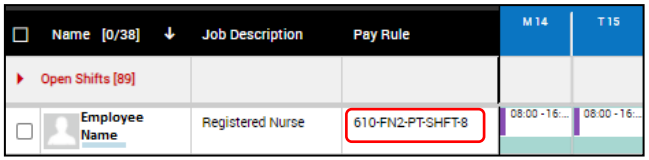
Mahi ē Taea

Understanding What You See

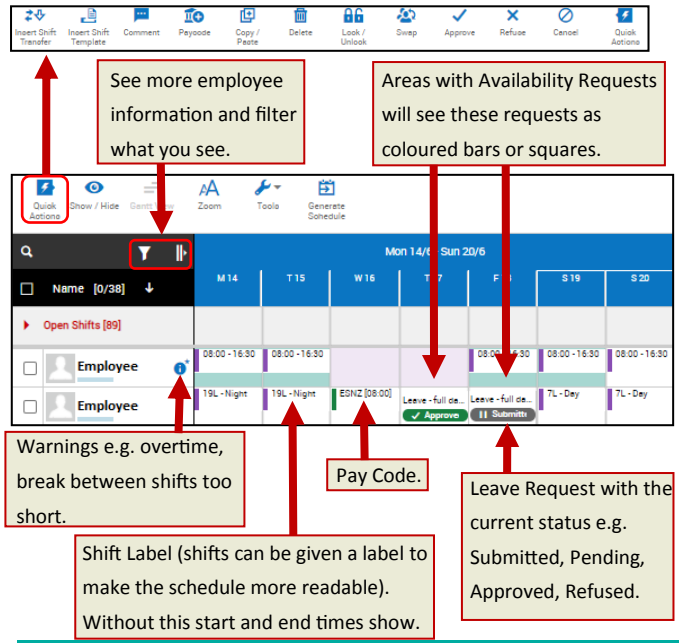
It is important to understand how Mahi ē Taea records employee **Pay Rules**. All WDHB employees on the system are either shift (SHFT) or none shift (NSHFT) workers. It is important that this is correct, especially for Public Holidays. In addition, all employees belong to some kind of Pay Class that helps describe their contract.



This can be viewed on the left side of the Schedule Planner (as above). In the above example **610-FN2-PT-SHFT-8** … **610** is a pay class that relates to the nursing MECA, **FN2** is the pay fortnight, **PT** means part time, **SHFT** means shift worker, and 8 says that 8 ordinary hours are worked in a day.

Schedule Planner displays schedule entries: **Shifts** (worked time), **Pay Codes** (another activity e.g. Study Days), **Availability Requests** and **Leave Requests**:

Click on Quick Actions to see schedule tools.

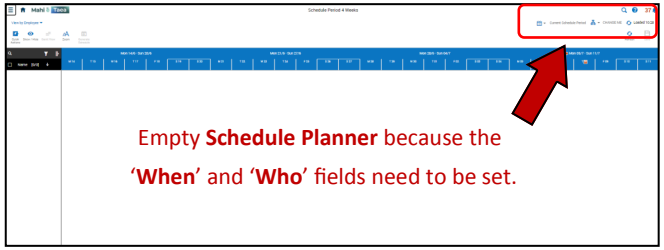


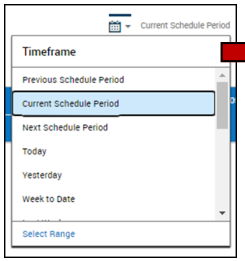
Mahi ē Taea - Manager Guide

Basic Setup … 'When' And 'Who'

Most areas of Mahi ē Taea (e.g. **Schedule Planner**, **Leave Planner** etc) need to know '**Who**' you want to see and '**When**', what time period, you wish to see them in. (Strongly suspect that you have not set these if you cannot see any information).

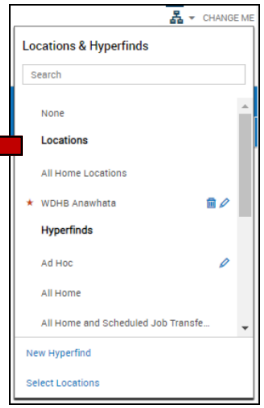
Usually this is set in two drop down boxes at the top right side of the screen:





Use the calendar drop-down to set time period. Use a pre-set or use **Select Range** to find specific dates.

