

HR Online – Rota Distribution Video Transcript



Members of the HR department can create Rota groups by selecting the members of the group and a group co-ordinator. Employees can be members of multiple rota groups and can be in different departments.

The rota group can be configured so that the co-ordinator will receive tasks to update the rota on a daily, weekly, fortnightly or monthly basis. When the rota requires updating, the group co-ordinator will receive a reminder and can upload the rota sheet directly into the system, replacing the previous rota. The rota will then be sent to all users in the group who will be able to view it under 'My Rotas' with the ability to download it if appropriate. The system can also automatically email the rota to each member of the group, and if enabled, send a text message containing the rota. This feature can be enabled or disabled on a per user basis.