

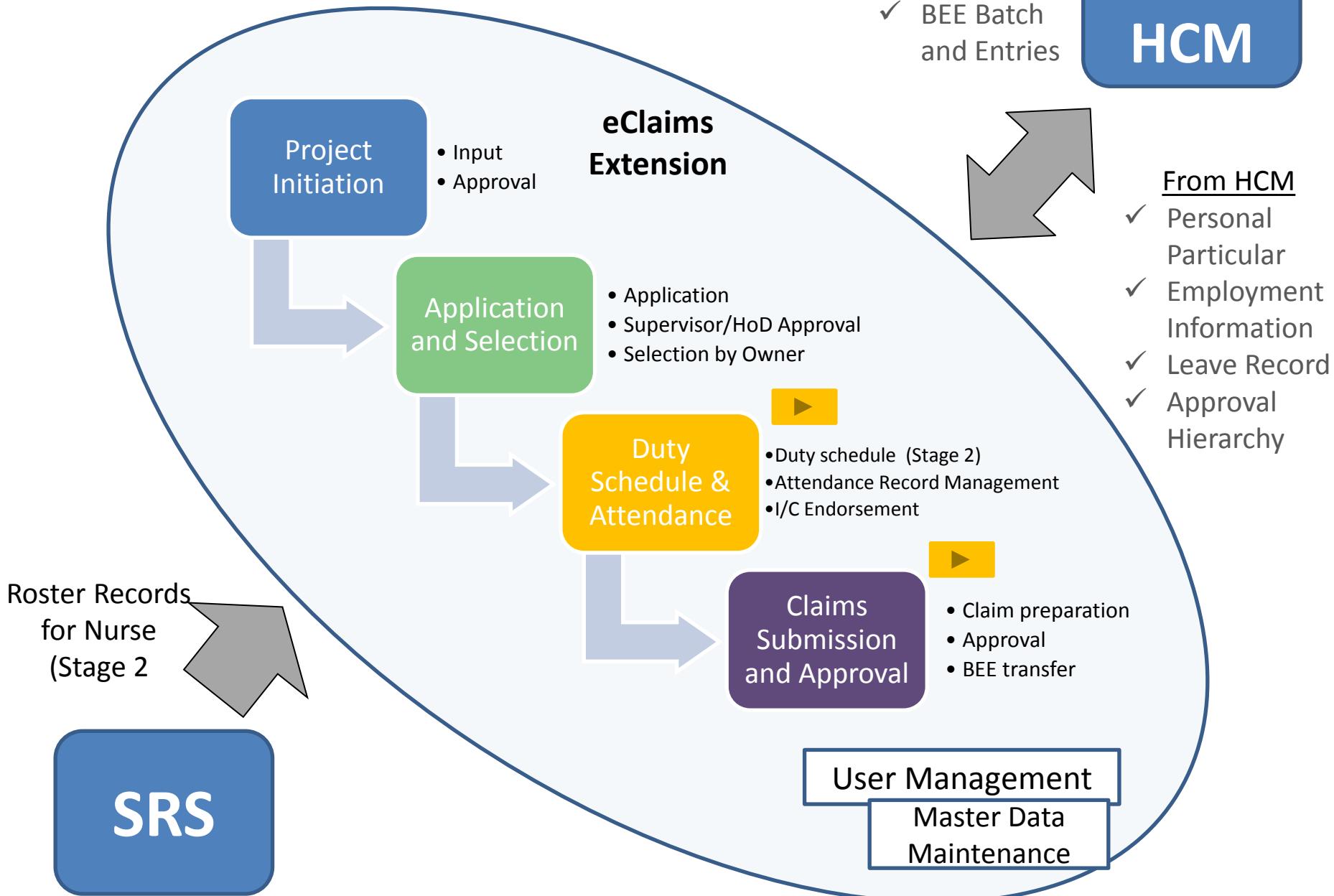


High Level Solution for eClaim System

(for vendor reference)

1. Solution Overview

- a. Overview
- b. Project Initiation (Phase 1)
- c. Application and Selection (Phase 2)
- d. Duty Schedule & Attendance (Phase 2)
- e. Claims Submission and Approval (Phase 1)
- f. Other Functions (Phase 1)



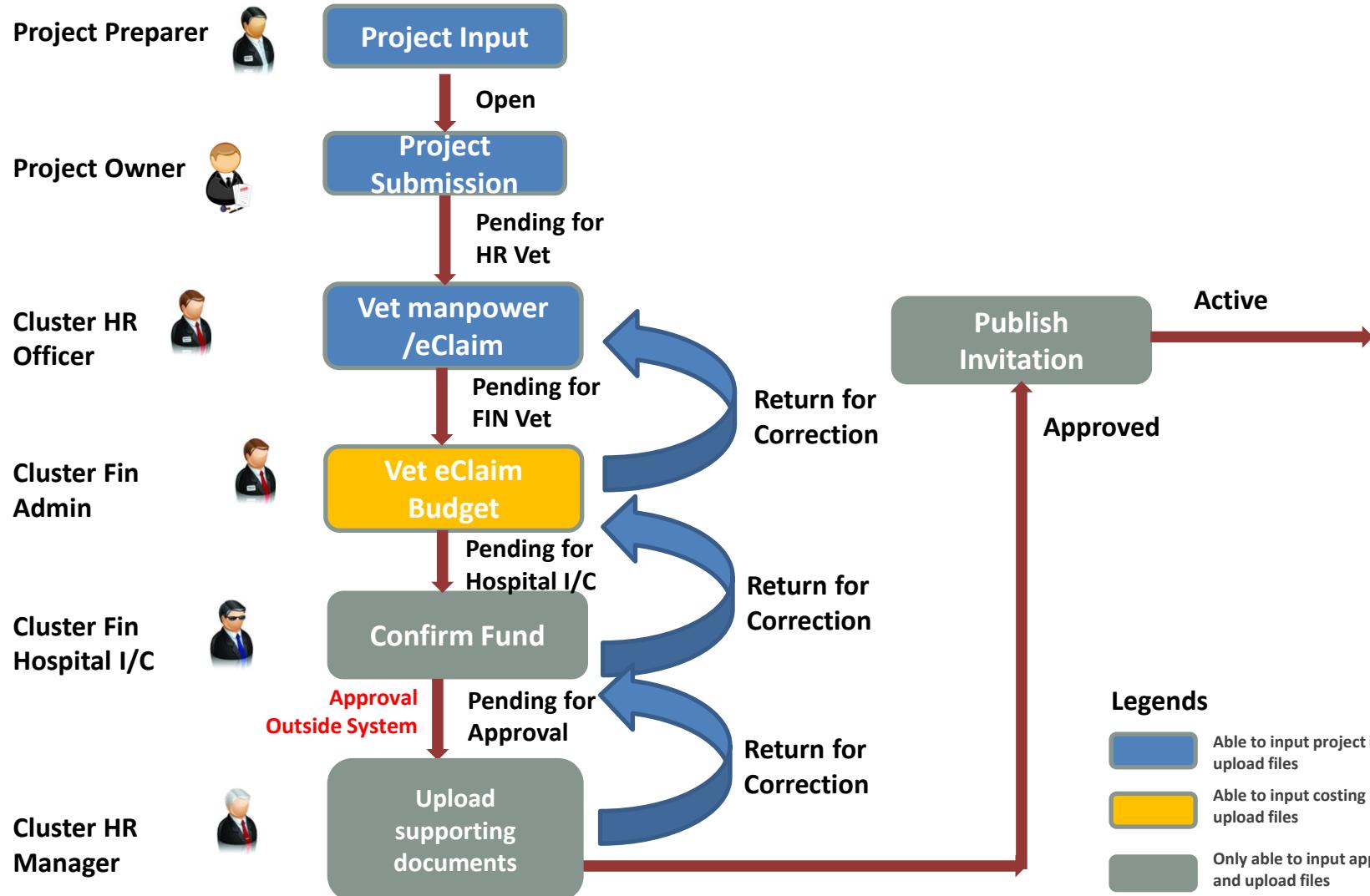
a. Project Initiation



0.0 – High Level Solution – Project Status

Project Status	Stage
Open	Project Initiation and Approval
Pending for HR Vet	
Pending for FIN Vet	
Pending for FIN IC	
Pending for Approval	
Approved	
Active	Application & Selection
	Schedule & Attendance
	Claim Submission
	Revision (e.g. Extension, update work hours, add Jobs)
End	Project Closure – auto-close after project end date
Archived	When project update is approved, old copy of project will be archived.

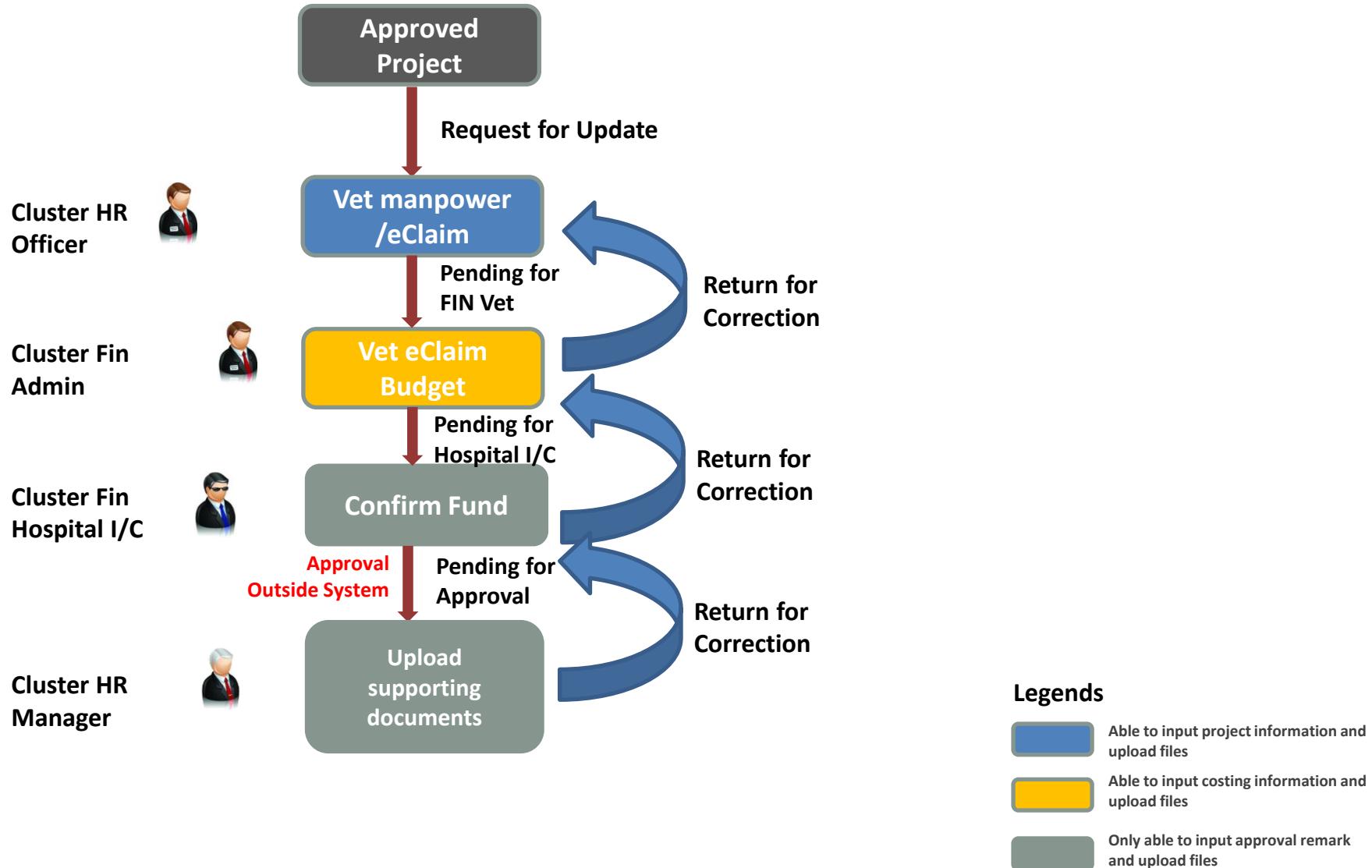
> 1.0 – Submit Project (New Project Flow)



Legends

- Able to input project information and upload files
- Able to input costing information and upload files
- Only able to input approval remark and upload files

> 1.0 – Submit Project (Update Approved Project Flow)



> 1.1 – Submit Project (Disclaimer)

Project

Search Project



New Project



General Information



Circumstances & Justification



Job Details Information



Schedule Information



Quantifiable Deliverables



Review & Confirm

Notes (Please read before filling in the application)

1. The approving authority for SHS rests with CCEs. Projects not meeting the set of parameter should be brought up for HAHO's review on a case by case basis before CCE's approval. For projects related to doctors' critical manpower shortage, support from CCE / HCE / DHCE should be obtained before the case is brought up for HAHO's review. For extension of SHS projects which run beyond 12 months, CE's approval is required.
2. When vetting and processing the SHS project application, Human Resources Section should ensure full justifications and sufficient information have been provided to support the application.
3. When recruiting participants into the SHS project, Human Resources Section and Department/ Unit should take note of the followings:
 - a) Positions which require training supervision should not be included in the SHS project. For example, Resident Pharmacist is NOT a suitable rank for SHS projects as it is a training rank which requires supervision.
 - b) Jobs required for the project are defined based on the job content and competency requirements. Jobs, which required the qualifications, skills and competencies of an entry rank employee, e.g. Resident, RN, EN, Clerk III, PCAIIB/OpAIIB/EAIIB etc are entry level jobs. Jobs, which required the qualifications, skills and competencies of a higher rank employee, e.g. AC, Cons, NO, APN, Clerk II, PCAIII/OpAIIIA/EAIIIA etc are higher level jobs.
 - c) Jobs available should be open for recruitment, and details of the SHS should be promulgated to avoid possible allegations of favoritism.
 - d) Interested employees are required to apply for enrolment in writing by completing the application form template.
 - e) All applications should route through the employees' supervisors who should indicate whether the application is supported or not, to ensure the service level and standards of the parent unit will not be affected by the employee's participation in the extra work.
 - f) Management will consider the applicant's qualifications, competency and experience upon receipt of an application to join the special project covered under the SHS.
 - g) Cluster has the flexibility to decide whether a formal recruitment board or a paper board should be held to select suitable employees to participate in the project. To avoid conflict of interest, officers responsible for selecting suitable candidates for the project should not be the ones who are receiving the Special Honorarium under the project.
 - h) Cross-cluster SHS should only be used when a hiring cluster is facing recruitment difficulty. Open recruitment should be conducted in all clusters to maintain fairness and transparency with responsibilities held by the hiring cluster.
4. When arranging the SHS duty schedule for the participants, Head of Department/ Unit should take note of the followings:
 - a) Extra service sessions should be arranged by management on need basis, preferably on a stretch of four hours basis each.
 - b) The hours worked should not be counted as the staff's normal weekly work hours.
 - c) Employees may, if they agree, choose to work voluntarily during any extra service sessions which may overlap with their scheduled rest days and annual leave days. The compensation for his/her voluntary work on his/her rest days will be the Special Honorarium paid by hospital. There will



I've read and understood the statements above.

OK

1.1 – Submit Project (General Information)

Project

Search Project



New Project



General Information



Circumstances & Justification



Job Details Information



Schedule Information



Quantifiable Deliverables



>> Review & Confirm

HCM Department * PWH/Clin Svc/Neurosurgery

SRS Hospital PWH

SRS Department

Neurosurgery

Project Name * Special honorarium in PWH

項目名稱 特別酬金計劃

Project Purpose * To cope with service demand and facilitate early patient discharge

Project Owner * Wong Ling

Project Preparer * Chan Tai Man

Funding Source HCE Fund

Next

Save

Cancel

1.1 – Submit Project (Circumstances & Justification)

Project

Search Project



New Project



General Information



Circumstances & Justification



Job Details Information



Schedule Information



Quantifiable Deliverables



Review & Confirm

Circumstances under which SHS is applied (examples, list not exhaustive) (Please “✓” the appropriate circumstances) *

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> | 1. Crisis situations (e.g. Human Swine Influenza, Winter Flu Surge) |
| <input type="checkbox"/> | 2. Sudden surge in service demand (e.g. Melamine Tainted Milk Incident, Upsurge in Non-eligible Person Obstetric & NICU Service) |
| <input checked="" type="checkbox"/> | 3. Extra service to support special events/occasions (e.g. Olympics & Paralympics) |
| <input type="checkbox"/> | 4. Extra service sessions for (a) shortening waiting time, or (b) addressing chronic areas and serious service backlog to meet services' Key Performance Indicator or Annual Plan targets or (c) achieving deliverables committed in special projects (e.g. Radiology & Radiotherapy Services, Cataract Surgeries) |
| <input type="checkbox"/> | 5. Critical manpower shortage in maintaining basic/essential service areas i |
| <input type="checkbox"/> | 6. Others, please specify: (For projects not meeting the above set of parameters, they should be brought up for HAHO's review on a case by case basis before CCE's approval) |

Justifications * i

To cope with service demand and facilitate early patient discharge

Others e.g. trigger point(s), if any, for trigger or deactivation of use of SHS

Manpower situation (strength and vacancies by rank) of the department / unit **

[Download supplementary document templates](#) [For New Project](#) [For Project Extension](#)

Refer to uploaded document

Upload supporting document, if any

Select file

Upload

Previous

Next

Save

Cancel

1.1 – Submit Project (Post Detail Information)

Project

Search Project



New Project



General
Information



Circumstances &
Justification



Job Details
Information



Schedule
Information



Quantifiable
Deliverables



Review &
Confirm

Job Summary

Staff Group *	Job Required *	Project Co-ordinator *	Job Descriptions *	Quota	Duration (# of days)	Session / Day	Hours / Session *	Working Hours *
<input type="button" value="+"/> <input type="button" value="X"/> Medical ▼	AC ▼	Wong, Siu Yan ▼	For provision of specialist supervision on residents in early discharge of patient	5	35	2	4	1,400
<input type="button" value="+"/> <input type="button" value="X"/> Nursing ▼	RN EN ▼	Tang, Tse Fung ▼	Provide nursing care to patient				4	700

Note: Special approval is required for hour/session less than 4

Total Working Hours: 2,100

Estimated Financial Impact

Is the department/unit currently using Overtime Allowance (OTA) / intending to use OTA in parallel to compensate staff in the rank requested in this SHS project?

