

**Carestaff Nursing Services** is pleased to announce our new, easy to use Web Portal – *Allocations Connect* - for you to gain access to your placement and other details with us in real time.

*Allocations Connect* is dynamically linked to our in-house rostering system so is always current and available from your computer or tablet wherever you have an internet connection<sup>1</sup>.

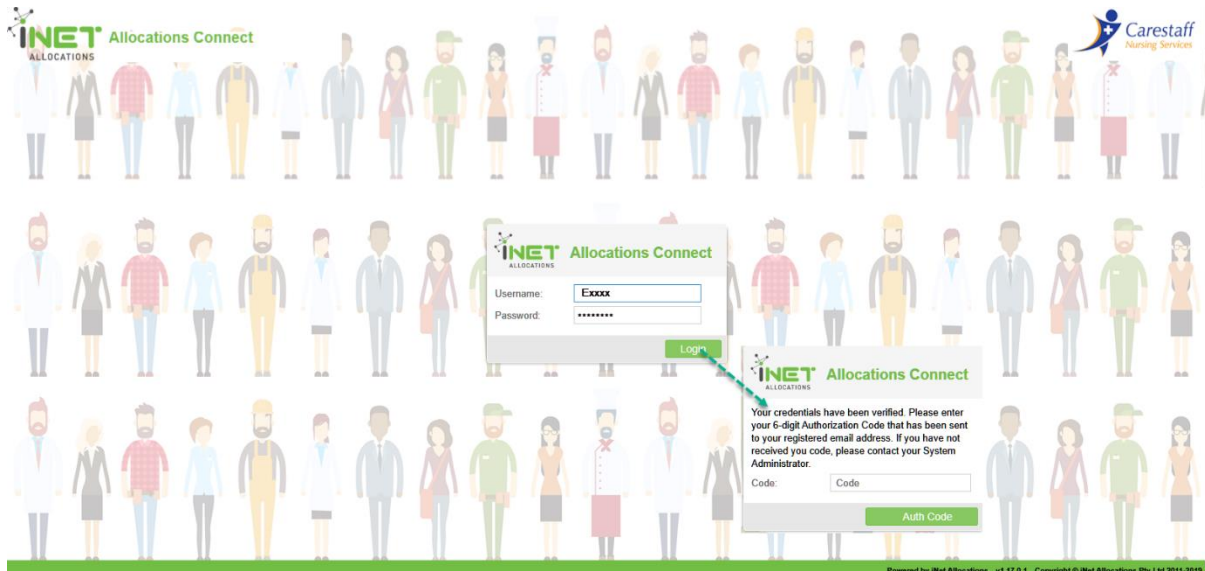
In *Allocations Connect*, you can:

- See what placements you have with us and their status
- Update your Permanent and Ad-hoc Availability
- Check your payroll details with a full break-down of amounts in relation to each placement.
- Maintain your contact details
- Send general notes and comments

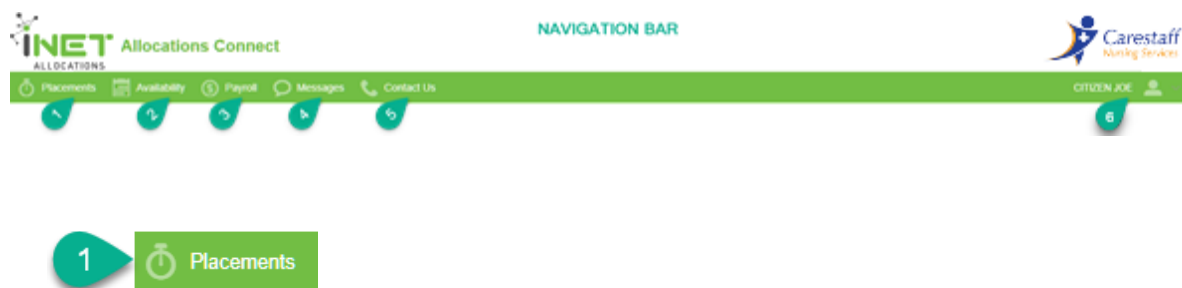
Access *Allocations Connect* from this link: [Carestaff Allocations Connect Web Portal](#) – we recommend that, once you have navigated to the link, you save it as a Bookmark or Favourite in your Browser.

