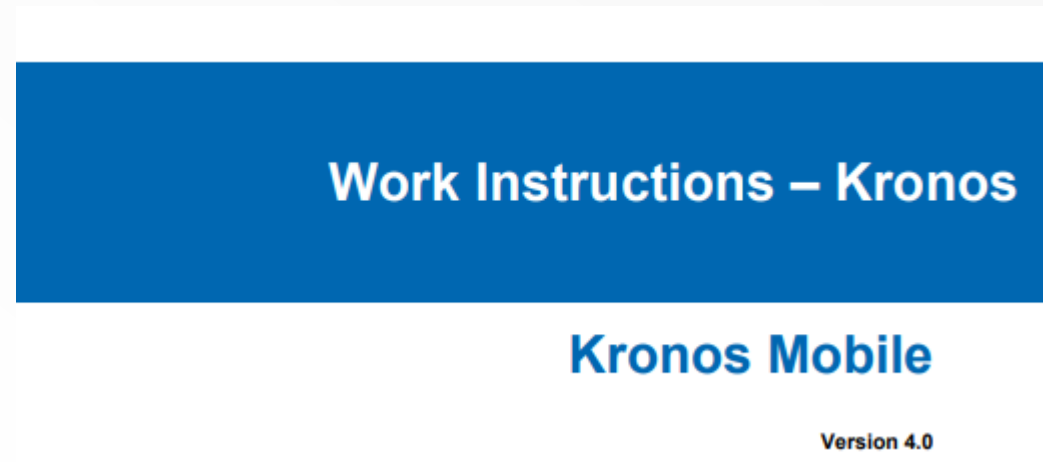


KRONOS – Mobile APP Schedule



My Schedule shows your rostered shifts for the upcoming period.

More information available in the Kronos Work Instruction on the intranet



Payslip in Employee Self Service (ESS)

The screenshot displays the Monash Health website interface. At the top, there is a blue navigation bar with the Monash Health logo and several menu items: Home, Phone Directory, Emergency Management, Safety, MET / Code Blue, Change Support, and Webmail. Below the navigation bar is a search bar with the text "Search..." and a magnifying glass icon. A red box highlights the search results, with a red arrow pointing to a callout box. The search results include "ESS / Payslips / HR21", "Log a request on Central", "EMR Internal Resources", "Latte - Monash Health Learning", "Monash Health Website", "Clinical Portal", "Clinical Services A-Z", "Non-Clinical Services A-Z", "About Us", and "All Staff".

Employee Self Service to check your pay slip

Need help with Outlook?
Get resources, training, assistance and more!
[Microsoft 365 Knowledge Hub »](#)

COVID-19 vaccine boosters
COVID-19 information
CE Spotlight
Health and wellbeing

Latest news
COVID-19 Daily Numbers

Events
• [Watch previous Webex Events >](#)
Monday 10 January 2022
2:00pm
Personal Protective Equipment (PPE) Drop-In Training
Multiple Locations



Payslip in Employee Self Service (ESS)

MonashHealth

Login

Login ID

Password

STAFF NOTICE

Did you know you can now update your Main Bank Details in HR21

Log into this portal and navigate to

[Payroll > Pay Details > Bank](#)

Work Instructions are located on the Monash Intranet

[All Staff > Payroll Services and Queries > Payroll Forms](#)

Forgotten your password? Click here to --> [Reset Password!](#)

For all other enquiries contact the IT Service Desk on 9594 7255 (ext.47255) or log a call via the Intranet Portal for assistance with HR21.

IT Services Support Hours for ESS are from 7:00AM to 7:00PM Monday to Sunday.

Login Screen

Same credentials as your Kronos login, and Monash Health computer login.



Payslip in Employee Self Service (ESS)

The screenshot displays the ESS interface with a navigation bar at the top containing tabs for '1. My Details', '2. Payroll', '3. Leave', '4. Tools', 'Help', and 'Exit'. The '2. Payroll' tab is active, and a dropdown menu is open, listing options: 'Salary [SMN]', 'Allowance [ALW]', 'Deduction [DED]', 'Pension/Provident/Super [SUP]', 'Pay Details [H31]', 'Pay History [PHQ]', 'Generate Payment Summary [GCM]', 'Tax Details [PYT]', and 'Bank [PYD]'. The 'Pay History [PHQ]' option is highlighted with a blue background. On the left side, a user profile for 'Staff Member 625265' is visible, showing fields for 'First Name', 'Second Name', 'Surname', 'Preferred Name', 'Birth Date', 'Joined', 'Phone Extension', and 'Country Born'. The 'Surname' field contains '* Van Goethem' and the 'Joined' field contains '* 31/01/2017'. The 'Country Born' field shows '1101 Australia'.