Yes No

If yes, please provide justifications for using OTA and SHS in parallel for the same rank under the same project.

Justifications:

Previous

Next

Save

Cancel

1.1 – Submit Project (Post Detail Information)

Project

Search Project

New Project



General
Information



Circumstances &
Justification



Job Details
Information



Schedule
Information



Quantifiable
Deliverables



Review &
Confirm

Post Summary

In case detail job description icon



is clicked

More Job Descriptions (To be included in SHS job adv.)

Job Descriptions / Competency Requirements *

For provision of specialist supervision on residents in early discharge of patient

Competency Requirements: To meet the 4 core competencies set for the Resident post

Special Requirements: ** Prefer local cluster

Please contact Grace Ma (2900 2900) for any enquiries related to this post.

Other information (e.g. requirements, preferred attributes, brief job descriptions, if any)

Target Applicant:

Job(s) opening are applicable to all Clusters.

5

X 2

1,400

700

hours: 2,100

mpensate staff in

ject.

Save

Cancel

Previous

Next

Save

Cancel

1.1 – Submit Project (Estimated Financial Impact)

Project

Search Project



New Project



General
Information



Circumstances &
Justification



Job Details
Information



Schedule
Information



Quantifiable
Deliverables



Review &
Confirm

Job Summary

Staff Group *	Job Required *	Project Co-ordinator *	Job Descriptions *	Quota	Duration (# of days)	Session / Day	Hours / Session *	Working Hours *
Medical ▼	AC ▼	Wong, Siu Yan ▼	For provision of specialist supervision on residents in early discharge of patient	5	35	2	4	1,400



In case

Estimated Financial Impact

nursing care to patient

Note: Special approval is required for hour/session less than 4

Total Working Hours: 2,100

Estimated Financial Impact 16,886,100

Is the department/unit currently using Overtime Allowance (OTA) / intending to use OTA in parallel to compensate staff in the rank requested in this SHS project?

Yes No

If yes, please provide justifications for using OTA and SHS in parallel for the same rank under the same project.

Justifications:

Previous

Next

Save

Cancel

1.1 – Submit Project (Schedule Information)



HOSPITAL AUTHORITY



Project Preparer



Home



Chan Tai Man



Logout

Project

Search Project



New Project

General
InformationCircumstances &
JustificationJob Details
InformationSchedule
InformationQuantifiable
DeliverablesReview &
Confirm

Proposed Project Duration *

From

01/06/2018

To

30/11/2018

Proposed Working Schedule *

	Session Pattern	Start Time	End Time
	Weekday	10:00	14:00
	Weekend	16:00	20:00

*The attendance of SHS sessions will be checked/ monitored by: (please indicate from the below)

- manual records (e.g. attendance log book)
- system records (e.g. system output)
- Others: (please specify)

[Previous](#)[Next](#)[Save](#)[Cancel](#)

> 1.1 – Submit Project (Quantifiable Deliverables)

Project

Search Project



New Project



Quantifiable Deliverables *



Guideline for information when click on information icon.

Previous

Next

SHS Parameters	Quantifiable Deliverables*
Deal with crisis situations	Not Applicable (but there should be a confined period and scope)
Cope with Sudden Surge in Service Demand	Not Applicable (but there should be a confined period and scope)
Offer extra service to support special events/ occasions	Quantifiable details on the extra service the SHS targeted to provide.
Provide extra service sessions to meet KPI or Annual Plan Targets or committed deliverables in special projects	Details on the service gap between KPI/Annual Plan target/ committed deliverables and current status and how to use SHS to fill the gap.
Relieve Critical Manpower Shortage	Details on the shortage's impact to the service which the SHS aim to address. - Manpower requirement in relation to the minimal provision of essential services

*If deliverables could not be qualified, please use descriptives to outline the SHS activities/ output.

Save

Cancel

1.1 – Submit Project (Review & confirm)

Project

Search Project



New Project



General
Information



Circumstances &
Justification



Job Details
Information



Schedule
Information



Quantifiable
Deliverables



Review &
Confirm



General Information

Project No.	SHS10076		
HCM Department	PWH/Clin Svc/Neurosurgery		
SRS Hospital	PWH	SRS Department	Neurosurgery
Project Name	Special honorarium in PWH		
項目名稱	特別酬金計劃		
Project Purpose	To cope with service demand and facilitate early patient discharge		
Project Owner	Wong Ling	Project Preparer	Chan Tai Man

Edit



Circumstances & Justification



Post Detail Information



Schedule Information



Quantifiable Deliverables

Previous

Submit

Save

Cancel

1.1 – Submit Project (To Project Owner)

Send Notification

X

To: Wong Ling

CC: Wong Siu Yan; Tang Tse Fung

Project owner and co-ordinators
will be automatically filled. User
can add some more recipients

Subject: New SHS Project Initiation “SHS10076” is drafted, please review.

Content:

Dear Project Owner,

There is a new project initiation “SHS10076” is drafted by Chan Tai Man. Please review it by click this [link](#).

Best Regards,
eClaim system administrator

Supplement:

Supplementary information 1
Supplementary information 2
Supplementary information 3

Subject and content could NOT
be changed. Additional content
can be fill in Supplement section
below.

Upload files: [Add files](#)

[Send](#)

[Cancel](#)

1.2 – Approval (Approval by Project Owner)

Project

Search

Status

Include Archived Project

Project Owner

Project Preparer

Project No.

Project Name

Action

-- Select Action --

Show Entries

Project No.	Project Name	Project Owner	Department	Status	Extension	No. of Invitation	Total Application	O/S Application	Approved Work Hours	Used Work Hours	Available Work Hours	Project End Date
SHS10076	Special honorarium in PWH	Wong Ling	PWH/Clin Svc/Neurosurgery	Open	0	0	n/a	n/a	n/a	n/a	n/a	31-03-19
SHS10489	A&E at PWH	Wong Ling	PWH/Clin Svc/Neurosurgery	Active	0	1	18	3	1,400	1,250	150 (11%)	31-12-18
SHS10489	A&E at PWH	Wong Ling	PWH/Clin Svc/Neurosurgery	Open	1	0	n/a	n/a	n/a	n/a	n/a	31-01-19

Previous Next

1.2 – Approval (By Project Owner)

Project

Search Project



New Project



General Information



Circumstances & Justification



Job Details Information



Schedule Information



Quantifiable Deliverables



Review & Confirm

General Information

Project No.	SHS10076		
HCM Department	PWH/Clin Svc/Neurosurgery		
SRS Hospital	PWH	SRS Department	Neurosurgery
Project Name	Special honorarium in PWH		
項目名稱	特別酬金計劃		
Project Purpose	To cope with service demand and facilitate early patient discharge		

Circumstances & Justification

Post Detail Information

Schedule Information

Quantifiable Deliverables

I hereby endorse the application of the above SHS Project and will comply with the policy requirements summarized under the points to note in this Project application form.

Remarks

For project owner
only

Upload supporting documents, if any

Select file

Upload

Back to Home

Submit

Reject

Save

1.2 – Approval (By Project Owner)

Send Notification

X

To: Lee Siu Ka, Kam Yu Shing

System will retrieve all users in that cluster with HR Officer role

CC:

Subject: New SHS Project Initiation “SHS10076” is submitted by Wong Ling, please review.

Content:
Dear HROfficer,

There is a new project initiation “SHS10076” is submitted by Wong Ling. Please review it by click this [link](#).

Best Regards,
eClaim system administrator

Supplement:
Supplementary information 1
Supplementary information 2
Supplementary information 3

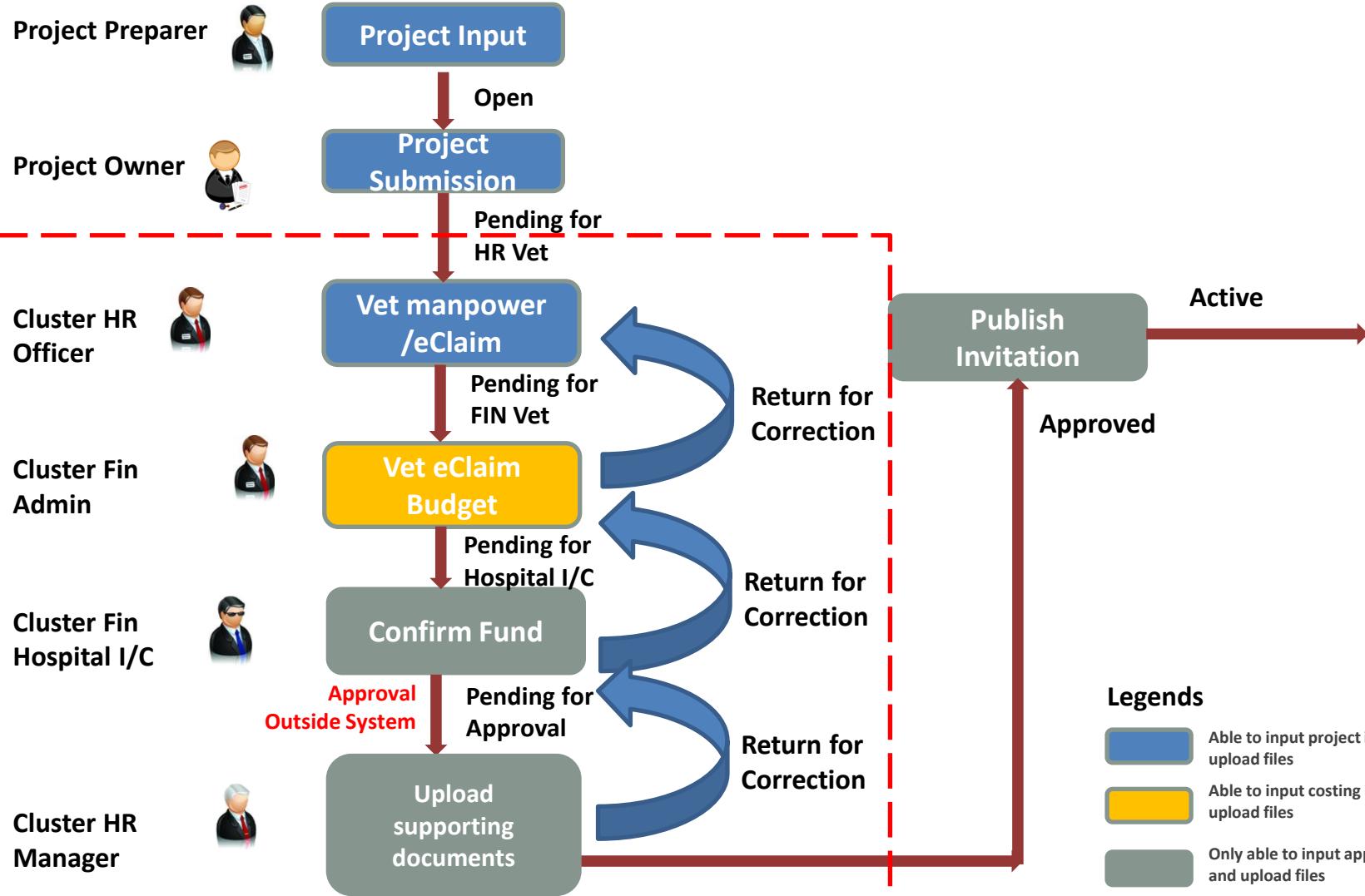
Subject and content could NOT be changed. Additional content can be fill in Supplement section below.

Upload files: [Add files](#)

[Send](#)

[Cancel](#)

> 1.2 – Approval (High level)



1.2 – HR Vetting (eClaim HR Officer)

Project

Search

Status

Pending for HR Vet

Include Archived Project

No

Project Owner

Project Preparer

Project No.

Project Name

Search

Reset

New Project

Action

-- Select Action --

Go

Show

10

Entries

Export

Project No.	Project Name	Project Owner	Department	Status	Extension	No. of Invitation	Total Application	O/S Application	Approved Work Hours	Used Work Hours	Available Work Hours	Project End Date
SHS10076	Special honorarium in PWH	Wong Ling	PWH/Clin Svc/Neurosurgery	Open	0	0	n/a	n/a	n/a	n/a	n/a	31-03-19

Previous 1 2 Next

1.2 – HR Vetting (eClaim HR Officer)

Project

Search Project



New Project



General Information



Circumstances & Justification



Job Details Information



Schedule Information



Quantifiable Deliverables



Review & Confirm

> General Information

> Circumstances & Justification

> Post Detail Information

> Schedule Information

> Quantifiable Deliverables

▼ Record History

User Name	Email Address	Role	Action	Date Time	Remark
Chan Tai Man	ctm123@ha.org.hk	Project Preparer	Drafted	12:00 04/06/2018	
Wong Ling	wsy456@ha.org.hk	Project Owner	Submitted for HR Vet	13:30 04/06/2018	1 RN resigned 01/03/2018

▼ Status

HR Officer Vetted FIN Officer Vetted FIN Hospital I/C Fund Confirmed

Remarks

Upload supporting documents, if any

Select file

Upload

Back to Home

HR Vetted

Reject

Save

1.2 – HR Vetting (eClaim HR Officer)

Send Notification

X

To: Carmen Cheung; Wong Tai Wai; Pang Yu Ngai

System will retrieve all users in that cluster with FIN Admin role

CC:

Subject: New SHS Project Initiation “SHS10076” is submitted, please review.

Content: Dear Fin Admin,

There is a new project initiation “SHS10076” is submitted by Wong Ling and vetted by HR. Please review it by click this [link](#).

Best Regards,
eClaim system administrator

Supplement: Supplementary information 1
Supplementary information 2
Supplementary information 3

Subject and content could NOT be changed. Additional content can be fill in Supplement section below.

Upload files: [Add files](#)

[Send](#)

[Cancel](#)

> 1.2 – FIN Vet (eClaim FIN Officer)

Project

Search Project



New Project



> General Information

> Circumstances & Justification

> Post Detail Information

> Schedule Information

> Quantifiable Deliverables

< Financial Implication

Hospital Department	Job	Level	Work Hours Required	Method	COA Inst – Fund – Section - Analytic					Financial Implication
PWH – Neurosurgery	AC	Higher	1400	Maxim	101	99	1001000	21020		HKD 765,300.00
PWH – Neurosurgery	RN	Entry	700	Maxim	101	99	1001000	21020		HKD 923,352.64

Recalculate Total: 1,688,652.64

Choose FIN Hospital I/C

May Fung



< Status

HR Officer Vetted FIN Officer Vetted FIN Hospital I/C Fund Confirmed

Remarks

Upload supporting documents, if any

Select file

Upload

Back to Home

Return for Correction

FIN Vetted

Reject

1.2 – FIN Vet (eClaim FIN Officer)

Send Notification

X

To: May Fung

System will fill the selected FIN hospital I/C as recipient

CC:

Subject: New SHS Project Initiation “SHS10076” is submitted, please review.

Content: Dear FIN hospital I/C,

There is a new project initiation “SHS10076” is submitted by Wong Ling and vetted by HR and Carmen Cheung. Please review it by click this [link](#).

Best Regards,
eClaim system administrator

Supplement: Supplementary information 1
Supplementary information 2
Supplementary information 3

Subject and content could NOT be changed. Additional content can be fill in Supplement section below.

Upload files: [Add files](#)

[Send](#)

[Cancel](#)

1.2 – FIN Reserve Fund (eClaim FIN Hospital I/C)



HOSPITAL AUTHORITY



FIN Hospital I/C



Home



May Fung



Logout

Project

Search Project



New Project



> General Information

> Circumstances & Justification

> Post Detail Information

> Schedule Information

> Quantifiable Deliverables

▼ Financial Implication

Hospital Department	Job	Level	Work Hours Required	Method	COA Institution – Fund –Section – Analytic	Financial Implication
PWH – Neurosurgery	AC	Higher	1400	Maximum	101-99-1001000-21020	HKD 765,300.00
PWH – Neurosurgery	RN	Entry	700	Maximum	101-99-1001000-21020	HKD 923,352.64

Total: 1,688,652.64

▼ Status



HR Officer Vetted



FIN Officer Vetted



FIN Hospital I/C Fund Confirmed

Remarks

Upload supporting documents, if any

Select file

Upload

Back to Home

Return for Correction

Confirm Fund

Reject

1.2 – FIN Reserve Fund (eClaim FIN Hospital I/C)

Send Notification

X

To: Lee Siu Ka; Chan Wen Sophia; Anjatis Sebranne

System will retrieve all users in that cluster with HR Manager role

CC:

Subject: New SHS Project Initiation “SHS10076” is submitted, please review.

Content: Dear HR Manager,

There is a new project initiation “SHS10076” is submitted by Wong Ling and was vetted by HR and FIN.
Please review and approve it by click this [link](#).

Best Regards,
eClaim system administrator

Supplement: Supplementary information 1
Supplementary information 2
Supplementary information 3

Subject and content could NOT be changed. Additional content can be fill in Supplement section below.

