

JMO Orientation

05 February 2024



Health

South Eastern Sydney
Local Health District

Welcome to POW Hospital

Medical Workforce Unit
(MWU)

MWU - JMO



MWU - JMO

Collaborative Parties

DCS

Operations Manager

DPET / Term Supervisor

Pay Timeline



Any pay changes or leave taken within the pay period need to be communicated by **FRI 12PM.**

Any retro changes need to be communicated by **TUE 12 PM.**

Pay Run occurs every second MON by 10 AM.

Retro Run occurs every second WED after Pay Week by 1 PM.

january 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	P	9		11	12	13
14	15	16	R	18	19	20
21	P	23		25	26	27
28	29	30	R	31		



Rosters

You will receive your Roster from your Department.

If you want to do a shift swap, you **must** email the MWU Payroll Team to communicate the request **2 days before** the intended shift day. This is to ensure there is no breach and the correct payment is processed.

Leave Types

Sick Leave / Carer's Leave (Certificate)

FACS

Study Leave (Evidence)

Annual Leave

ADO

Special Leave

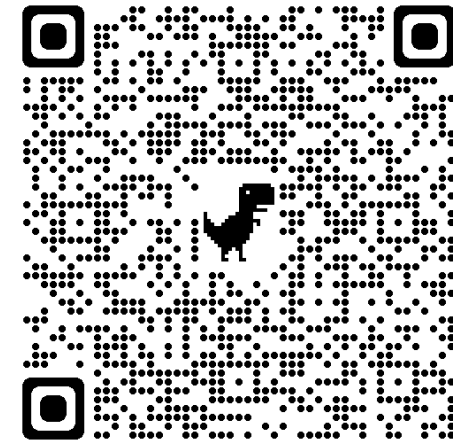
Parental Leave

Long Service Leave

Leave Requests

All absences from work **must** be emailed to the MWU Payroll Team **and** submitted through SARA to ensure proper approval is received and a record is maintained.

In case of **Sick Leave**, please also CC your Department and Switchboard.





Leave – ADOs

An allocated day off, also known as an ADO, is a pay averaging arrangement.

ADO provides for a 'paid' day off in each 28-day roster cycle for full-time staff. JMOs accrue 1 ADO on the last day of each month.

The intention of an ADO is that it is rostered and taken once every four weeks.



SARA

Common questions

- Understanding your payslip
- Change bank account details
- Finish HECS payments in your payslip
- Understanding Annual Leave
- Cashing out Additional Leave

StaffLink

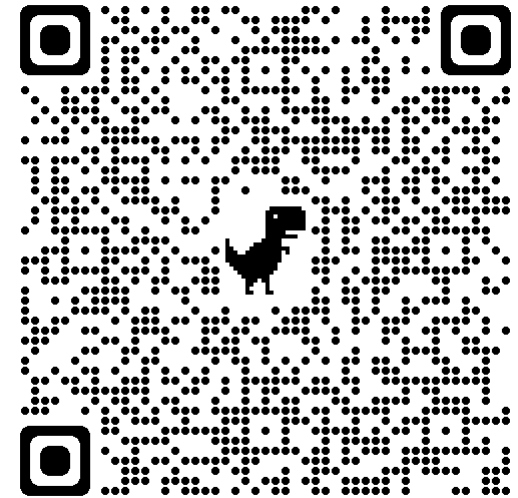
Employment information

Leave accrual

Payslips

Update personal information

UROCs





UROCs

Please ensure that all the required information is filled out before submitting your claims.

Common errors

- No patient full name
- No MRN number
- No name and/or position of the person that requested or released your callback
- Incorrect claim type
- Incorrect roster timings

Q & A

Thank you!

Contacts

Rostering – Jessie Teoh – 24890

Rostering – Nahed Mohanna – 23973

Recruitment – Jasmine Barry – 22026

Recruitment – Mei Cheng – 23469

Escalation Pathway – Cynthia Bacalhau – 22111

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