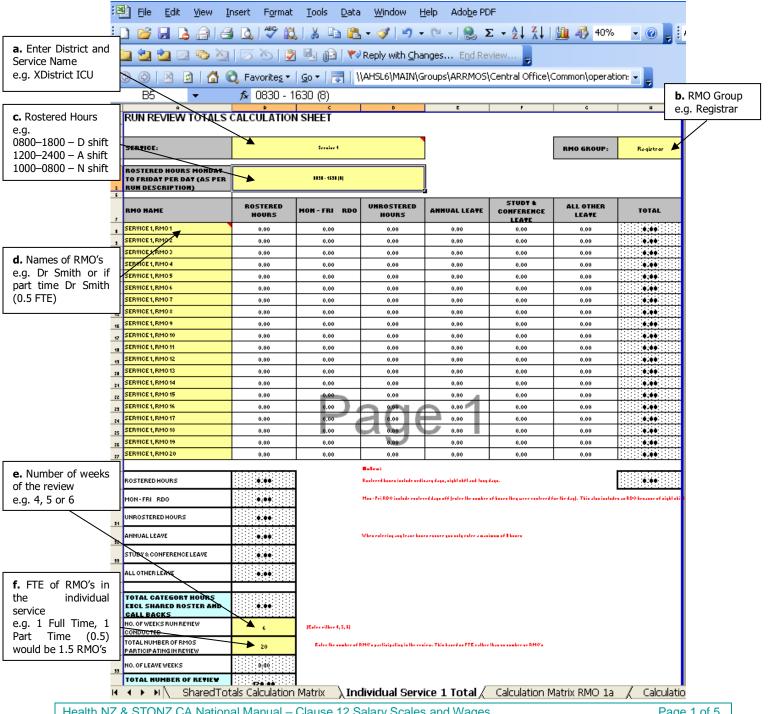
Run Review Calculation Matrix Guide – Shift Roster

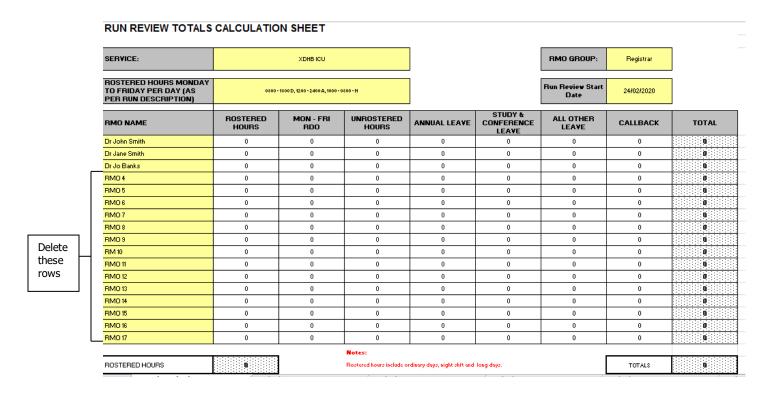
- 1) Open the Run Review Calculation Matrix template
- 2) Save as a new document to the appropriate location (under change management on sharepoint)
- 3) Enter the following items:
 - a. District and Service name into the Service field
 - b. RMO Type into the RMO Group field
 - c. Rostered Hours (as per the run description)
 - d. Names of RMO's. If the RMO is part time please enter their FTE next to their name
 - e. Number of review weeks
 - f. FTE of RMO's in the individual service (use FTE rather than the number of RMO's)

Please note: The information highlighted in yellow will pull through to the individual calculation worksheets automatically so please ensure you enter these fields correctly

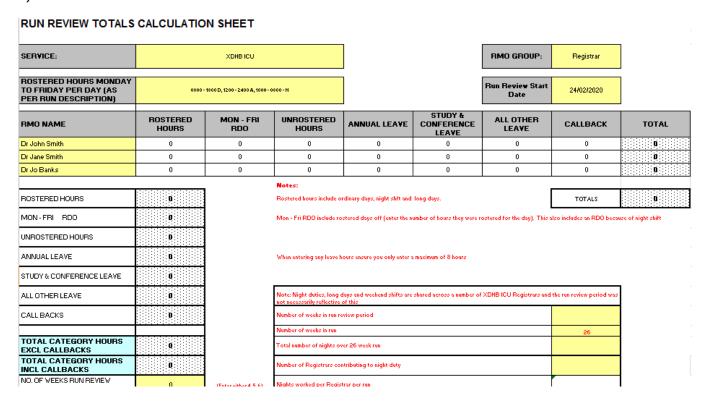


Health NZ & STONZ CA National Manual – Clause 12 Salary Scales and Wages Run Review Calculation Matrix Guide Shift Roster Version 2.0