Upload files: [Add files](#)

[Send](#)

[Cancel](#)

1.2 – Approval (eClaim HR Manager)

Project

Search Project



New Project



> General Information

> Circumstances & Justification

> Post Detail Information

> Schedule Information

> Quantifiable Deliverables

> Record History

▼ Document

Filename	Remark	Upload By	Update Date
Resource_plan_2018.xls	Resource plan from cluster HR	Lee Siu Ka	13:45:23 24/01/2018
Re_new_SHS_project.msg	Email from HCE	Chan Tai Man	11:00:49 25/01/2018
Headcount_report_201801.xls	HR headcount report	Chan Tai Man	17:23:08 25/01/2018

Upload approval / supporting documents, if any

Select file

Upload

Download supplementary document templates

[Points_to_note_before_SHS_implementaion.doc](#)

▼ Status

HR Officer Vetted

FIN Officer Vetted

FIN Hospital I/C Fund Confirmed

CE/ CCE approval obtained *

Remarks

Back to Home

Return for Correction

Approve

Reject

1.2 – Approval (eClaim HR Manager)

Send Notification

X

To: Wong Ling

CC: Wong Siu Yan; Tang Tse Fung; Chan Tai Man

Project owner, project preparer, project coordinators, FIN Hospital I/C, FIN admin and HR Officer will be automatically filled. User can add some more recipients

Subject: New SHS Project Initiation “SHS10076” is approved.

Content: Dear Project Owner,

There is a new project initiation “SHS10076” is approved. Please note that you have to read and understand the attached document “[points_to_note_before_SHS_implementaion.doc](#)” before project implementation

Best Regards,
eClaim system administrator

Subject and content could NOT be changed. Additional content can be fill in Supplement section below.

Supplement:

- Supplementary information 1
- Supplementary information 2
- Supplementary information 3

File Name	Remark	Remove
points_to_note_before_SHS_implementaion.doc	Please read it	X

Add files

Send

Cancel

1.2 – Approval (Publish Invitation)

Project

Search

Status

Approved

Include Archived Project

No

Project Owner

Project Preparer

Project No.

Project Name

Search

Reset

New Project

Action

New Invitation

Go

Show

10

Entries

Export

Project No.	Project Name	Project Owner	Department	Status	Extension	No. of Invitation	Total Application	O/S Application	Approved Work Hours	Used Work Hours	Available Work Hours	Project Start Date	Project End Date
SHS10076	Special honorarium in PWH	Wong Ling	PWH/Clin Svc/Neurosurgery	Approved	0	0	n/a	n/a	2,100	0	2,100	01-01-19	31-03-19

Previous 1 2 Next

1.2 – Approval (Publish Invitation)

Project

Search Project



New Project



Publish Invitation

Project Name

Special honorarium in PWH

Project Duration

01/06/2018 – 30/11/2018

Publish Date *

01/08/2018

Included in this invitation

Job

RN EN ▾

Working Schedule

As advised by department subject to service needs.

Application Deadline *

10/10/2018

Last Application Deadline

N/A

Hospital

PWH

Department

Neurosurgery

Job Description /
Competency Requirement*

Provide nursing care to patient

Included in this invitation

Job

AC ▾

Working Schedule

As advised by department subject to service needs.

Application Deadline *

10/10/2018

Last Application Deadline

N/A

Hospital

PWH

Department

Neurosurgery

Job Description /
Competency Requirement*

For provision of specialist supervision on residents in early discharge of patient

Competency Requirements: To meet the 4 core competencies set for the Resident post

Special Requirements: ** Prefer local cluster

Please contact Grace Ma (2900 2900) for any enquiries related to this post.

Other information

Target Applicant

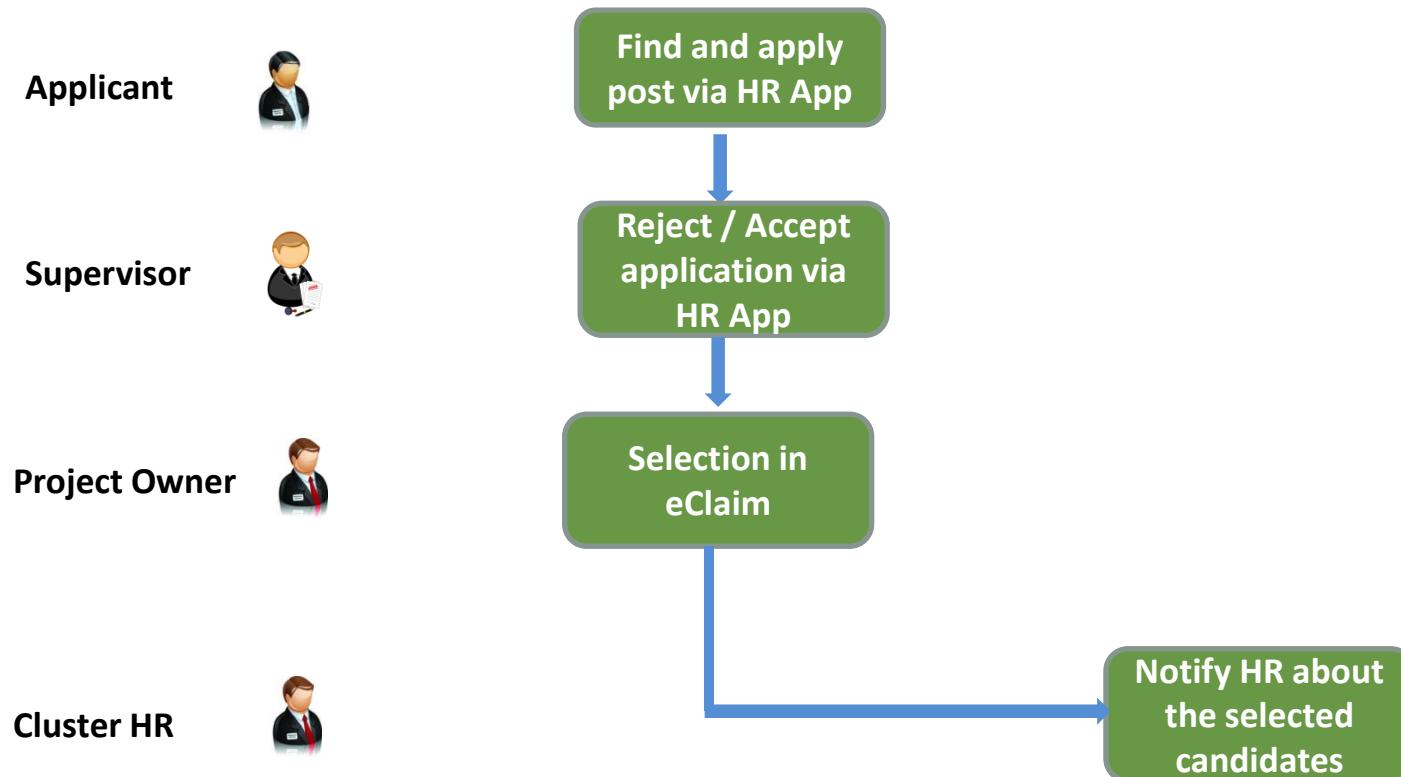
Job(s) opening are applicable to all Clusters.

Back

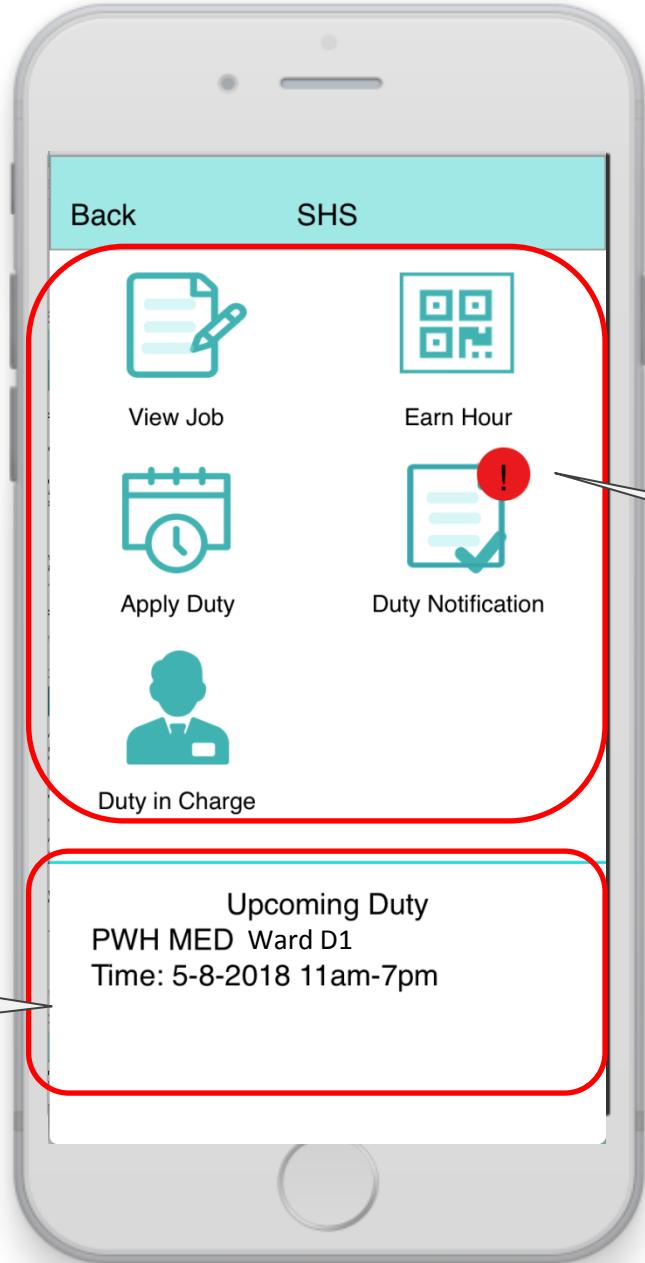
Publish

Application & Selection

> 2.0 – Application and Selection (Flow)



2.1 – Application and Selection (Application)

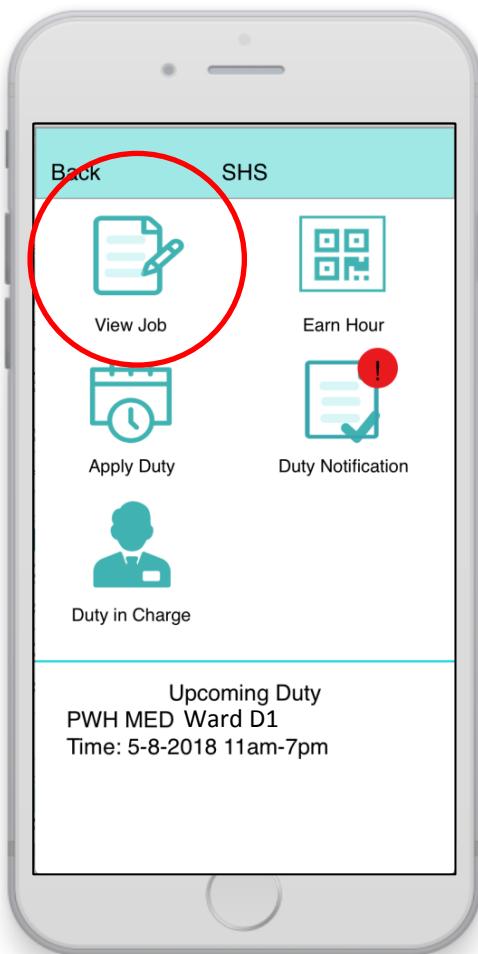


Upcoming SHS
Roster for quick
reference

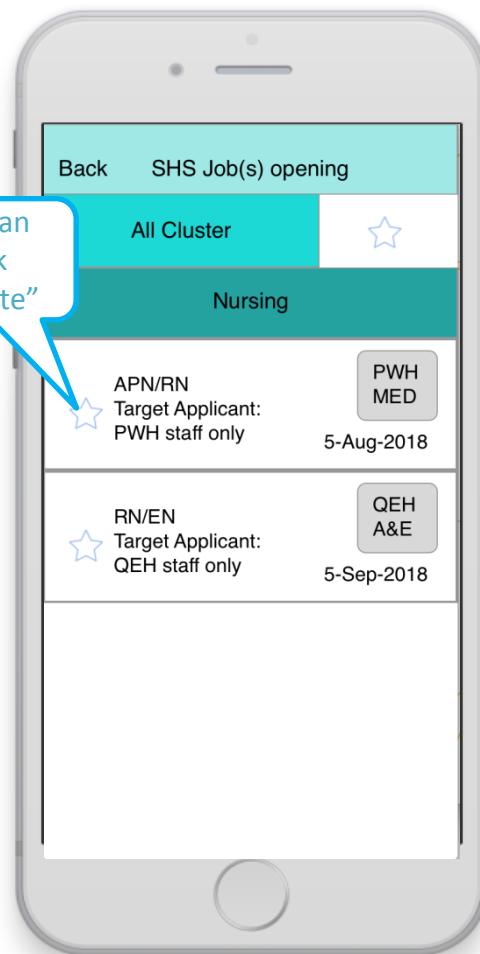
SHS functions

2.1 – Application and Selection (Application)

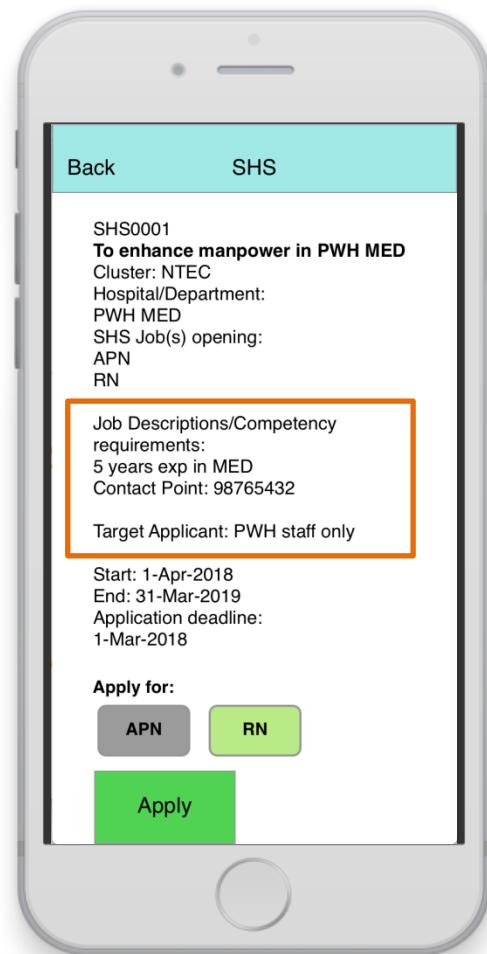
1. Click View Job



2. Choose SHS project

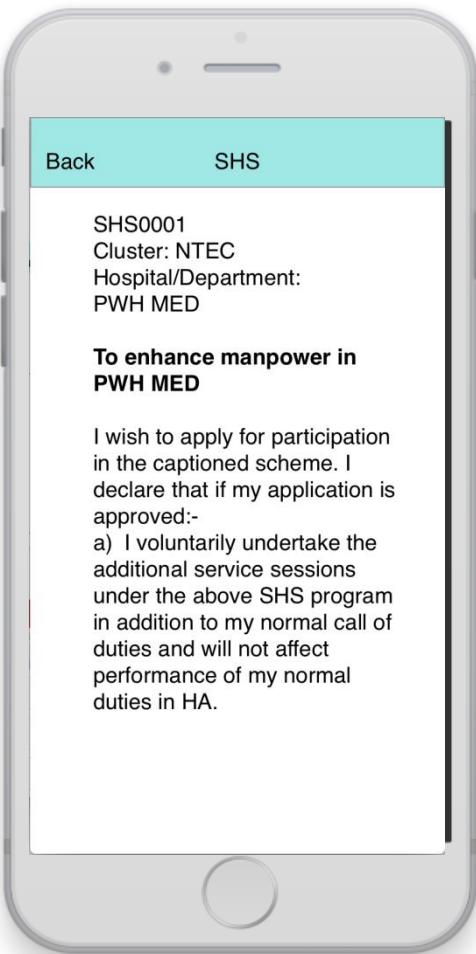


3. View SHS project details and apply

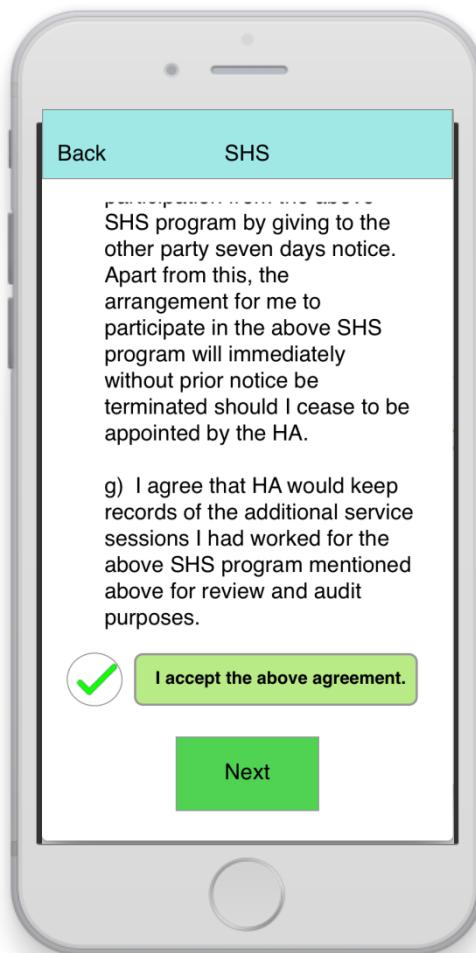


> 2.1 – Application and Selection (Application)

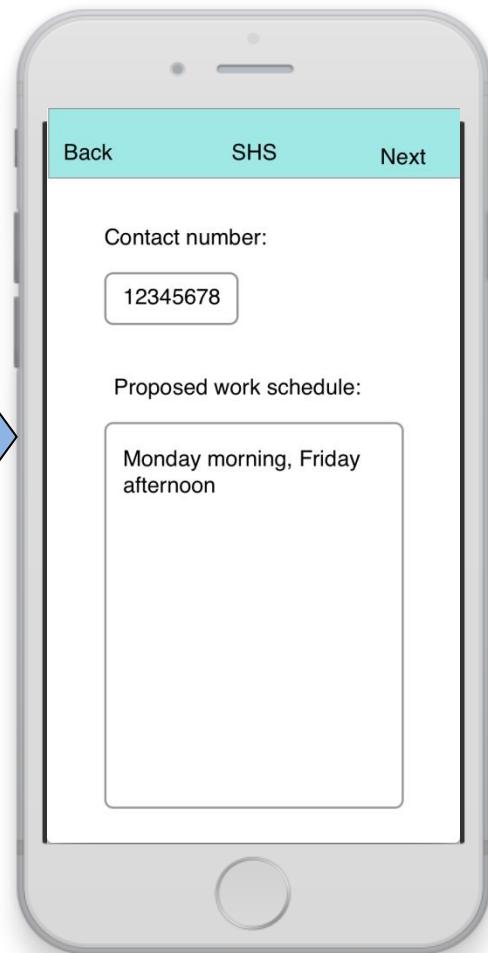
4. Read terms



5. Agree terms to continue



6. Fill in contact number and proposed schedule





2.1 – Application and Selection (Application)

7. Fill in other SHS project currently taken up

8. Explain work experience will be extracted from HCM and fill in supplementary information

9. Application completed, application will be sent to supervisor for approval

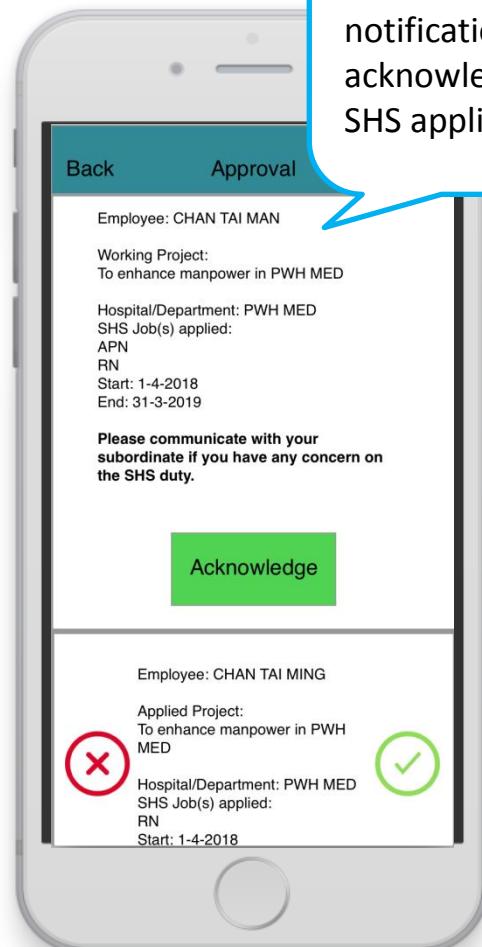


2.2 – Application and Selection (Supervisor Approval)

1. Click Approval in HR App main page



2. Approve or reject application, have reassign function if needed



For supervisor changes, new supervisor will receive notification for acknowledge SHS application .

