SafeCare Live – Finalising Duties

Finalising Duties

Finalise a Duty to confirm that an employee has worked that duty. This is important so that the employee is paid correctly for working that duty.

You cannot finalise a duty if there are still more than 30 minutes before it ends. We recommend that you finalise the duties in a shift at the end of that shift.

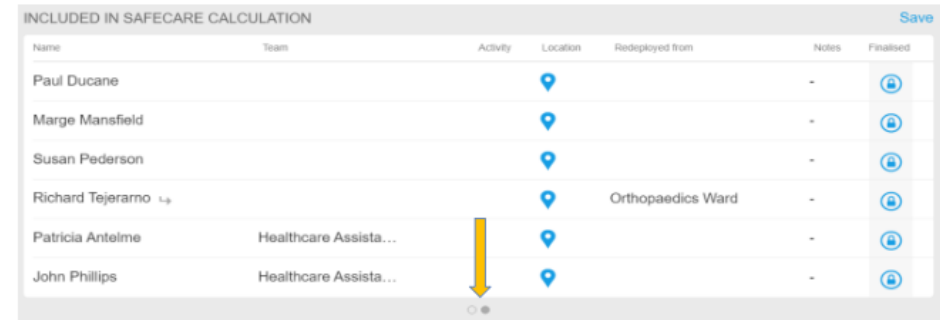1. If the unit view is not open ,tap the icon at the top of the page

2. In the unit list, tap the shift you want.

3. Scroll down to the **Rostered Staff** panel, tap the person you want and then tap Change
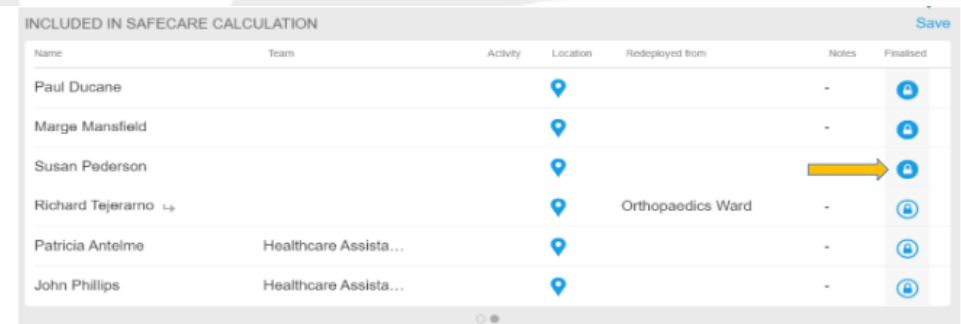

4. Click on the second of the two dots below the staff list to move to the second page. If you are using a tablet, you can swipe left in this pane.

5. In the **Finalised column**, tap the **padlock icon** to toggle whether or not their duty is finalised.