Page 1 of 5 Endorsed date: 12/06/2024 4) Once all of the RMO names have been entered into the worksheet delete any RMO name rows that are not required (see example below)



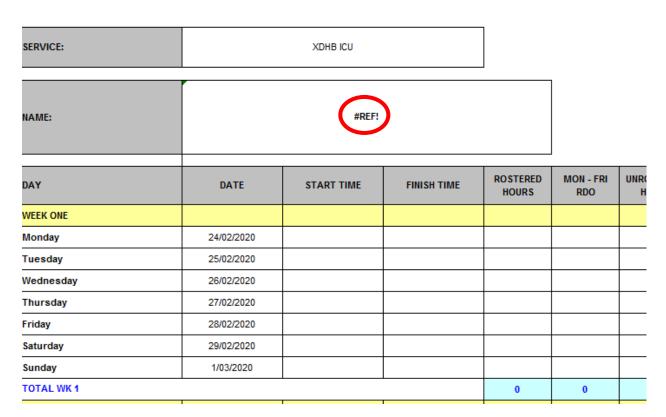
5) The worksheet should look like the below once the extra rows have been deleted.



6) Delete the extra RMO Calculation Matrix worksheets for the service.

Please note: These worksheets will have #Ref! as the RMO name.

RUN REVIEW CALCULATION SHEET



Hint: To delete more than one worksheet at a time, hold down the CTRL key and select the sheets you wish to delete.

7) Enter the hours recorded for the RMO onto the appropriate Calculation Matrix worksheet. (Information on how to enter on next page)

DAY	DATE	START TIME	FINISH TIME	ROSTERI D HOURS	a) Worked 0 Rostered hour Unrostered hour	rs = 10	ANNUAL LEAVE	STUDY & CONFEREN CE LEAVE	ALL OTHER LEAVE	CALLBAC	ADDITION AL DUTIES	
WEEK ONE												
Monday	24/02/2020	800	1800	10		\						
Tuesday	25/02/2020	800	1815	10		0.25				c) Additiona 0800-1800	l Duties	
Wednesday	26/02/2020	800	1800	10 🗡						Enter times worked		
Thursday	27/02/2020	800	1830	10		0.5				Additional Duties = 8		
Friday	28/02/2020											
Saturday	29/02/2020											
Sunday	1/03/2020	800	1600								10	
TOTAL WK 1				40	0	0.75	0	0	0	0	10	
WEEK TWO		Day I. I.S										
Monday	2/03/2020	d) Night shift Rostered Hours =	10									
Tuesday	3/03/2020	1										
Wednesday	4/03/2020			_								
Thursday	5/03/2020	1000	800	10								
Friday	6/03/2020	930	800	10		0.5						
Saturday	7/03/2020	1000	830	10		0.5						
Sunday	8/03/2020	1000	900	10		1						
				40	0	2	0	0	0	0	0	
WEEK THREE												
Monday	9/03/2020											
Tuesday	10/03/2020							h) Annu	al Leave			
Vednesday	11/03/2020							b) Annual Leave Annual Leave = 8				
Thursday	12/03/2020						8					
Friday	13/03/2020						8					
Saturday	14/03/2020											
Sanday	15/03/2020				1							
TOTAL WEEK 3				0	0	0	16	0	0	0	0	

a. Unrostered hours

RMO duties worked: 0800 - 1830

This is to be entered as follows:

- Rostered hours = 10 (they are rostered from 0800 1800)
- Unrostered hours = 0.5 (they worked extra hours from 1800 1830)

b. Leave

Timesheet states that the RMO was on annual leave for the 12/03/2020 - 13/03/2020. Leave the start time and finish time columns empty and put 8 hours in the appropriate leave column (in this case the Annual Leave Column).

Please note: Leave needs to be entered only as 8 hour days and only deducted for Monday to Friday.

c. Additional Duty

RMO duties worked: Saturday 01/03/2020, 0800 – 1800 as additional duties

This is to be entered as follows:

- Start Time and Finish time are still to be entered
- Additional Duties = 10

d. Nights

RMO duties worked: 2200 - 0800

This is to be entered as follows:

- Rostered hours 10 (they are rostered on from 2200 0800)
- 8) Delete the adjustment table from the front sheet.