2.4 – Application and Selection (Selection)

Project

Search

Status

Include Archived Project

Project Owner

Project Preparer

Project No.

Project Name

Action	Select Candidate	Go	Show 10 Entries	Export									
Project No.	Project Name	Project Owner	Department	Status	Extension	No. of Invitation	Total Application	O/S Application	Approved Work Hours	Used Work Hours	Available Work Hours	Project Start Date	Project End Date
<input checked="" type="radio"/>	SHS10076 Special honorarium in PWH	Wong Ling	PWH/Clin Svc/Neurosurgery	Open	0	0	n/a	n/a	n/a	n/a	n/a	01-03-19	31-03-19
<input checked="" type="radio"/>	SHS10489 A&E at PWH	Wong Ling	PWH/Clin Svc/Neurosurgery	Active	0	1	3	<u>2</u>	1,400	1,250	150 (11%)	09-09-18	31-12-18
<input checked="" type="radio"/>	SHS10489 A&E at PWH	Wong Ling	PWH/Clin Svc/Neurosurgery	Open	1	0	n/a	n/a	n/a	n/a	n/a	09-09-18	31-01-19

Previous Next

2.4 – Application and Selection (Selection)

Select Candidate

Project: A&E at PWH Job All

Show 10 Entries Export

	Application Date	Emp. No.	Employee Name	Department	Date to Present Rank	Rank	SHS Job Applied	Recommend?	Remark
<input checked="" type="checkbox"/>	13/07/18	123453	Chan Siu Man	PWH/Clin Svc/Neurosurgery	23-5-2017	RN	RN/EN	<input type="button" value="▼"/>	
<input checked="" type="checkbox"/>	14/07/18	226677	Annath Rayes	PWH/Clin Svc/Neurosurgery	31-01-2007	RN	RN/EN	<input type="button" value="▼"/>	
<input type="checkbox"/>	31/07/18	122233	Au Tse Yan, Cherry	PMH/Clin Svc/Neurosurgery	09-09-2009	EN	RN/EN	No <input type="button" value="▼"/>	Very experie

Candidate Other Information

Employee No. 122233 Full name (Chinese) 區紫欣 Email atyc12@ha.org.hk Contact Number 67896789

Proposed Work Schedule

Every Wed/Thur 12:00 – 15:00

Supplementary Information

5 years exp in MED,
3 years exp in A&E

SHS Currently Taken Up

Hospital	SHS Department	SHS Program
STH	STH/Clin Svc/Neurosurgery	Winter Surge 2018 STH
PWH	PWH/Clin Svc/Neurosurgery	PWH honorarium program

Previous 1 Next

Save

Recommend

Not Recommend

Upload Application

Back to Home

> 2.4 – Application and Selection (Upload Application)

1. Download application template



2. Upload application excel

Select file

Upload and Validate

3. Review and Confirm

Project: A&E at PWH

Successful record(s)

Line #	Application Date ↑ ↓	Emp. No. ↑ ↓	Employee Name ↑ ↓	Department ↑ ↓	Rank ↑ ↓	SHS Job Applied ↑ ↓	Proposed Work Schedule	Supplementary Information
1	13/07/18	123453	Chan Siu Man	PWH/Clin Svc/Neurosurgery	RN	RN/EN	Every Wed/Thur 12:00 – 15:00	5 years exp in MED, 3 years exp in A&E

Failed record(s)

Line #	Cell	Description
2	D3	Incorrect date format

Purge Upload

Confirm

Duty Schedule & Attendance

3.1 – Duty Schedule and Attendance Process Flow – Allow staff to select SHS session

Department Roles	Frontline Staff
1. Project Coordinator	1. Applicant
2. Roster Planner	2. Applicant Supervisor
3. Duty In Charge	

Project Owner / Coordinator

Assign Roster Planner /
Duty In Charge

Roster Planner

Decide SHS Sessions

Review SHS resources

Confirm SHS Duty

Inform Staff & Supervisor

Staff

Select SHS Session

Perform Duty

Earn Worked Hours

Duty In Charge

Endorse worked hours earned

Claims Submission & Approval

Project Owner

System Integration Points

Data Fields from SRS (for Nurse only)

- Endorsed Duty
- Serving Locations

Data Fields from HCM

- Leave records

Data Fields to HR App

- Project, Session Date/Time, total working hours, Job Rank & level
- Earned Working Hour history
- Paid SHS Working hour

3.2 User Administrator (Linked with SRS)

User

User Administration



Schedule

Duty Schedule



User Administration

Project

N18001 – Spec honorarium in PMH

Project linked with SRS, SRS
User Role would appear.

User Role from SRS

Department

PMH MED

Name	CORP ID	Rank	Role	Ward
Chan Ho Ming	CHM786	WM	<input checked="" type="checkbox"/> Roster planner <input checked="" type="checkbox"/> Daily IC	ALL ▼
Lee Siu Man	LSM861	WM	<input checked="" type="checkbox"/> Roster planner <input type="checkbox"/> Daily IC	D7 ▼
CH WONG	CHW846	NO	<input type="checkbox"/> Roster planner <input checked="" type="checkbox"/> Daily IC	D3 ▼
June Ho	HYY766	NO	<input type="checkbox"/> Roster planner <input checked="" type="checkbox"/> Daily IC	D6 ▼

Access right Scope

User Role in eClaim

Customized User Access Right

Name	CORP ID	Rank	Role	Ward
Pau Mei Hang	PMH346	AC	<input checked="" type="checkbox"/> Roster planner <input checked="" type="checkbox"/> Daily IC	ALL ▼
Cheung Wing Shan	CWS456	PS1	<input checked="" type="checkbox"/> Roster planner <input type="checkbox"/> Daily IC	ALL ▼
Pang Wai Ying	CHW846	RES	<input type="checkbox"/> Roster planner <input checked="" type="checkbox"/> Daily IC	ALL ▼
Chau Tze Kin	CTK289	RES	<input type="checkbox"/> Roster planner <input checked="" type="checkbox"/> Daily IC	ALL ▼

Back

Save

Add

Delete

3.2 User Administrator (Not Linked with SRS)

User

User Administration



Schedule

Duty Schedule



User Administration

Project

N18001 – Spec honorarium in PMH



No SRS Project linked

User Role from SRS

Department

Name	CORP ID	Rank	Role	Ward

User Role in eClaim

Name	CORP ID	Rank	Role	Ward
Pau Mei Hang	PMH346	AC	<input type="checkbox"/> Roster planner <input type="checkbox"/> Daily IC	ALL
Cheung Wing Shan	CWS456	PS1	<input type="checkbox"/> Roster planner <input type="checkbox"/> Daily IC	ALL
Pang Wai Ying	CHW846	RES	<input type="checkbox"/> Roster planner <input type="checkbox"/> Daily IC	ALL
Chau Tze Kin	CTK289	RES	<input type="checkbox"/> Roster planner <input type="checkbox"/> Daily IC	ALL

Back

Save

Add

Delete

Import from HCM

Get User List from HCM

3.3 Duty Schedule – Define SHS Session

1. Project Coordinator/Roster Planner (Full Access) to plan SHS session timeslots

HOSPITAL AUTHORITY

Project N18001 - Special honorarium in PM

Available Resources

Location	Post	Session Name	Session Time	Meal Hour	Work Hour
D3	NO/APN		00:00 - 00:00	0 mintues	0.00 hours
D3	RN		00:00 - 00:00	0 mintues	0.00 hours
D3	EN		00:00 - 00:00	0 mintues	0.00 hours
D7	NO/APN		00:00 - 00:00	0 mintues	0.00 hours
D7	RN		00:00 - 00:00	0 mintues	0.00 hours
D7	EN		00:00 - 00:00	0 mintues	0.00 hours
D8	NO/APN		00:00 - 00:00	0 mintues	0.00 hours
D8	RN		00:00 - 00:00	0 mintues	0.00 hours
D8	EN		00:00 - 00:00	0 mintues	0.00 hours

Planned SH sessions

Add Location/Session

Location

Location : D3

Roster Planner : Lee Siu Man

Session

Post : NO/APN RN EN

Session Name :

Session Time : 00:00 - 00:00

Meal Hour : 0 mintues

Work Hour : 0.00 hours

OK Cancel

Ward/Location Details
Allow to set Roster Planner for Ward

Manpower Bal: 100

Week Month Save Publish

Fri 08/10 Sat 08/11

SHS Session Details

3.3 Duty Schedule – Define SHS Session (Overnight)

2. Handling for Overnight session timeslots

The screenshot shows the 'Add Location/Session' dialog box from a hospital rostering software. The 'Location' tab is active, showing 'Location : D3' and 'Roster Planner : Lee Siu Man'. Below this, the 'Session' tab is active, showing 'Post : NO/APN RN EN', 'Session Name : N', 'Session Time : 23:00 - 08:00', 'Meal Hour : 60 mintues', '1st day Work Hour : 1.00 hours', and '2nd day Work Hour : 7.00 hours'. A callout box highlights the '1st day Work Hour' and '2nd day Work Hour' fields, noting that if the session is overnight, the work hour input box is split into two days. The system automatically calculates the second day's work hour.

- If session is overnight, then the work hour input box split into 1st day and 2nd day.
- System would calculate the 2nd day work hour automatically

OK Cancel

3.3 Duty Schedule – View of Roster Planner for Ward

HOSPITAL AUTHORITY

Roster Planner ▾ Lee Siu Man Support Logout

Project N18001 - Special honorarium in PMH Manpower Bal: 100

Available Resources

NO/APN

April Mok

CH WONG

June Ho

RN

CH WONG

Kandy Suen

MT Chan

Robynn Yung

Wendy Lee

EN

Kate Ng

Alice Chow

Doris Fung

Elaine Li



Add Location/Session

Aug 5 – 11, 2018

Week Month Save Publish

Location	Sun 08/5	Mon 08/6	Tue 08/7	Wed 08/8	Thu 08/9	Fri 08/10	Sat 08/11
D3	10 - 2pm(4)						
	11 - 7pm(7)						
	3 - 7pm(4)						

• Only One Ward is accessible for roster planner in Ward

3.4 – Duty Schedule – Apply SHS Sessions (Web version)

The screenshot shows a web-based duty scheduling interface for the Hospital Authority. The top navigation bar includes the logo, 'HOSPITAL AUTHORITY', and user options like 'Staff', 'CH WONG', 'Support', and 'Logout'. The main area is titled 'Department' with 'PMH - Medicine & Geriatrics' selected. A large blue arrow points from the left panel to the duty grid. The grid displays sessions from Sunday, Aug 5, to Saturday, Aug 11, 2018. The left panel, labeled 'Available Resources', lists staff members: 'NO/APN CH WONG' (highlighted with a red box), 'RN CH WONG', and a trash can icon. The duty grid shows assignments for session D3: '10 - 2pm(4)' on Aug 5 has 'CH WONG' assigned; '11 - 7pm(7)' and '3 - 7pm(4)' sessions have 'CH WONG' assigned. Session D7 is listed below D3, and session D8 is listed below D7.

Aug 5 – 11, 2018

Manpower Bal: 100

Week Month Save

Available Resources

NO/APN CH WONG
RN CH WONG

D3

10 - 2pm(4) CH WONG CH WONG

11 - 7pm(7)

3 - 7pm(4)

D7

D8

• Applicable rank of staff will be listed at the left panel.
• Staff will drag request to the target session

Weekly Duty Timeline

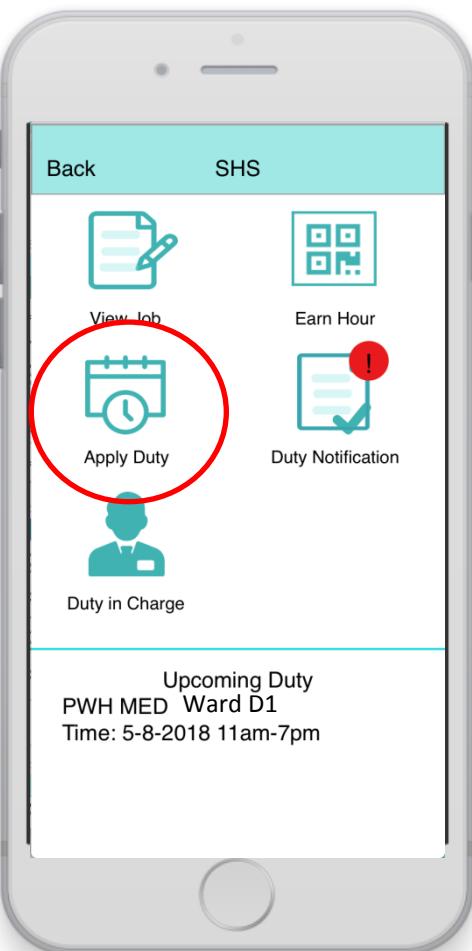
Dimension

- i. X-Axis : Date
- ii. Y- Axis: Ward and Duty Session

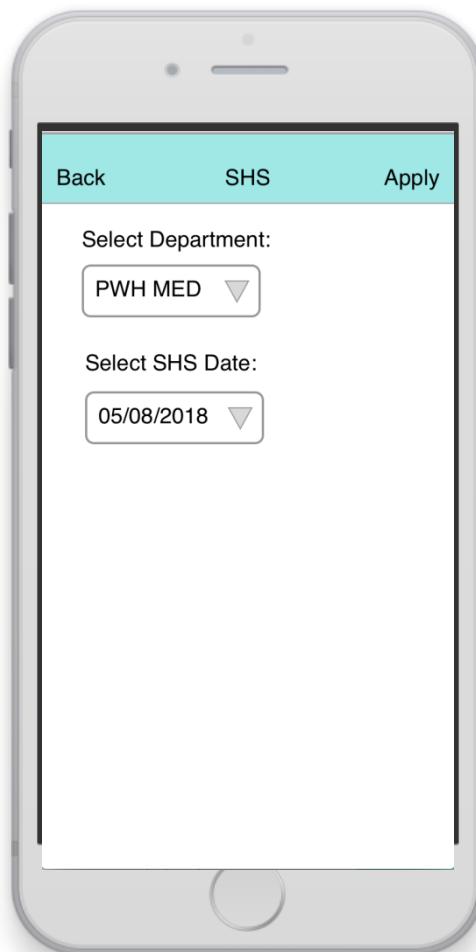
Prototype Link

> 3.4 – Duty Schedule – Apply SHS Sessions (Mobile Version – HR App)