Enter your Username and Password (provided by **Carestaff Nursing Services**) and click on the Login button.

When you have entered the initial Login credentials, an authentication code will be sent to your registered email address. Enter this code to gain access.



Once logged in, use the Navigation Bar across the top of the page to access the various functions available.



Use **Placements** to view shifts that you have been allocated to and their status.

Date ↑	Day ↑	Start ↑	End	Class	Client	Book #	Status	Cancel
11/09/2019	Wed	09:00 PM	07:30 AM	Registered Nurse	PRETTY POPULAR FACILITY	200674601	Live	<input type="checkbox"/>
13/09/2019	Fri	09:00 PM	07:30 AM	Registered Nurse	PRETTY POPULAR FACILITY	200674602	Live	<input type="checkbox"/>
16/09/2019	Mon	09:00 PM	07:30 AM	Registered Nurse	PRETTY POPULAR FACILITY	200676552	Live	<input type="checkbox"/>
17/09/2019	Tue	09:00 PM	07:30 AM	Registered Nurse	PRETTY POPULAR FACILITY	200676553	Live	<input type="checkbox"/>
21/09/2019	Sat	09:00 PM	07:30 AM	Registered Nurse	PRETTY POPULAR FACILITY	200676554	Live	<input type="checkbox"/>
22/09/2019	Sun	09:00 PM	07:30 AM	Registered Nurse	PRETTY POPULAR FACILITY	200676555	Live	<input type="checkbox"/>
23/09/2019	Mon	09:00 PM	07:30 AM	Registered Nurse	PRETTY POPULAR FACILITY	200676556	Live	<input type="checkbox"/>
24/09/2019	Tue	09:00 PM	07:30 AM	Registered Nurse	PRETTY POPULAR FACILITY	200676557	Live	<input type="checkbox"/>
28/09/2019	Sat	09:00 PM	07:30 AM	Registered Nurse	PRETTY POPULAR FACILITY	200676558	Live	<input type="checkbox"/>
29/09/2019	Sun	09:00 PM	07:30 AM	Registered Nurse	PRETTY POPULAR FACILITY	200676559	Live	<input type="checkbox"/>

- Select a Date Range using the Calendar Pickers then press “Show Records” to display all of the placements within the selected period, or press “Today” to see just today’s placements
- The Placements grid displays the Shift Date, Start and Finish Times, the Classification or Skill Booked and the Client
- The Status column shows whether the shift has been approved for Payment &/or already Paid, if the shift has been cancelled, or the shift is currently “Live” indicating that your timesheet has not been received or approved for payment.
- If permitted by **Carestaff Nursing Services**, you can request a cancellation of a future shift by placing a tick in the Cancel column and pressing “Submit Cancellations”– you should still confirm by phone with your **Carestaff Nursing Services’** co-ordinator to ensure that the placement can be re-allocated.

There are two options provided under **Availability**. You can set **Permanent** or **Ad-hoc** availabilities, or a mixture of both.

Use **Permanent Availability** to set days and times that you are normally available. Selecting the Shift Type from the drop-down list will automatically set the Start and End times to the preferred **Carestaff Nursing Services'** defaults. Alternatively, leave the Shift Type blank and enter the Start and End times that suit you. Selecting the "Full Day" checkbox will make you Available/Unavailable for the whole day. Remember to check the "Available" checkbox – this determines whether you are available or not for the particular day and times.

When you have finished updating your Permanent Availability, press "Send Changes" to save and notify **Carestaff Nursing Services**.

Day	Shift Type	Start Time ↑	End Time	Full Day?	Available?
Sun	PM Shift	15:00	23:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mon	AM Shift	07:00	15:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tue	AM Shift	07:00	15:00	<input type="checkbox"/>	<input type="checkbox"/>
Wed	PM Shift	15:00	23:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Thu	PM Shift	15:00	23:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fri	ND Shift	23:00	07:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sat	PM Shift	15:00	23:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Use **Ad-hoc Availability** to record one-off or irregular Availabilities and to manage occasional changes to Permanent Availabilities

The Ad-hoc Availability screen is a calendar view.