“Pay History”

Here is where you will download your payslip



Payslip in Employee Self Service (ESS)

1. My Details 2. Payroll 3. Leave 4. Tools Help Exit

Staff Member [redacted] Title **Mr** Surname & Initials [redacted] Date Joined **6/07/2015**

Pay History

Payrun Number *2481 Pay Date *5/01/2017 Date Paid To 1/01/2017

Amount

Gross [redacted]
Tax [redacted]
Nett [redacted]

Click to Highlight

Payslip

Payrun Number	Pay Date	Gross	Tax	Nett	Currency
2481	5/01/2017	1559.22	1299.22	3259.27	
2474	22/12/2016	1524.24	544.22	1759.22	
2466	8/12/2016	1524.22	544.22	1824.27	
2460	24/11/2016	1524.22	542.22	1899.22	

Highlight the pay slip you wish to generate and click OK

Information

Report submitted to be run.

OK



Payslip in Employee Self Service (ESS)

MonashHealth

Pay Location: .
Staff Number:
Award Description: .

Pay Date: 30/12/2021
Pay Period: 13/12/2021 to 26/12/2021

Allowances	Hours	Rate	This Pay	Year to Date	Date
Accrued Day Off Deduct.					26/12/2021
Ordinary Hours					26/12/2021
Public Holiday Not Workd	0.00		0.0000		
Leave Loading	0.00		0.0000		
Leave Loading on LumpSum	0.00		0.0000		
Ord - in Lieu of O/T	0.00		0.0000		
Annual Leave	0.00		0.0000		
Accrued Day Off					26/12/2021
Family Leave	0.00		0.0000		
Sick W/O Cert	0.00		0.0000		
Excess Annual Payout	0.00		0.0000		

Deductions	Hours	Rate	This Pay	Year to Date	Date
Extra Tax					
B/Tax Parking					
Salary Package Direct					
S/P Maxxia Admin Fee					
S/P SH Admin Fee					
HELP / SFSS					
Total Deductions					
Gross					
Taxable					
Tax					
Net Pay					
Superannuation					

Leave Taken	Start Date	End Date	Hours Taken
ADO	23/12/2021	24/12/2021	16.00

Leave Balances	HOURS
Sick Leave with Cert-TOTAL	
Annual Leave-TOTAL	
Accrued Day Off-TOTAL	

Messages

Official Copy of Monash Health Payslip
ABN 82142080338



Finding Information

- Intranet – Clinical Portal & Clinical Services
- PROMPT – Policies and procedures
- Monash Health Website – www.monashhealth.org
- Monash Doctors Website – www.monashdoctors.org



Communication



- Monash Health email – accessible from home and work
- Contact Monash Doctors Workforce for rostering/leave/pay issues:
MonashDoctors_Operations@monashhealth.org
- Chief Medical Officer – Weekly Newsletter (via email)
- JMSAC – JMS Advisory Committee
- Chief Registrar Group