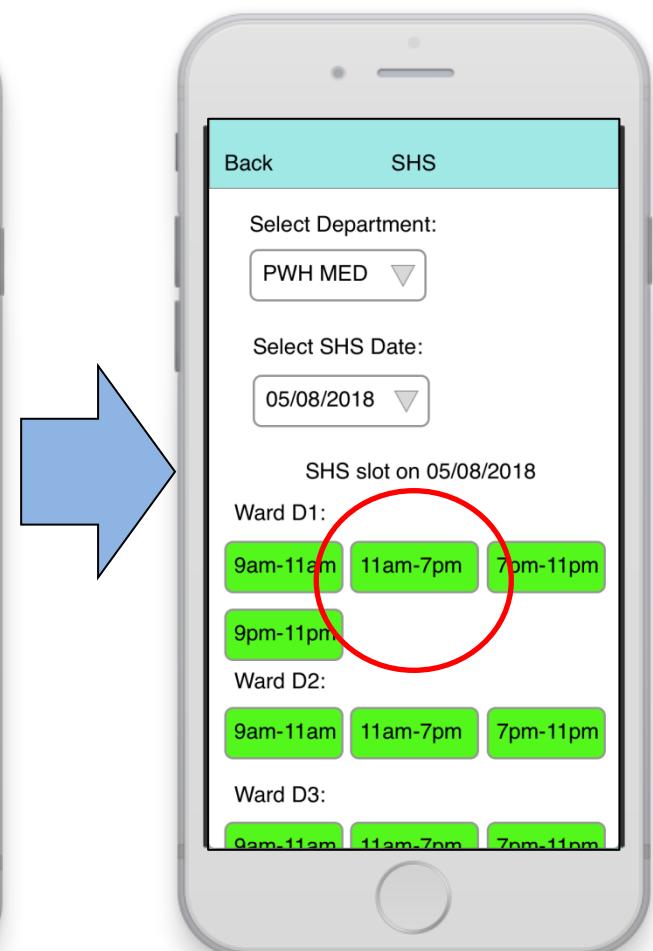
1. User can apply working session



2. Choose department and SHS date

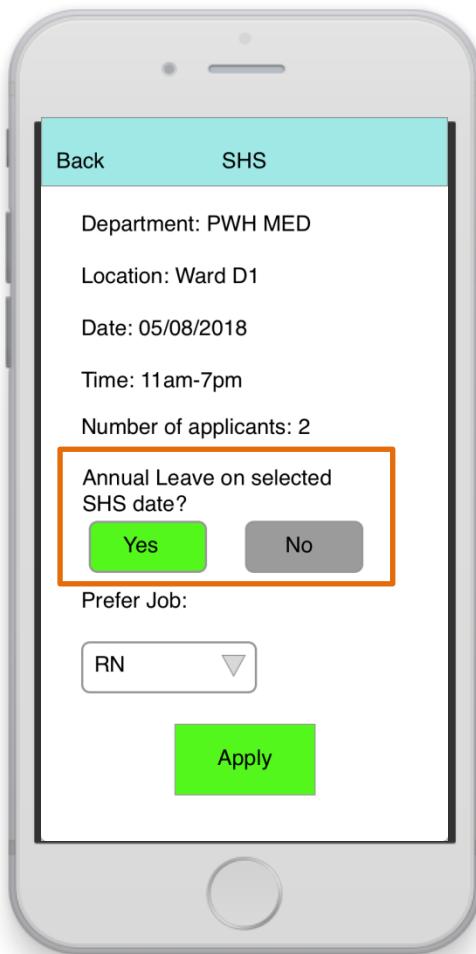


3. SHS sessions loaded, choose SHS session to apply

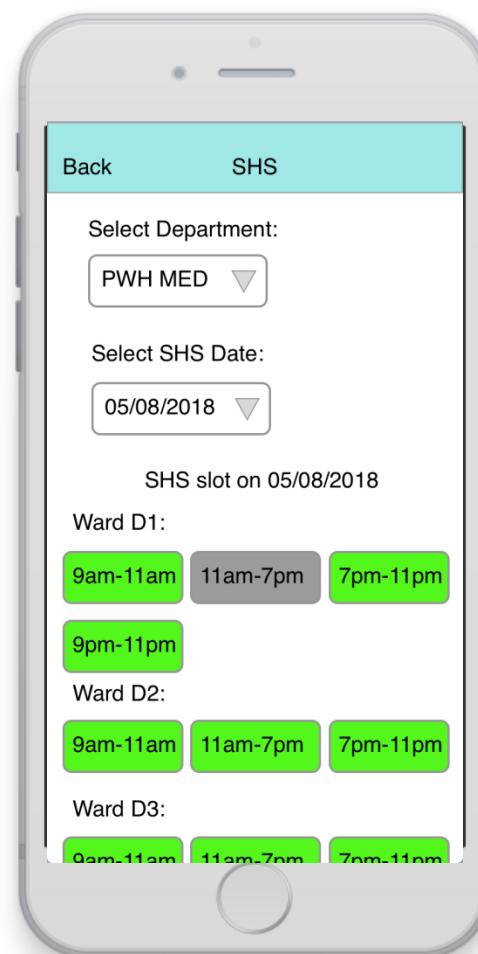


> 3.4 – Duty Schedule – Apply SHS Sessions (Mobile Version – HR App)

4. View SHS session details, indicates annual leave or not and select prefer job to apply



5. Session will be disabled after applied



3.5 – Duty Schedule – Roster Planner review SHS Sessions & resources

Project N18001 - Special honorarium in PMH

Manpower Bal: 100

Aug 5 – 11, 2018

Week Month Save Publish

Available Resources

NO/APN

- April Mok
- CH WONG
- June Ho
- RN
- CH WONG
- Kandy Suen
- MT Chan
- Robynn Yung
- Wendy Lee
- EN
- Kate Ng
- Alice Chow
- Doris Fung
- Elaine Li

NO/APN

10 - 2pm(4)

11 -

3 - 7

D3

D7

D8

10 - 2pm(4)

11 - 7pm(7)

3 - 7pm(4)

3 - 11pm(7)

11 - 7am(7)

10- 2pm(4)

11- 7pm(7)

3 - 7pm(4)

10 08/5 Mon 08/6 Tue 08/7 Wed 08/8 Thu 08/9 Fri 08/10 Sat 08/11

April Mok Robynn Yung Doris Fung
June Ho Kate Ng

June Ho MT Chan

CH WONG Elaine Li

Alice Chow April Mok

MT Chan

Elaine Li

• Recommended employees will be listed at the left panel.
• Schedule planner will drag the employee to the target session

Publish to inform staff

Weekly Duty Timeline

Dimension

- X-Axis : Date
- Y- Axis: Ward and Duty Session

Prototype Link



3.6 – Duty Schedule – Validate with SRS Duty

HOSPITAL AUTHORITY

Roster Planner • Calvin HO • Support • Logout

Project N18001 - Special honorarium in PM

Manpower Bal: 100

Available Resources

NO/APN

April Mok (highlighted with red box)

CH WONG

June Ho

RN

CH WONG

Kandy Suen

MT Chan

Robynn Yung

Wendy Lee

EN

Kate Ng

Alice Chow

Doris Fung

Elaine Li

Add Location/session

Aug 9 – 11, 2018

Week Month Save Publish

	Sun 08/5 AL	Mon 08/6 AL	Tue 08/7 A	Wed 08/8 SL	Thu 08/9 SL	Fri 08/10 A	Sat 08/11 P
D3	10 - 2pm(4) 11 - 7pm(7) 3 - 7pm(4)			April Mok Robynn Yung Doris Fung June Ho Kate Ng			
D7	10- 2pm(4) 11- 7pm(7) 3 - 7pm(4) 3 - 11pm(7)	MT Chan	June Ho Elaine Li	MT Chan			
D8	10- 2pm(4) 11- 7pm(7) 3 - 7pm(4)	Alice Chow MT Chan			April Mok		

• When the employee is selected , his/her SRS duty and leave would be shown at header.

• Validation to check leave against SHS duty

Weekly Duty Timeline

Dimension

- i. X-Axis : Date
- ii. Y- Axis: Ward and Duty Session

Prototype Link

> 3.7 – Duty Schedule – Roster Planner Publish SHS Duty

Project N18001 - Special honorarium in PMH ▾

Manpower Bal: 100

Available Resources
NO/APN
April Mok
CH WONG
June Ho
RN
CH WONG
Kandy Suen
MT Chan
Robynn Yung
Wendy Lee
EN
Kate Ng
Alice Chow
Doris Fung
Elaine Li

Aug 5 – 11, 2018

Week Month Save **Publish**

The SHS duty in following period will be published:

Period
From 2018-08-05
To 2018-08-11

Publish Cancel

Publish to inform staff

• Confirmation form to ask schedule planner to confirm the publish period

Prototype Link

Manpower Bal: 100

Aug 5 – 11, 2018

Week Month Save **Publish**

The SHS duty in following period will be published:

Period
From 2018-08-05
To 2018-08-11

Publish Cancel

Publish to inform staff

• Confirmation form to ask schedule planner to confirm the publish period

Prototype Link



3.7 – Duty Schedule – Roster Planner Publish SHS Duty

Project N18001 - Special honorarium in PMH

Manpower Bal: 100

Available Resources

NO/APN

April Mok ✓

CH WONG ✓

June Ho ✓

RN

CH WONG ✓

Kandy Suen ✓

MT Chan

Robynn Yung

Wendy Lee

EN

Kate Ng

Alice Chow ✓

Doris Fung ✓

Elaine Li



< > Add Location/Session

Aug 5 – 11, 2018

Week Month

Save

Publish

Location Sun 08/5 Mon 08/6 Tue 08/7 Wed 08/8 Thu 08/9 Fri 08/10 Sat 08/11

▼ D3

10 - 2pm(4)

April Mok Robynn Yung Doris Fung
June Ho Kate Ng

▼ D4

10- 2pm(4)

MT Chan

11- 7pm(7)

June Ho

3 - 7pm(4)

MT Chan

3 - 11pm(7)

CH WON

Elaine Li

11 - 7am(7)

▼ D8

10- 2pm(4)

Alice Cho

April Mok

11- 7pm(7)

MT Chan

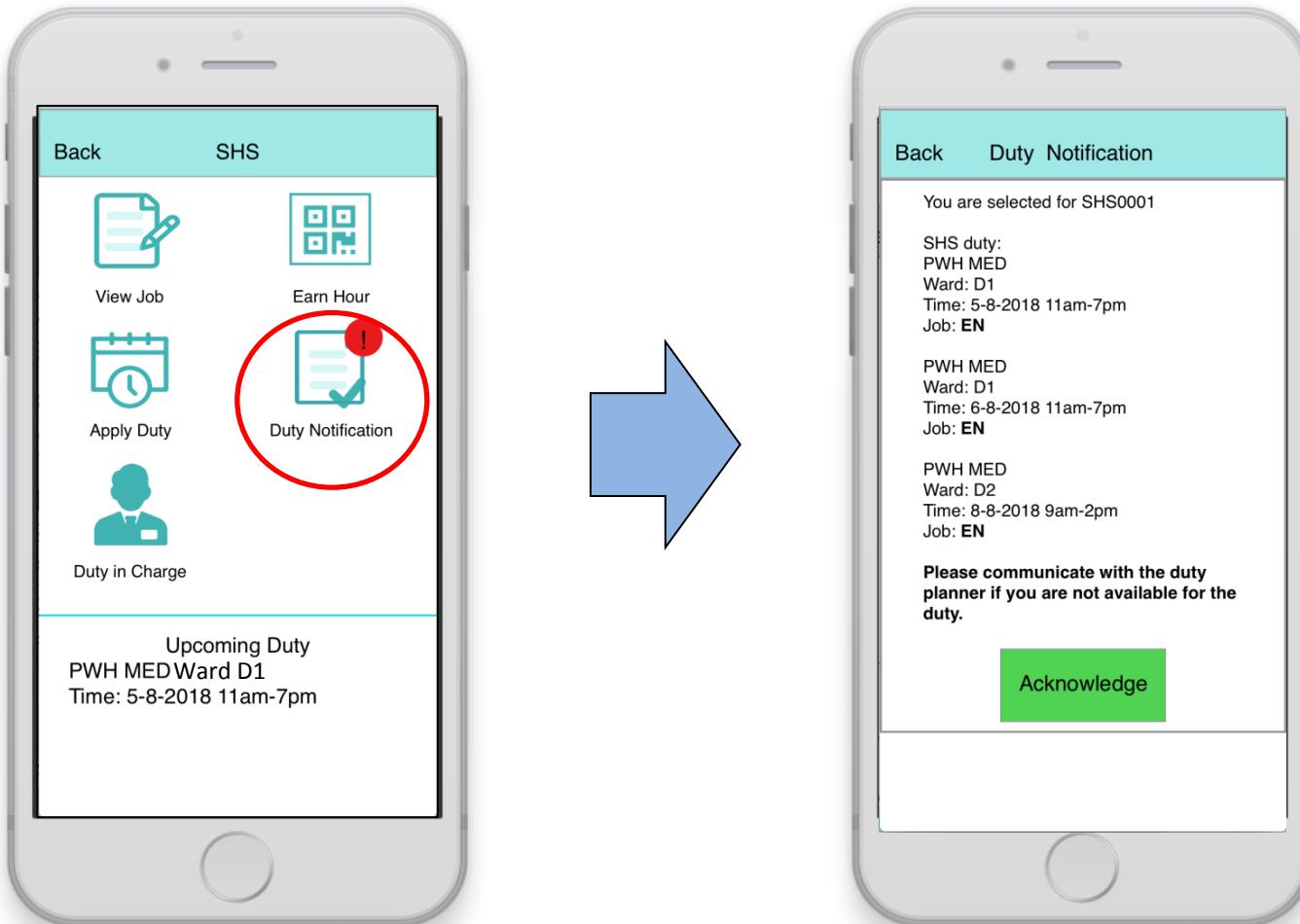
3 - 7pm(4)

- Tick would be shown when acknowledgement is received by staff.

Publish button is disabled after publishing



3.8 – Staff receive Duty notification and acknowledge SHS Duty



Attendance Taking



3.2 – Attendance – Signature by Duty In Charge

Project N18001 - Special honorarium in PMH

Manpower Bal: 100

Date 2018-08-05

	Name	SHS Job	Employee No.	SHS Detail				Confirm In		Confirm Out		Update by	Action	Absent
				From	Meal	To	Wk Hr	IC	Staff	IC	Staff			
<input type="checkbox"/>	CH WONG	NO	526456	15:00	30	23:00	6.50	CTH486 2018-08-05 14:52	CHW846 2018-08-05 14:52	LSC768 2018-08-05 23:05	CHW846 2018-08-05 23:05	CTH486 2018-08-20 10:10	Under Processing	Absent
<input type="checkbox"/>	June Ho	NO	123456	15:00	45	19:00	3.25	CTH486 2018-08-05 14:51	HYY766 2018-08-05 14:50	LSC768 2018-08-05 19:01	HYY766 2018-08-05 19:01		Update	Absent
<input type="checkbox"/>	MT Chan	RN	626456	11:00	30	19:00	6.50	CTH486 2018-08-05 10:53	CTM485 2018-08-05 10:53	2018-08-20 10:10 2018-08-05	CTM485 2018-08-05 19:03	CTH486 2018-08-20 10:10	Update	Absent
<input type="checkbox"/>	Alice Chow	EN	446456	10:00	30	14:00	3.50	Confirm	Confirm	Confirm	Confirm			
<input type="checkbox"/>	Elaine Li	EN	326456	15:00	30	23:00	6.50	CTH486 2018-08-05 14:46	LPM753 2018-08-05 14:45	Confirm	Confirm			Absent

[Confirm In](#) [Confirm Out](#)