Select who you want to see with a **Location Group** (job[s] in a WDHB location), or **Hyperfind** (allows additional selection criteria e.g. FN1 or FN2, Pay Rule, ID and many others). '**All Home**' is the basic group of everyone you can see. Use the pre-sets or make your own and save for later.



Further Help

Workforce Dimensions Team - Waitematā DHB
LGF, 44 Taharoto Road, Takapuna.
Ph : Helpdesk 487 4896, xt 44896 (8am-4pm, Mon to Fri)
Email: MahieTaea@Waitematadhb.govt.nz
StaffNet for guides and videos

Waitematā District Health Board
Best Care for Everyone

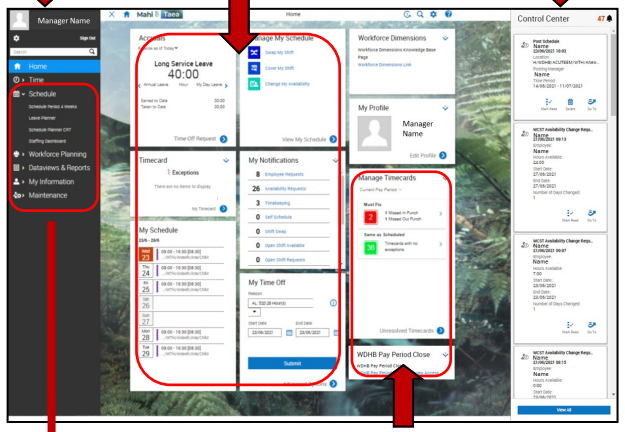
Mahi ē Taea (DIMENSIONS)

Manager Guide

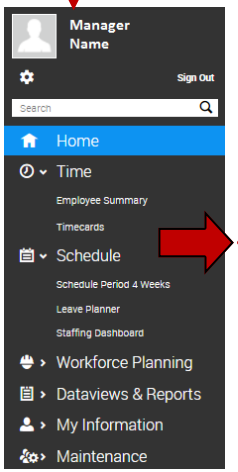
Use This Handy Pocket Guide For All Your Day To Day Schedule Maintenance.

Manager Homepage still has personal tiles, but also manager additions to the tiles and menu:

MENU PERSONAL 'MY' TILES CONTROL CENTRE



TWO OF THE MANAGER TILES



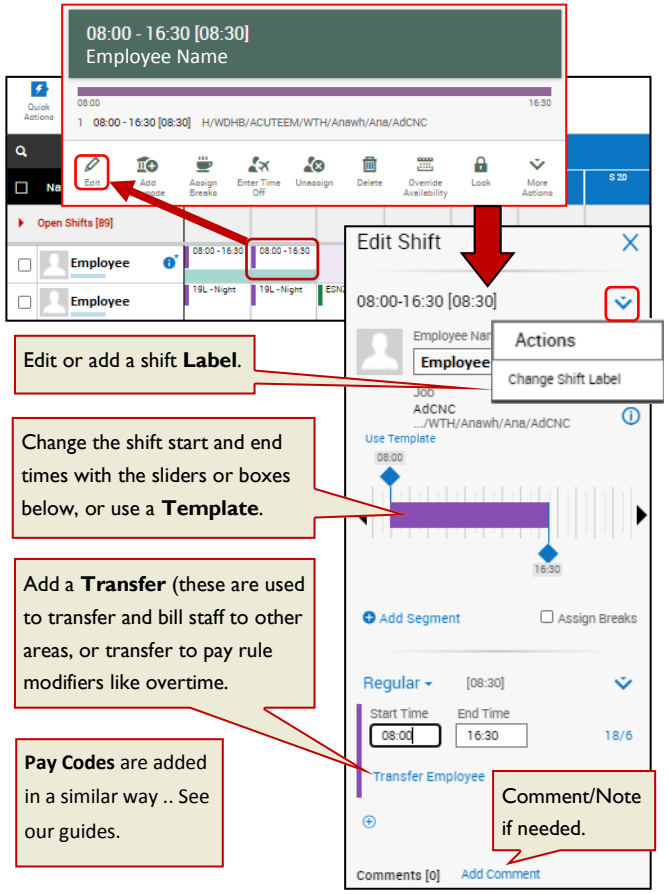
Employee Summary: view all employees and activate timecard edits.
Timecards: access all the timecards for your staff.
Schedule Planner: view and manage the schedule (for writing and maintenance).
Leave Planner: view and manage leave in the schedule view.
Dataviews and Reports: investigate schedule data and print reports (e.g. **Daily Staffing Sheets**).
Workforce Planning and Maintenance: access the self-scheduling features, if appropriate for your work area.