Secondments

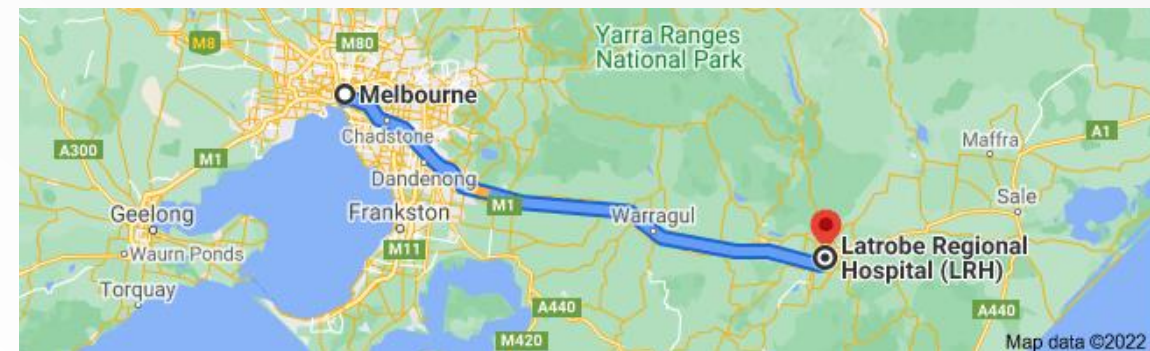
Latrobe Regional

- Latrobe Regional Hospital operates a 257-bed public hospital west of Traralgon providing specialist referral and trauma centre east of Melbourne.
- Travel by Car from Melbourne - LRH is 158 kilometres east of Melbourne on the Monash/Princes Freeway via (M1).



Accommodation

- Various 2, 3 and 4 bedroom properties in Traralgon leased by Latrobe Regional Hospital to provide single subsidised accommodation for Interns and HMOs on rotation
- Latrobe Regional Hospital provides a cleaner once a week.
- Fresh linen is supplied as required to each room every Monday.



West Gippsland

- Travel by Car from Melbourne - Warragul is approximately 106 kilometres southeast of Melbourne on the Monash/Princes Freeway via (M1).
- West Gippsland Hospital (WGH) is an 80-bed acute facility in Warragul providing medical, surgical, obstetric, sub-acute, paediatric, emergency and high dependency services.



Accommodation

- Onsite in shared cottages with 4 room bedrooms to a cottage 100m from hospital.
- For the first 2 days you will be housed in temporary accommodation whilst the cottages are cleaned
- Keys available from the hospital main reception from 3pm Sunday
- Partners may be able to stay over after discussion with other tenants of the cottage
- Wi-Fi
- No pets



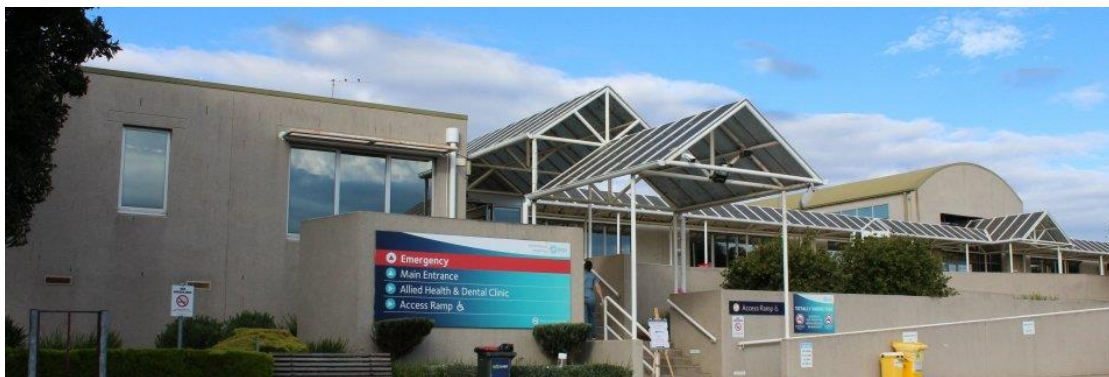
Wonthaggi (Bass Coast Health)

- Bass Coast Health is the major public healthcare provider within the Shire in South Gippsland
- Travel by Car from Melbourne - Warragul is approximately 136 kilometres southeast of Melbourne on the Monash/Princes Freeway via (M1).



Accommodation

- There are 2 venues:
 - Offsite houses (5 Doctors)
 - Onsite houses (3 Doctors)
- Keys can be collected from Workforce Manager either Sunday PM prior to rotation commencement or Monday onsite during orientation



Mildura

- Mildura is 172-bed Level 1 tertiary teaching hospital for public and private patients in Mildura and Northern Mallee region.
- Travel by Car from Melbourne – Mildura is approximately 545 kilometres North of Melbourne via the Calder Hwy (A79).

Accommodation

- Single bedroom unit
- Laundry facility on site (no charge)
- No pets allowed
- Partners can stay in units
- Family unit is available on application to the Workforce Manager
- 1 x return flight every 4 weeks
- Can be used by you, immediate family members or partner
- Keys are available at the front reception desk of the hospital



Questions?