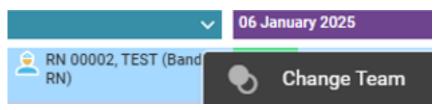
## Setting an Individuals' Team on HealthRoster/Optima

With the implementation of ESRGO, whenever a change is sent to ESR via Manager Self Service (MSS) that impacts a team members' posting, i.e., change in banding, the sync from ESR into HealthRoster/Optima will remove them from any team on the roster they might be in. This means you may need to occasionally pop your team back into their teams on HealthRoster/Optima, or into new teams if the change means they will be in a new team.

To change the team for an individual, right click on their name on the roster and "Change Team":



Select the correct team for them and set the effective date:

Change Team	8
Current Team -	
New Team RN	~
Change Team On * 06/01/2025	Ē

The effective date will generally be the date of change for the change you have sent via MSS, or if this is ad-hoc, whenever you require them to be in the new team. We would generally recommend this is set to the start of the roster period or the start of a week, for neatness.

If the change occurs during a roster period, please be aware that they will show on two lines on your roster, one for the previous team and another for their new team:

Unfilled Duties	Mon 20	Tue 21	Wed 22	Thu 23	Fri 24	Sat 25	Sun 26	Mon 27	Tue 28	Wed 29	Thu 30	Fri 31	Sat 01	Sun 02
RN 00002, TEST (Band 6 RN)			LD	LD	LD			TC LD	SR/CN	SR/CN		TC N		
RN														
RN 00002, TEST (Band 5 RN)			LD	LD	LD			TC LD	SR/CN	SR/CN		TC N		

Online URL: <u>https://elearning.cornwall.nhs.uk/site/kb/article.php?id=442</u>