- To change an existing Availability, double click the required event and make the necessary changes (Available/Not Available, Shift Type or Start/End times)
- To add a new availability, double click the desired date on the calendar and enter the required details

**NOTE:** Adding new Availabilities or changing existing ones are subject to certain "advance notice" and "already booked" restrictions that **Carestaff Nursing Services** may apply and vary from time to time.

Availability Changes

Available  Not Available

Comments

All of a sudden - this day has freed-up :)

Shift Type

Time period

17-10-2019 00:00 - 18-10-2019 00:00





Full day

Save Cancel Delete




3  Payroll

**Payroll** allows you to view your Year To Date, Pay and Superannuation Guarantee Details.

**Year to Date**   Payslips   Superannuation

Income		
Year Ending:	30 Jun 2018	
Taxable Income:	\$1,864.82	
Tax:	\$557.00	
Nett Income:	\$1,307.82	

Superannuation		
Last Pay:	\$160.34	
Paid to Date:	\$0.00	
Year to Date:	\$210.79	

Year to Date   Payslips   **Superannuation**

Period Ending ↓	Amount Paid	Amount Not Paid	Super Fund Number	Super Fund Name
14/12/2017	\$160.34	\$0.00	ABC123456	Host Plus
24/09/2017	\$50.45	\$0.00	ABC123456	Host Plus
27/01/2017	\$187.71	\$0.00	ABC123456	Host Plus
23/09/2016	\$0.00	\$28.99	ABC123456	Host Plus
26/08/2016	\$370.07	\$0.00	ABC123456	Host Plus
22/07/2016	\$231.30	\$0.00	ABC123456	Host Plus
24/06/2016	\$158.11	\$0.00	ABC123456	Host Plus
27/05/2016	\$72.64	\$0.00	ABC123456	Host Plus

Check Super Guarantee amounts accrued. Amounts appearing in the "Amount Not Paid" column indicate that you did not reach the minimum threshold for earnings in that month.

4 Messages

Send Messages to the Agency and receive replies with a full history retained.

Year to Date **Payslips** Superannuation

From: 01/01/2017 to: 28/02/2018 Today Show Records

Set a date range and click on "Show Records" to display the Pay Summary for all pays processed during the period.  
Click on the Magnifying Glass to show the details of shifts included in a particular pay.

#Nbr	Period Ending	Gross	Tax	Tax Adds	Non Tax Adds	Tax Deds	Non Tax Deds	Net	Super
17890	14/12/2017	\$1,687.82	\$557.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,130.82	\$160.34
17886	24/09/2017	\$177.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$177.00	\$16.82
17879	17/02/2017	\$354.00	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$274.00	\$33.63
17864	13/01/2017	\$277.67	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$217.67	\$25.12

**Payslip Details**  
Payslip #: 17890

Book #	Date	Day	Shift	Start	End	Class	Client	Location	Hours	Rate	SubTotal	Total
189209	12/09/2017	Tue	AM Shift	09:00 AM	03:30 PM	Administration	123 Kids	123 Kids	6.5	\$29.00	\$137.50	\$162.50
189209	12/09/2017	Tue	AM Shift	09:00 AM	03:30 PM	Administration	123 Kids	123 Kids	6.5	\$29.00	\$137.50	\$162.50
189212	13/09/2017	Wed	AM Shift	09:00 AM	03:30 PM	Administration	123 Kids	123 Kids	6.5	\$29.00	\$137.50	\$162.50
189212	13/09/2017	Wed	AM Shift	09:00 AM	03:30 PM	Administration	123 Kids	123 Kids	6.5	\$29.00	\$137.50	\$162.50

**Additions & Deductions**

Addition/Deduction	Code	Description	Amount
No Additions & Deductions found			

**Electronic Funds Transfer**

BSB #	Institution	Account #	Name	Amount
013006	ANZ	12345678	An Onymous	\$1,130.82