Prototype Link

> 3.8 – 3 modes of Attendance Taking

HR App



Web



Manual



Mobile to mobile

- Staff scan 2D Barcode from I/C mobile

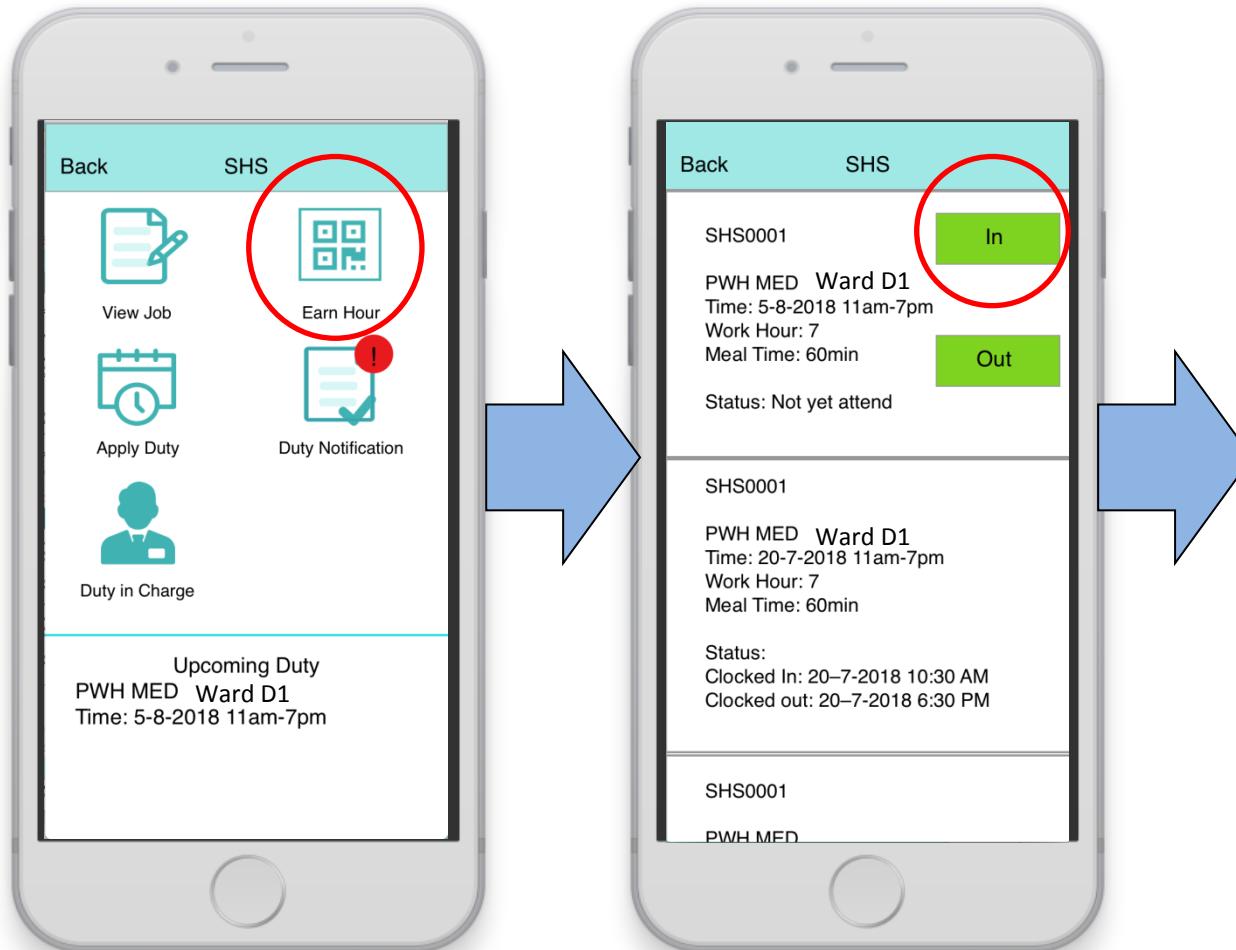
Web to mobile

- Both staff and I/C confirm

Manual input in web

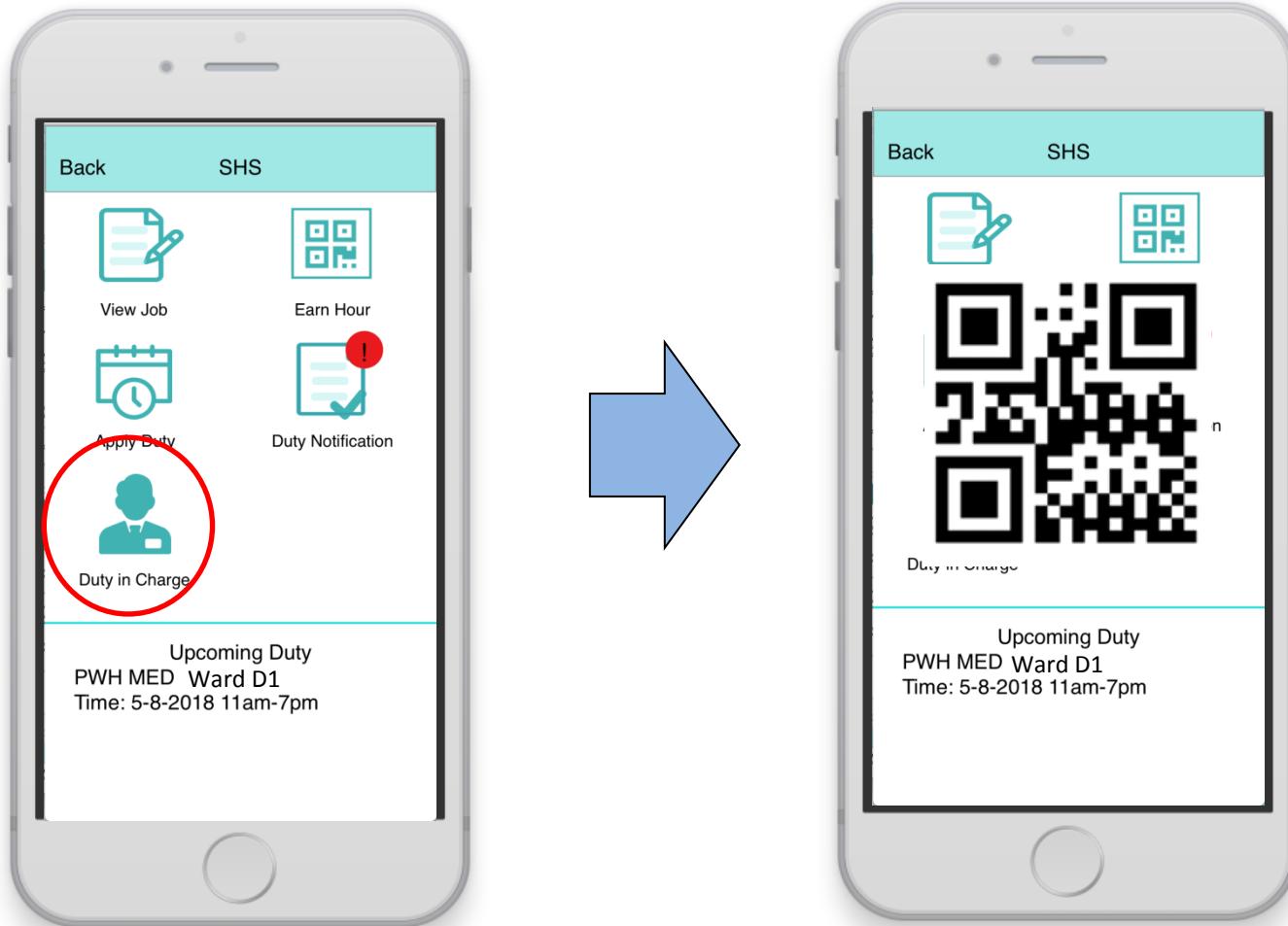
- I/C update web version afterwards

3.8 – Attendance – Staff take attendance when start SHS session (= staff signature)



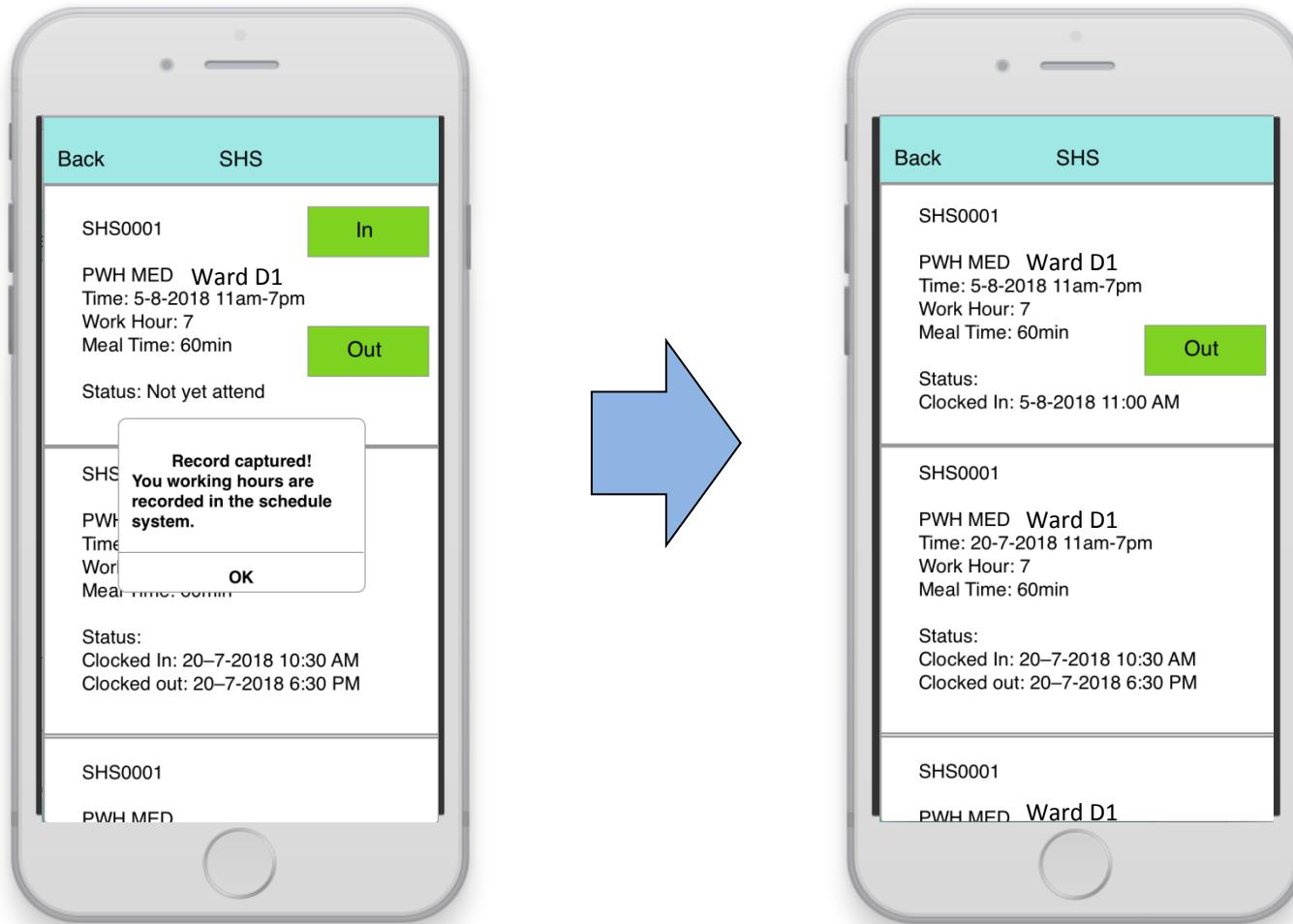
Scan Duty In Charge's QR code to take attendance in

3.8 – Attendance – Duty In Charge open QR code for Colleague to scan (= Duty In Charge signature)

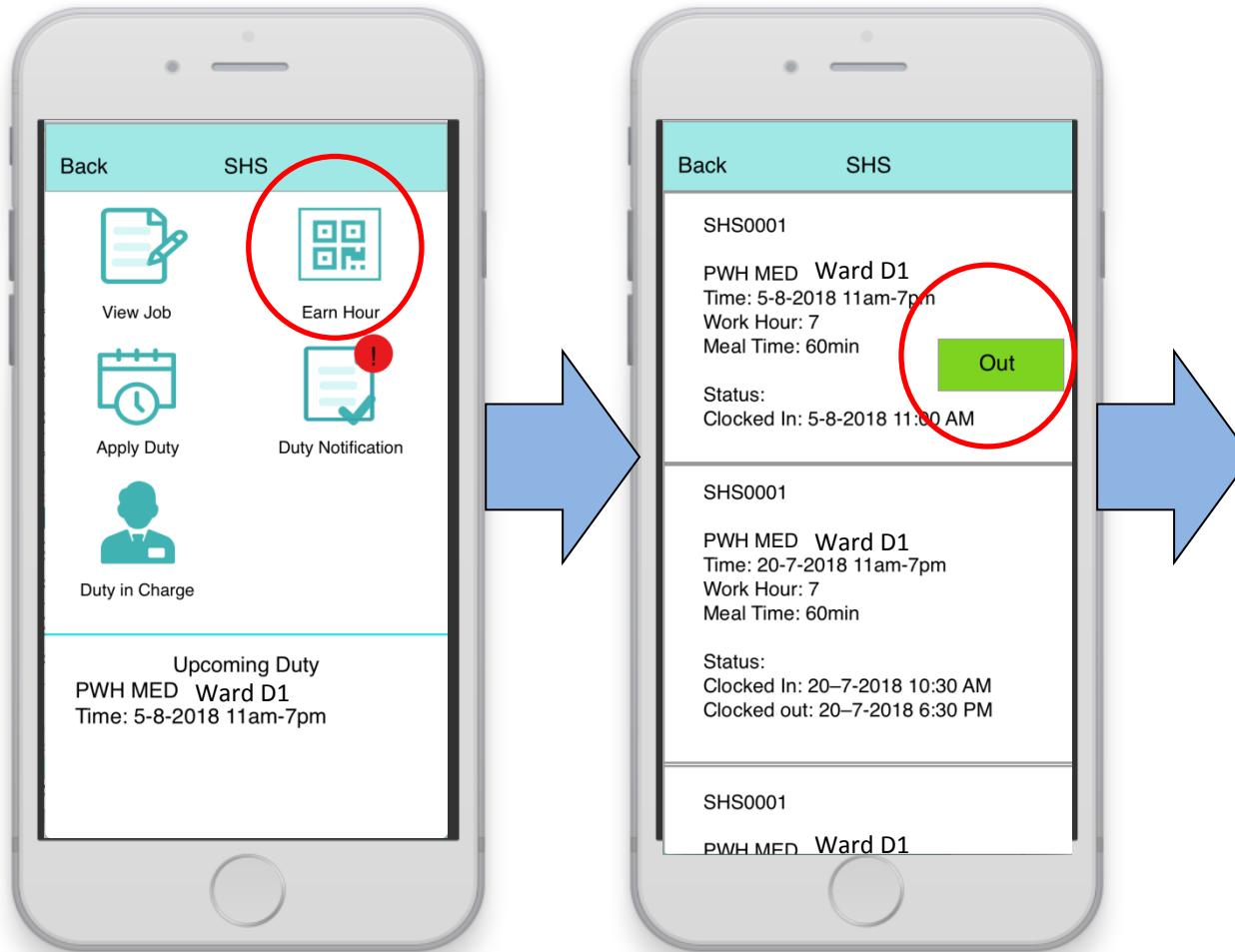




3.8 – Attendance – Attendance taken(in) (= Staff + Duty In Charge signature)

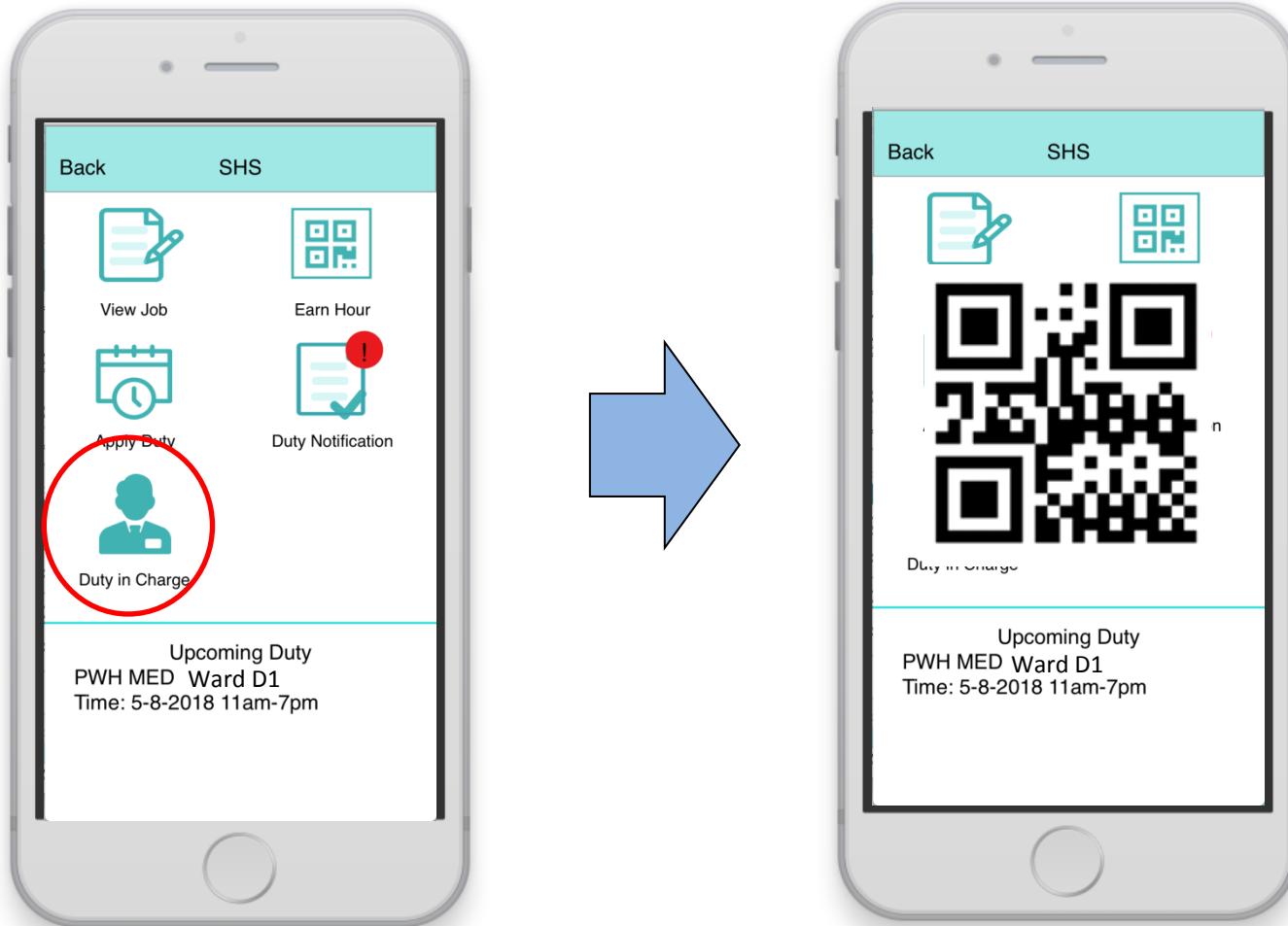


> 3.2 – Attendance – Staff take attendance when end SHS session (= staff signature)