Editing The Schedule

There are 4 categories of entry into the schedule :

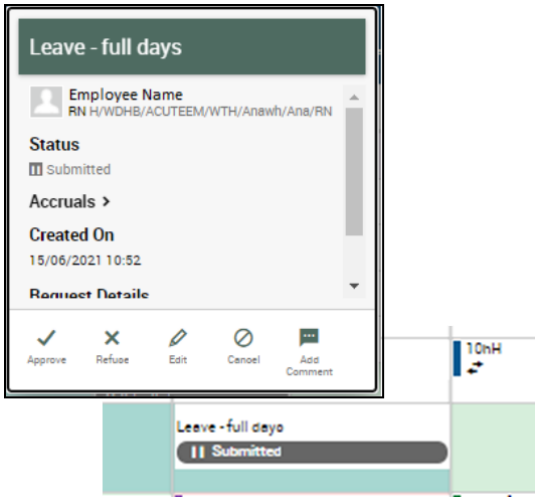
1. Worked time or shift (this has a start and end time and may have a label to aid readability).
2. Pay Code (a code usually with a start time and duration that represents an activity e.g. study day).
3. Leave Request (usually from a request by an employee, but these can be entered on behalf of employees).
4. Availability Request (a notification from an employee about when they wish to work or be off).

To edit a day in the schedule R-click on that day to see the editing tools. To add or alter a shift select **Add Shift** or **Edit**:



Approving Leave

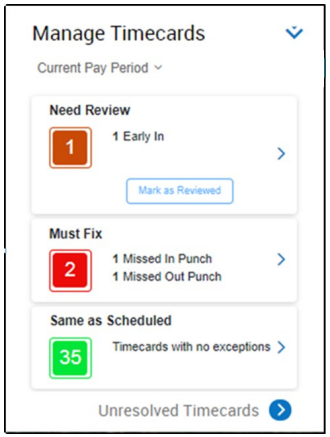
Leave Requests will appear in **Schedule Planner** and the assigned manager will also get a notification in their control centre. The easiest way to manage leave, particularly if schedule responsibility is shared, is to R-click on the request



in schedule planner. The pop up box will allow you to action the leave. You can also add a comment / note to the entry. Any action you take (e.g. approve, refuse etc) will send a notification to the employee's control centre.

Approving Timecards

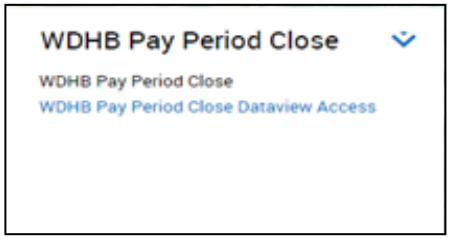
First check the **Manage Timecards Tile**. This will show items that need **Review** (commonly differences between schedule and timecard) and items that need **Fixing** (commonly missing data in timecard). Must fix items cannot go to payroll, so it is critical that these are resolved. Click on the blue arrow to go to the timecard. We recommend that you review all Timecards to ensure they are correct.



Approving Timecards Continued ..

Then use the **Pay Period Close Tile** to find the **Dataview** with all of your staff and the relevant information. This dataview summarizes the date range chosen for each employee. Please review that you are happy that the hours worked, leave, on call hours, study leave and any special leave is correct before approving the timecards.

It is a DHB standard that all employees review their timecards and approve them at the latest by 08:00 on Monday morning of their pay week (07:00 on Public Holidays). Managers are asked to approve by 10:00 (08:00 on a PH). It is a DHB standard that managers ensure that this is completed.

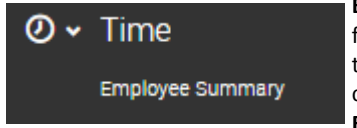


Historic Corrections

If the Timecard was not correct when it went to payroll then it is possible to make a **Historic Correction** (please see our Guide for more details).

To make corrections in the current pay period you will need to remove any approval that has been applied (manager approvals can only be reversed by that manager) Corrections should be made and approval reapplied.

After sign off all corrections are classed as historic. Use



Employee Summary to find the employee. Select the employee then click on the **Enable Edits** button . Go to

the timecard for the correct time period and make the edits required. Remember to save the changes. Corrections before Wed morning of the pay week will usually be seen in that pay, otherwise they will be seen in the following fortnight.