5 Contact Us

Carestaff Nursing Services **Contact Details**

**Contact Information**

**Company** Carestaff Nursing Services

**ABN** 65088624604

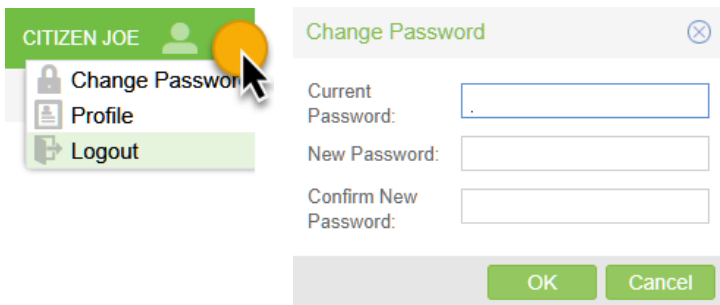
**Contacts** Call Centre: 1300 227 378  
Switch: 07 5576 6255  
Fax: 07 5576 6377

**Address** Suite 8  
99 West Burleigh Road  
Burleigh Heads QLD 4220

**Postal Address** Suite 8  
99 West Burleigh Road  
Burleigh Heads QLD 4220

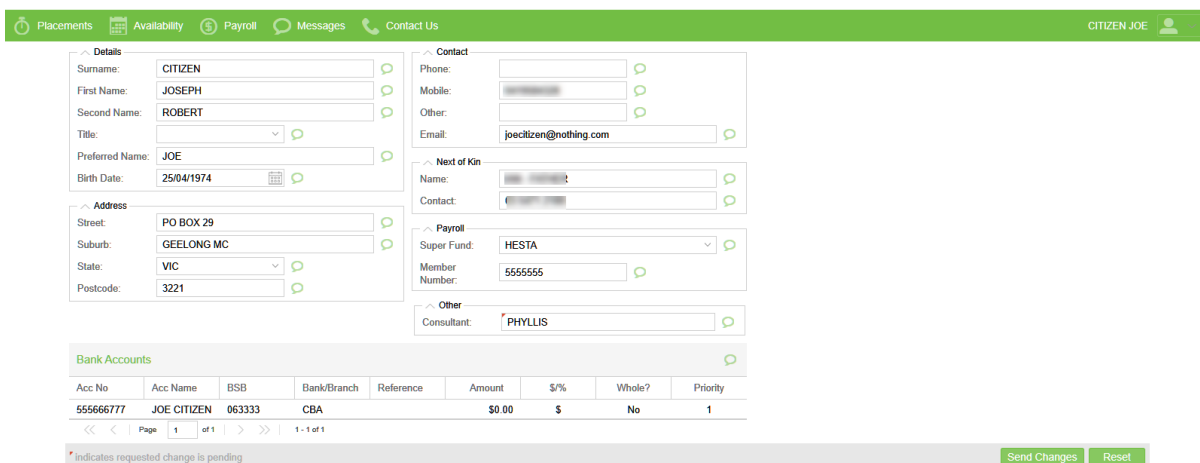
**SuperFundEmployerCode** HE10209


OK

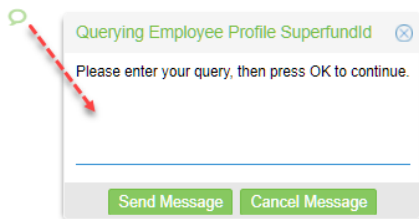


Use your Avatar button to:

- Change your **Password**
  - Passwords are case-sensitive
  - Minimum password requirements are:
    - 6 characters
    - contain mix of alpha and numeric
  - The Password set at this location will also apply to the Carestaff Nursing Services Mobile App
- Forgotten Passwords – contact Carestaff Nursing Services to have your password reset
  
- Manage your **Profile**
  - Address details
  - Add/Edit/Delete key contact details
  - Bank Account details
  - Superannuation Fund details



- Most fields are not editable by the User. If corrections are required for these fields, use the “Callout” button  to open a Message Box and note the required changes to send to Carestaff Nursing Services.



Both **Carestaff Nursing Services** and our software developers are keen to hear your comments and feedback on the use of the *Allocations Connect* web portal. We encourage you to use the **Messages** section of the portal to pass on these, and thank you for your contribution in advance.

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<sup>i</sup> Current released versions of Google Chrome™ and Microsoft Edge™ are the minimum recommended browsers. Other browsers and versions may work but are not supported by our Software Provider.