

ADDITIONAL ROSTER INSTANCE (if required)

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| Rostered via: <input type="checkbox"/> ProAct <input type="checkbox"/> Roster On <input type="checkbox"/> Kronos <input type="checkbox"/> Health Roster <input type="checkbox"/> Romulus | Enter Name of Additional Roster System Instance: _____ Roster Cost Centre (If different from Position Cost Centre): _____ |
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PROPORTION COSTING

Must Equal 100% - Per Assignment

| Cost Centre Details | | Effective Date (DD-MMM-YY) | |
|---------------------|--|-------------------------------|--------------|
| Cost Centre | | Proportion | % |
| Cost Centre | | Proportion | % |
| Cost Centre | | Proportion | % |
| Cost Centre | | Proportion | % |
| Cost Centre | | Proportion | % |
| Cost Centre | | Proportion | % |
| | | Total: | 100 % |

| | | | |
|--|--|--------------------------------------|--|
| Employees signature: | | Date (DD-MMM-YY) | |
| Managers Signature: | | Date (DD-MMM-YY) | |
| Managers Name: <i>(Please Print)</i> | | Manager's Full Contact Number | |

All internal procedures, including necessary approval and sign off, must be completed. If you are unsure of your Local Health District (LHD) internal procedures, please contact your LHD.

Please note: It is the responsibility of the LHD to ensure all internal LHD procedures have been followed



***** Please follow your internal Local Health District procedures to forward forms *****

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|---|-------------------------|---|----------------------------------|
| HealthShare NSW contact details: | Service Centre | Email: | Fax: |
| | Newcastle Parramatta | HSNSW-Newcastle.StaffLink@health.nsw.gov.au HSNSW-Parramatta.StaffLink@health.nsw.gov.au | (02) 4041 7878 (02) 9685 3869 |