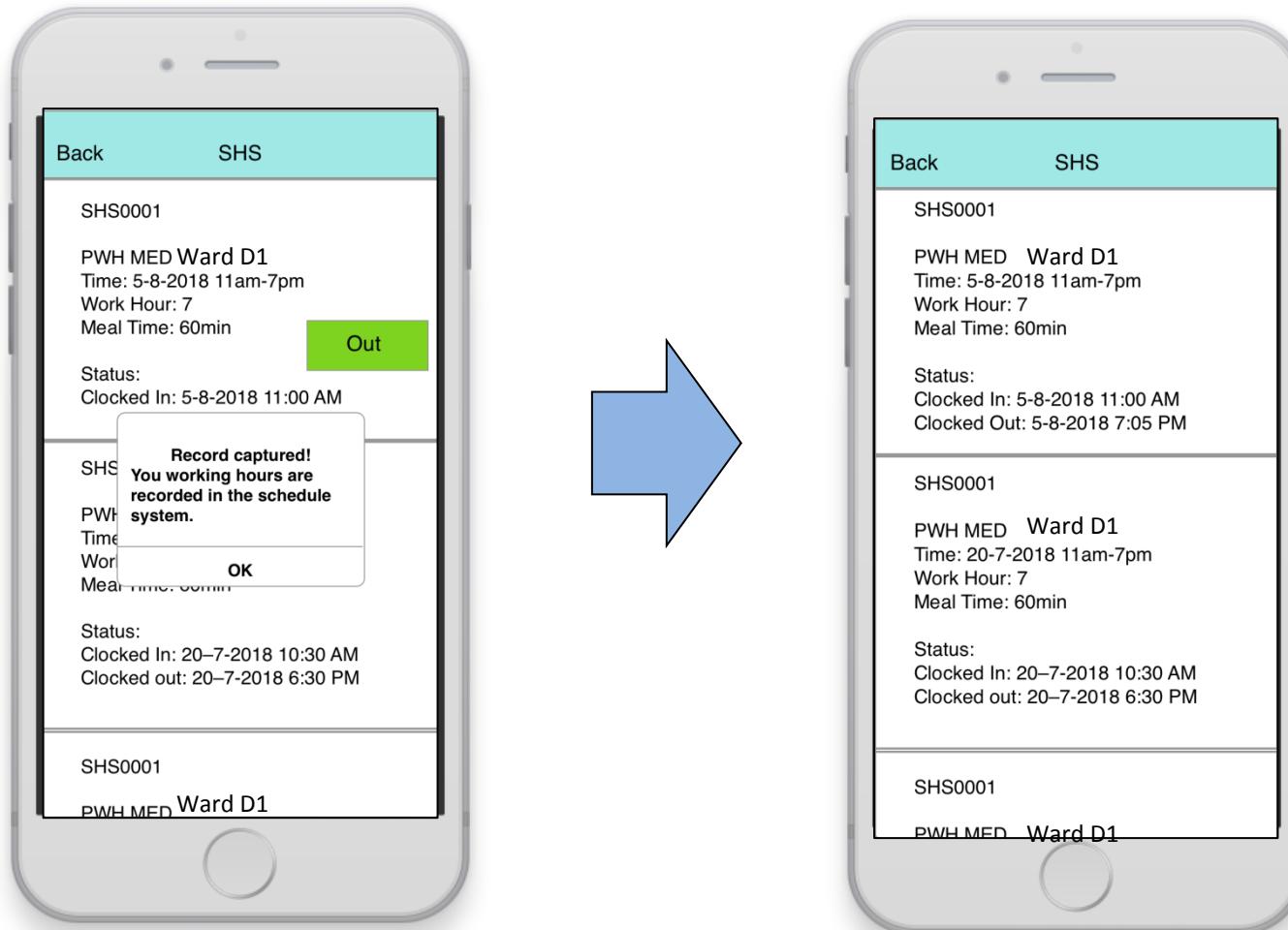


Scan Duty In Charge's QR code to take attendance out

3.8 – Attendance – Duty In Charge open QR code for Colleague to scan (= Duty In Charge signature)



> 3.8 – Attendance – Attendance taken(out) (= Staff + Duty In Charge signature)



3.9 – Attendance – Further update

Project N18001 - Special honorarium in PMH

Manpower Bal: 100

Date 2018-08-05

	Name	SHS Job	Employee No.	SHS Detail				Confirm In		Confirm Out		Update by	Action	Absent
				From	Meal	To	Wk Hr	IC	Staff	IC	Staff			
<input type="checkbox"/>	CH WONG	NO	526456	15:00	30	23:00	6.50	CTH486 2018-08-05 14:52	CHW846 2018-08-05 14:52	LSC768 2018-08-05 23:05	CHW846 2018-08-05 23:05	CTH486 2018-08-20 10:10	Under Processing	Absent
<input type="checkbox"/>	June Ho	NO	123456	15:00	45	19:00	3.25	CTH486 2018-08-05 14:51	HYY766 2018-08-05 14:50	LSC768 2018-08-05 19:01	HYY766 2018-08-05 19:01			Absent
<input type="checkbox"/>	MT Chan	RN	626456	11:00	30	19:00	6.50	CTH486 2018-08-05 10:53	CTM485 2018-08-05 10:53	2018-08-20 10:10 2018-08-05	CTM485 2018-08-05 19:03	CTH486 2018-08-20 10:10		Absent
<input type="checkbox"/>	Alice Chow	EN	446456	10:00	30	14:00	3.50						Update	Absent
<input type="checkbox"/>	Elaine Li	EN	326456	15:00	30	23:00	6.50	CTH486 2018-08-05 14:46	LPM753 2018-08-05 14:45				Update	Absent

Confirm In Confirm Out



- Confirmed records are locked

- IC can unlock the record for further update
- A dialog would pop-up for entry remark

Prototype Link

> 3.4 – Duty Status

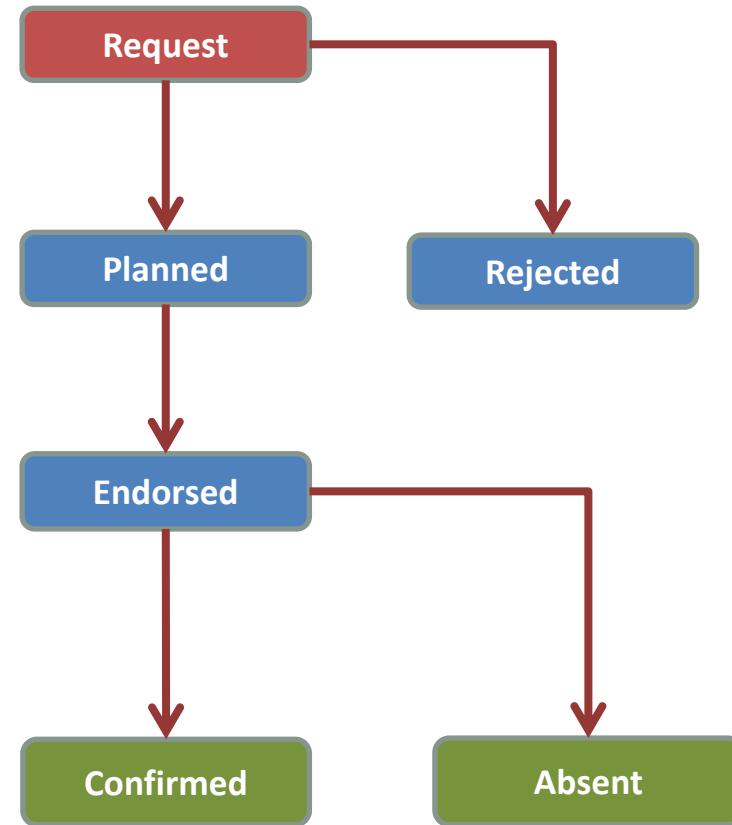
Staff



Roster Planner



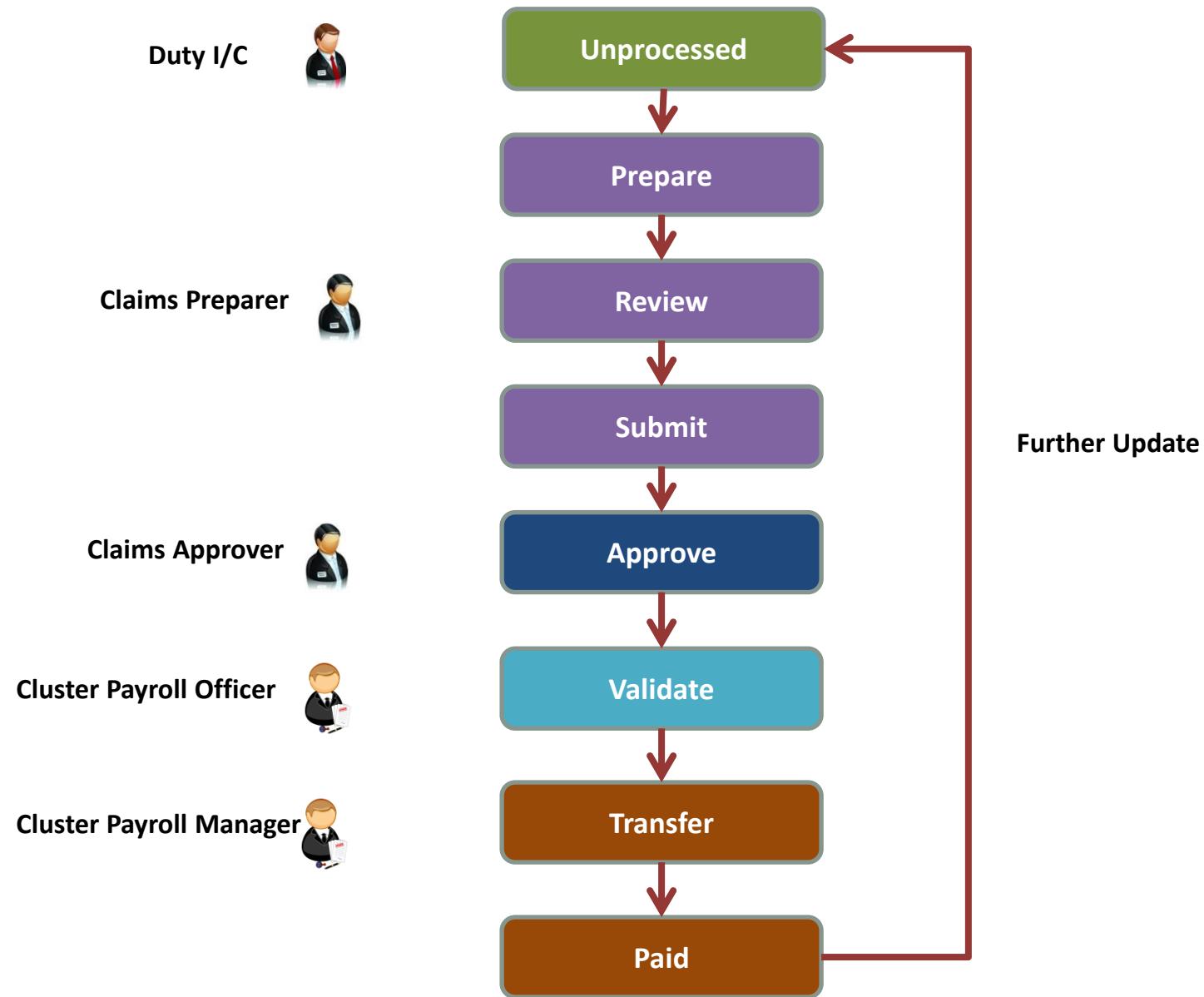
Duty I/C



Legends

- Able to edit before request deadline
- Able to edit before the end of working day
- Able for further update

3.4 – Attendance Status



Claims Submission & Approval

4.1 – Claim Overview

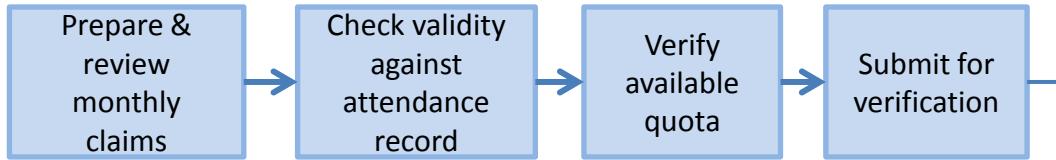
Department Roles

1. Claims Preparer
2. Claims Approver – Project Owner (HoD/U)

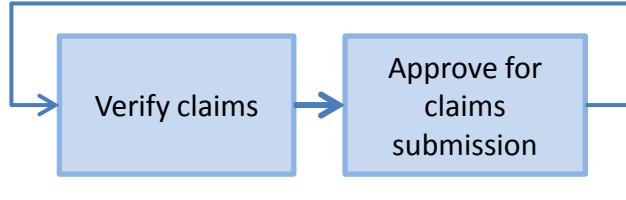
Cluster HR / FIN Roles

1. Cluster HR / FIN (HCM Cluster Payroll Officer)
1. Cluster HR / FIN (HCM Cluster Payroll Manager)

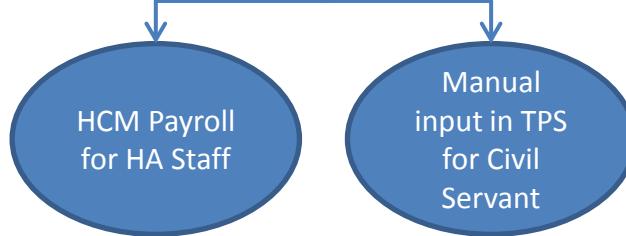
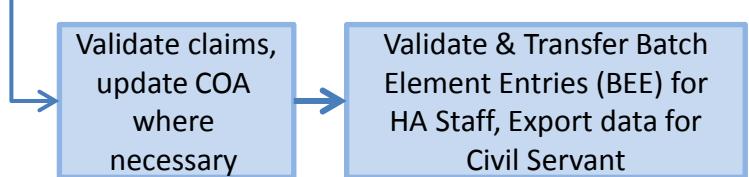
Claims Preparer



Claims Approver



Cluster HR / Fin
(HCM Cluster Payroll Officer / Manager)



System Integration Points

Data Fields to HCM

- BEE Batches with COA

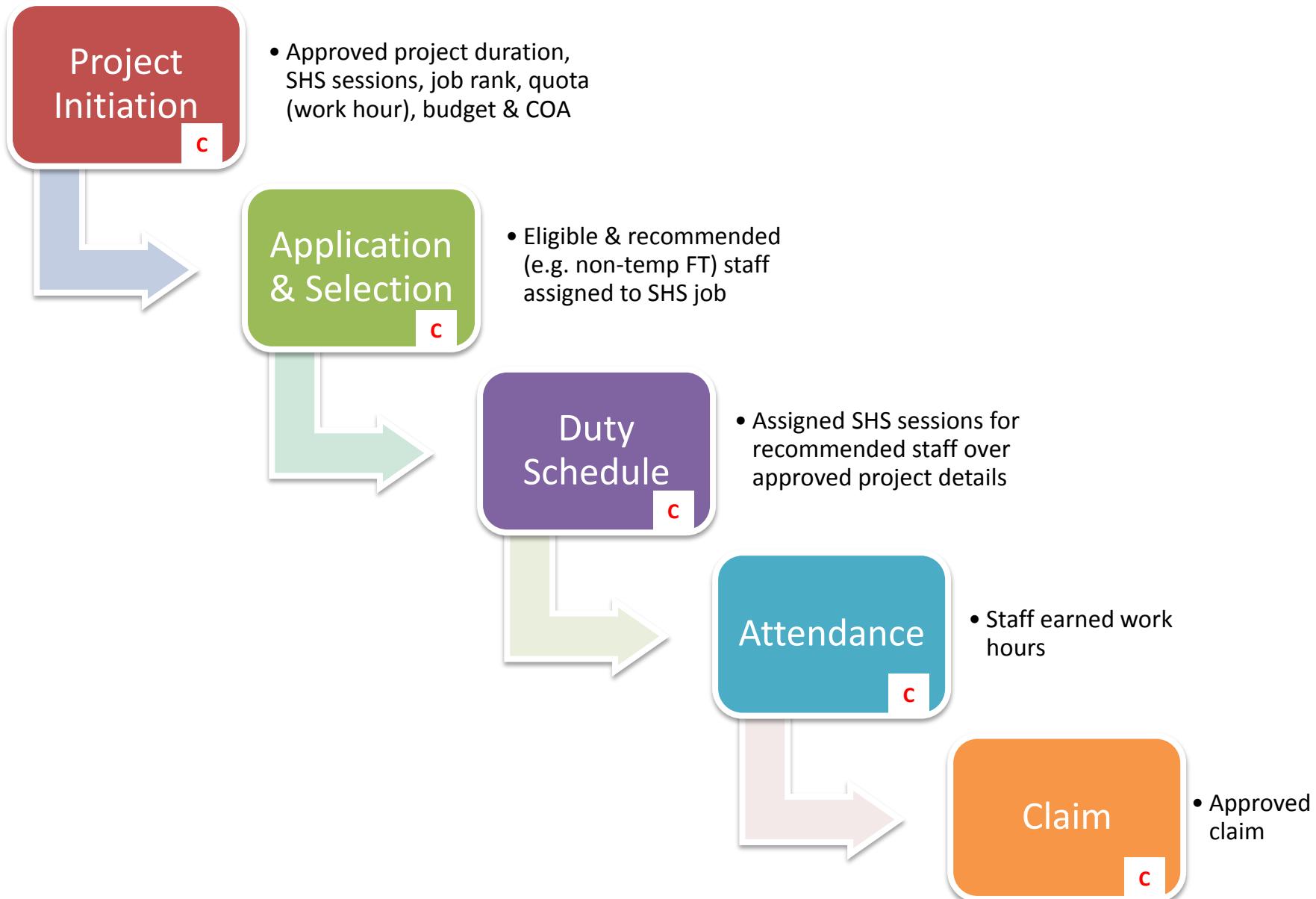
Data Fields from HCM

- HA Payroll / CS Payroll

 ***4.1 – Claim Overview – Pre-payment Control***

1. Ensure all claimant are the recommended applicants and attended SHS session(s) of approved SHS Project
2. Ensure total no. of work hours claimed \leq the total no. of approved work hours
3. Monitor claimed hours < threshold e.g. 80% of approved hours

4.1 – Claim Overview – Pre-payment Control



> 4.1 – Claim Preparation

≡ HOSPITAL AUTHORITY

Claim Preparer

Home

KO, XX M018511

Logout

Claim

- Prepare Claim 
- Approve Claim 
- Review Claim 
- Validate & Transfer BEE 

Claim



Prepare
Claim



Approve
Claim



Review
Claim



Validate &
Transfer BEE

Prepare Claim Request

Request(s) to follow up

Show 10 entries

Search:

Claim ID	SHS Project / No.	Hospital / Dept	Job(s)	O/S Claim as of month	Last update date	Status	Total	Approved	On-hold	Action

Showing 0 to 0 of 0 entries

Previous

Next

4.1 – Claim Preparation

HOSPITAL AUTHORITY

Claim Preparer

Home

KO, XX M018511

Logout

Claim

- Prepare Claim 
- Approve Claim 
- Review Claim 
- Validate & Transfer BEE 

Claim



Prepare
Claim



Approve
Claim



Review
Claim



Validate &
Transfer BEE

SHS Project / No.:	SHS12345 - To enhance medical manpower support		
Hospital / Department:	PYN - Medicine & Geriatrics	Work Location:	
Job(s):	Resident AC	Project Duration:	09/2018 – 03/2019
O/S Claim as of month:	09/2018	Available Work Hours:	1322

Upload

View

Reset



O/S Claim as of month:

All outstanding Claim records (include adjustment of work hours in attendance module) up to month e.g. Sep 2018

Steps:

1. Select the parameters SHS project no., Hospital/Department, Work Location (e.g. Ward), Job(s), etc.
2. Click '**Upload**' button to upload claim records e.g. work hours.
3. Click '**View**' button to check the uploaded claim records.
4. Click '**Reset**' button to clear all selected parameter values.

