

Finalise A Duty

Finalise a duty to confirm that an employee has worked that duty. This is important so that the employee is paid correctly for working that duty.

You cannot finalise a duty if there are still more than 30 minutes before it ends. We recommend that you finalise the duties in a shift at the end of that shift.

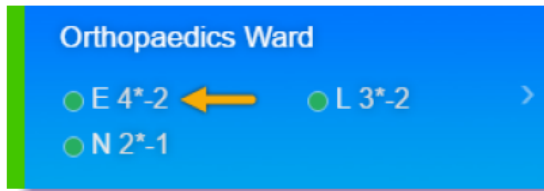
Note

Only users with the **Duty Assignment Action: Finalise** feature access can finalise a duty.

1. If the unit view is not open, tap the **G** icon at the top of the page.



2. In the unit list, tap the shift you want.



3. Scroll down to the **Rostered Staff** panel, then tap **Change**.

INCLUDED IN SAFECARE CALCULATION							Change
Attend.	Name	In charge	Time adj	Grade	Bank / agency		
✓	Paul Ducane		07:30 - 16:45	Band 6 RN		>	
✓	Marge Mansfield			Band 5 RN		>	
✓	Susan Pederson			Band 5 RN	Bank	>	
✓	Richard Tejerarno			Band 5 RN		>	
✓	Patricia Antelme		07:30 - 16:45	Band 3 HCA		>	
✓	John Phillips			Band 3 HCA		>	

4. Swipe left or tap the 2nd dot under the staff list to move to the second page

INCLUDED IN SAFECARE CALCULATION							Save
Name	Team	Activity	Location	Redeployed from	Notes	Finalised	
Paul Ducane					-		
Marge Mansfield					-		
Susan Pederson					-		
Richard Tejerarno				Orthopaedics Ward	-		
Patricia Antelme	Healthcare Assista...				-		
John Phillips	Healthcare Assista...				-		

5. Tap the padlocks against the shifts you wish to finalise and then tap 'Save'

INCLUDED IN SAFECARE CALCULATION							Save
Name	Team	Activity	Location	Redeployed from	Notes	Finalised	
Paul Ducane					-		
Marge Mansfield					-		
Susan Pederson					-		
Richard Tejerarno				Orthopaedics Ward	-		
Patricia Antelme	Healthcare Assista...				-		
John Phillips	Healthcare Assista...				-		