Note: After Phase 2 implementation, the claim data can be defaulted from Attendance module by one click.

4.1 – Claim Preparation

Claim



All O/S Claim records re: adjustment of work hours in attendance up to month e.g. Sep 2018 should be shown in color with 'Remarks' which captured in attendance.

SHS Project / No.:	SHS12345 - To enhance medical manpower support		
Hospital / Department:	PYN - Medicine & Geriatrics	Work Location:	<input type="button" value="▼"/>
Job(s):	<input checked="" type="checkbox"/> Resident <input type="checkbox"/> AC	Project Duration:	09/2018 – 03/2019
O/S Claim as of month:	09/2018	Available Work Hours:	1322
			<input type="button" value="Check Quota"/>

Not eligible to
update work hours

Status:

1. 'S' – Selected Record for Approval
 2. 'Blank' – Unselected (On-hold) Record



Claim Preparer to review claim record details and select employee for Claim Approval. The claim record can be unselected if on-hold is required.

Quit

Save

Submit

4.1 – Claim Preparation

HOSPITAL AUTHORITY

Claim Preparer

Logout

Claim

Include attended work hours & scheduled work hours in duty roster but not yet attended.

Work Hours Utilization						
Project no	Hosp.	Dept.	Job(s)	Approved Work Hours	Used Work Hours	Available Work Hours
SHS1234	PYN	Medicine & Geriatrics	Resident, AC	1400	78	1322
SHS1234	PYN	Medicine & Geriatrics	RN	200	160	40

Note: Color in RED means Claimed Work Hours >= Predefine Threshold [80%]

[Close](#)

	KCC	KWH	123000	Lee Siu Ming	AC	Resident	CS				
<input checked="" type="checkbox"/>	KCC	KWH	123000	Lee Siu Ming	AC	Resident	CS				



Claim Preparer to review claim details and select employee for claim before submission to Claim Approver.

Not eligible to update work hours

[Save](#)

[Submit](#)

> 4.1 – Claim Preparation

HOSPITAL AUTHORITY

Claim Preparer

Home

KO, XX M018511

Logout

Claim



Prepare
Claim



Approve
Claim



Review
Claim



BEE Validate
& Transfer

SHS Project / No.	SHS12345 - To enhance medical manpower support
Hospital / Department	PYN - Medicine & Geriatric
Rank Group	Resident, AC
Claim Period	09/2018

	Status	Cluster	Hospital	Employee no.	Name	Staff Rank
				Example		
<input checked="" type="checkbox"/>	HEC	PYN	123456	Chan Tai Man	AC	
<input checked="" type="checkbox"/>	KCC	KWH	123000	Lee Siu Ming	AC	
<input checked="" type="checkbox"/>	HEC	PYN	234567	Wong Yee Man	Resident	

Disclaimer X

I certify that the above officers are eligible to claim Special Honorarium under the authorized quota and the service hours have been checked against the attendance record.

Yes

No

update work hours

Claim Preparer to review claim details and select employee for claim before submission to Claim Approver.

/2018 – 03/2019

1370

Check Quota

Section: 9999999 Analytical: 99999

	0	21	22	23	24	25	26	27	28	29	30	31	Total no. of hours worked
					4	3			8				15
					4	4							8
					4								4

Save

Submit

4.1 – Claim Preparation

Send Notification

Logout

To: Albert YAU, HEC COS

CC:

Subject: <eClaim> SHS12345 – Request to follow up Claim request – 09/2018

Content: Dear Claim Approver,

There is a new Claim request submitted for your follow up action:

Project: SHS12345 - To enhance medical manpower support

Hospital - Department: PYN - Medicine & Geriatrics

Jobs: Resident, AC

Period: September-2018

Submitted By: Stella Yip, HEC Cleck I

Submission Date: 15/09/2018 15:32:12

Please click [here](#) to follow up Claim request

Supplement:

no. of
hours
worked

15

8

4

27

MIT

Send

Cancel

Proposal: An approved adjustment in Attendance should be done firstly. All changes would be captured and go through Claim Approval process again.

4.2 – Claim Request Pending for Approval

HOSPITAL AUTHORITY

Claim Approver

Home

KO, XX M018511

Logout

Claim



Prepare
Claim

>>



Approve
Claim

>>



Review
Claim

>>



Validate &
Transfer BEE

Request(s) to follow up

Show 10 entries

Search:

Claim ID	SHS Project / No.	Hospital / Dept	Job(s)	O/S Claim as of month	Last update date	Status	Total	Approved	On-hold	Action
CM123456	SHS12345 - To enhance medical manpower support	PYN - Medicine & Geriatrics	Resident, AC	September 2018	20/09/2018	Pending Approval	4	0	1	

Showing 1 to 1 of 1 entries

Click the action icon to open the claim details



4.2 – *Claim Approval*



HOSPITAL AUTHORITY



Claim Approver



👤 KO. XX M018511



Claim



SHS Project / No.:	SHS12345 - To enhance medical manpower support	Claim ID.	CM123456
Hospital / Department:	PYN - Medicine & Geriatrics	Work Location:	
Job(s):	Resident AC	Project Duration:	09/2018 – 03/2019
O/S Claim as of month:	09/2018	Available Work Hours:	1322

Records are
read-only



Claim Approver to approve claim records before submission to FIN for further validation.

Quit

Return for Correction

Approve

	For Approval		
Total	Selected	On-hold	
4	3	1	

4.2 – Claim Approval – Return to Claim Preparer

Send Notification

Logout

To: Stella Yip, HEC Cleck I

CC:

Subject: <eClaim> SHS12345 – Returned Claim request – 09/2018

Content: Dear Claim Preparer,

The below Claim request is returned for your follow up action:

Project: SHS12345 - To enhance medical manpower support

Hospital - Department: PYN - Medicine & Geriatrics

Rank: Resident, AC

Period: September-2018

Submitted By: Albert YAU, HEC COS

Submission Date: 15/09/2018 15:32:12

Please click [here](#) to follow up Claim request

Supplement:

Send

Cancel

4.2 – Claim Approval

HOSPITAL AUTHORITY

HCM Claim Approver

Home

KO, XX M018511

Logout

Claim



SHS Project / No. SHS12345 - To enhance medical manpower support

Hospital / Department PYN - Medicine & Geriatric

Rank Group Resident, AC

Claim Period 09/2018

	Status	Cluster	Hospital	Employee no.	Name	Staff Ran
Example						
S	HEC	PYN	123456	Chan Tai Man	AC	
S	KCC	KWH	123000	Lee Siu Ming	AC	
S	HEC	PYN	125456	Tse Chun Yin	Reside	
	HEC	PYN	234567	Wong Yee Man	AC	

Disclaimer



I certify that the allowance payment complies with the internal control procedures and funds for the payments are contained within PE budget.

Yes

No

Claim ID. CM123456

09/2018 – 03/2019

1342

Check Quota

	0	21	22	23	24	25	26	27	28	29	30	31	Total no. hours worked
					4	3			8				15
						4	4						8
		3	2										5
					4								4
Grand total:													28

For Approval		
Total	Selected	On-hold
4	3	1

Quit

Return

Approve

Claim Approver to approve claim records before submission to FIN for further validation.





4.2 – Claim Approval

Send Notification

[Logout](#)

To: Angel YU, HEC FM (FIN)

CC:

Subject: <eClaim> SHS12345 – Request to follow up Claim request – 09/2018

Content: Dear Payroll Officer,

There is a new Claim request submitted for your follow up action:

Project: SHS12345 - To enhance medical manpower support

Hospital - Department: PYN - Medicine & Geriatrics

Rank: Resident, AC

Period: September-2018

Submitted By: Albert YAU, HEC COS

Submission Date: 15/09/2018 20:22:53

Please click [here](#) to follow up Claim request

Supplement:

no. of
hours
worked

15

8

4

27

MIT

Send

Cancel

Proposal: An approved adjustment in Attendance should be done firstly. All changes would be captured and go through Claim Approval process again.

> 4.3 – HCM Cluster Payroll Officer – Review Claim and Prepare BEE – HA Payroll

HOSPITAL AUTHORITY

Cluster Payroll Officer

Home

KO, XX M018511

Logout

Claim



Prepare
Claim



Approve
Claim



Review
Claim



Validate &
Transfer BEE

Request(s) to follow up

Show 10 entries

Refresh Data

Search:

Claim ID	SHS Project / No.	Hospital / Dept	Job(s)	O/S Claim as of month	Last update date	Status	Total	Approved	On-hold	HA Payroll	CS Payroll	Reviewed	Pending Transfer	Transferred	Details	Action
CM123456	SHS12345 - To enhance medical manpower support	PYN - Medicine & Geriatrics	Resident, AC	September 2018	20/09/2018	Pending Review	4	3	1	2	1	0	0	0		

Showing 1 to 1 of 1 entries

Previous

Next

4.3 – HCM Cluster Payroll Officer – Review Claim and Prepare BEE – HA Payroll

Claim



SHS Project / No.:	SHS12345 - To enhance medical manpower support		
Hospital / Department:	PYN - Medicine & Geriatrics	Work Location:	
Job(s):	<input type="checkbox"/> Resident <input type="checkbox"/> AC	Project Duration:	09/2018 – 03/2019
O/S Claim as of month:	09/2018	Available Work Hours:	1322
Payroll:	HA Payroll		Check Quota

Status	Cluster	Hosp.	Emp. no.	Name	Staff Rank	SHS Job Rank	Work Location	COA	HA/CS Payroll	Month	Date / No. of hours worked												Total no. of hours worked						
											1	2	3	4	5	6	7	8	9	23	24	25	26	27	28	29	30	31	
				Example																									
<input checked="" type="checkbox"/>	A	HEC	PYN	123456	Chan Tai Man	AC	AC		999.99.999999.99999	HA																	15		
<input checked="" type="checkbox"/>	A	HEC	PYN	125456	Tse Chun Yin	Resident	Resident		999.99.999999.99999	HA																	5		
																												Grand total:	20

Eligible to select employee

Eligible to select
COA defined in
Project Initiation

Default COA
which defined in
Project Initiation

Status:
‘A’ – Approved Record

For Validate & Transfer BEE		
Total	Selected	On-hold
2	2	0

Quit

Save

Submit

4.3 – HCM Cluster Payroll Manager – Validate & Transfer BEE – HA Payroll

HOSPITAL AUTHORITY

Cluster Payroll Manager

Home

KO, XX M018511

Logout

Claim



Prepare
Claim



Approve
Claim



Review
Claim



Validate &
Transfer BEE

Request(s) to follow up

Show 10 entries

Refresh Data

Search:

Claim ID	SHS Project / No.	Hospital / Dept	Job(s)	O/S Claim as of month	Last update date	Status	Total	Approved	On-hold	HA Payroll	CS Payroll	Reviewed	Pending Transfer	Transferred	Details	Action
CM123456	SHS12345 - To enhance medical manpower support	PYN - Medicine & Geriatrics	Resident, AC	September 2018	20/09/2018	Pending Transfer	4	3	1	2	1	2	0	0		

Showing 1 to 1 of 1 entries

Click the action icon to review BEE



4.3 – HCM Cluster Payroll Manager – Validate & Transfer BEE – HA Payroll



HOSPITAL AUTHORITY



Cluster Payroll Manager



KO. XX M018511



Claim



SHS Project / No.:	SHS12345 - To enhance medical manpower support		
Hospital / Department:	PYN - Medicine & Geriatrics	Work Location:	
Job(s):	<input checked="" type="checkbox"/> Resident <input type="checkbox"/> AC	Project Duration:	09/2018 – 03/2019
O/S Claim as of month:	09/2018	Available Work Hours:	1322
Payroll:	HA Payroll		Check Quota

Records are
read-only

Status:
‘R’ – Reviewed

Validate & Transfer

Total	Selected	On-hold
2	2	0

Quit

4.3 – HCM Cluster Payroll Manager – Validate & Transfer BEE – HA Payroll

≡  HOSPITAL AUTHORITY

 Cluster Payroll Manager

 Home

 KO, XX M018511

 Logout

Claim



Request(s) to follow up

Show 10 entries Refresh Data

Claim ID	SHS Project / No.	Hospital / Dept
CM123456	SHS12345 - To enhance medical manpower support	PYN - Medicin Geriatrics

Validate and Transfer BEE

Process is submitted to generate BEE for validate and transfer.
Please click 'Refresh Data' button to check the status.

OK

Search:

Reviewed	Pending Transfer	Transferred	Details	Action
2	0	0	 	

Showing 1 to 1 of 1 entries

Previous

Next

4.3 – HCM Cluster Payroll Manager – Validate & Transfer BEE – HA Payroll

HOSPITAL AUTHORITY

Cluster Payroll Manager

Home

KO, XX M018511

Logout

Claim



Prepare
Claim



Approve
Claim



Review
Claim



Validate &
Transfer BEE

Request(s) to follow up

Show

10

entries

Refresh Data

Search:

Claim ID	SHS Project / No.	Hospital / Dept	Job(s)	O/S Claim as of month	Last update date	Status	Total	Approved	On-hold	HA Payroll	CS Payroll	Reviewed	Pending Transfer	Transferred	Details	Action
CM123456	SHS12345 - To enhance medical manpower support	PYN - Medicine & Geriatrics	Resident, AC	September 2018	20/09/2018	Transferred	4	3	1	2	1	2	0	2		

Showing 1 to 1 of 1 entries

Click the file icon to view BEE details





Claim



Show

Action Details

Request ID	Batch Name / Element Lines	Completion Date	Requestor	Phase	Status	Request Log	BEE Batch Status	Message
123456789012	SHS12345_201809_01	01/09/2018 10:34:00	ywk328	Completed	Normal	View	Transferred	

[Close](#)

SHS12345 - To enhance medical manpower support	PYN - Medicine & Geriatrics	Resident, AC	September 2018	Pending Transfer				
SHS12345 - To enhance medical manpower sup	PMH - Medicine & Geriatrics	RN	September 2018	Pending				

Showing 1 to 2 of 2 entries

[Previous](#)[Next](#)**(Subject to technical assessment for handling across Clusters transactions)**

> 4.3 – HCM Cluster Payroll Manager – Export CS Data for manual input in TPS

HOSPITAL AUTHORITY

Cluster Payroll Manager

Home

KO, XX M018511

Logout

Claim



Prepare
Claim



Approve
Claim



Review
Claim



Validate &
Transfer BEE

Request(s) to follow up

Show 10 entries

Refresh Data

Search:

Claim ID	SHS Project / No.	Hospital / Dept	Job(s)	O/S Claim as of month	Last update date	Status	Total	Approved	On-hold	HA Payroll	CS Payroll	Reviewed	Pending Transfer	Transferred	Details	Action
CM123456	SHS12345 - To enhance medical manpower support	PYN - Medicine & Geriatrics	Resident, AC	September 2018	20/09/2018	Transferred	4	3	1	2	1	2	0	2		

Showing 1 to 1 of 1 entries

Previous

Next

Click the export icon to extract CS records



4.3 – HCM Cluster Payroll Manager – Export CS Data for manual input in TPS

HOSPITAL AUTHORITY

HCM Cluster Payroll Manager

Home

KO, XX M018511

Logout

Claim



Request(s) to follow up

Show 10 entries Refresh Data

Search:

Claim ID	SHS Project / No.	Hospital / Dept	Rank Group	Claim Period (Month)	Status	Total	Approved	On-hold	HA Payroll	CS Payroll	Reviewed	Pending Transfer	Transferred	Details	Action		
CM123456	SHS12345 - To enhance medical manpower support	PYN - Medicine & Geriatrics	Resident, AC	September 2018	Pending Validate & Transfer	4	3	1	2	1	2	0	2				

Showing 1 to 1 of 1 entries

Previous

Next

Do you want to open or save CS_DATA_201809_R1.xlsx from eclaim.server.ha.org.hk?

Open

Save

Cancel



4.5 – Discussion (Pending Payment Handling)

How to handle Pending Payment?

i.e. ‘On-hold’ transactions / ‘Pending Transfer’ transactions

Request(s) to follow up

Request(s) to follow up												Actions			
												Actions			
Claim ID	SHS Project / No.	Hospital / Dept	Job(s)	O/S Claim as of month	Status	Total	Approved	On-hold	HA Payroll	CS Payroll	Reviewed	Pending Transfer	Transferred	Details	Action
CM123456	SHS12345 - To enhance medical manpower support	PYN - Medicine & Geriatrics	Resident, AC	September 2018	Transferred	4	3	1	2	1	2	1	2	 	 

Showing 1 to 1 of 1 entries

[Previous](#) [Next](#)

(Subject to technical assessment for handling across Clusters transactions)

[Updated on 28 Aug 2nd Taskgroup meeting – ‘On-hold’ transactions will be treated as outstanding claim and captured thru step of ‘Prepare Claim’ while ‘Pending Transfer’ transactions will be captured thru step of ‘Review Claim’.]

4.5 – Discussion (Pending Payment Handling)

HOSPITAL AUTHORITY

Claim Preparer

Home

KO, XX M018511

Logout

Claim



Prepare
Claim

>>



Approve
Claim

>>



Review
Claim

>>



Validate &
Transfer BEE

Request(s) to follow up

Show 10 entries

Search:

Claim ID	SHS Project / No.	Hospital / Dept	Job(s)	O/S Claim as of month	Status	Total	Approved	On-hold	Action
CM123456	SHS12345 - To enhance medical manpower support	PYN - Medicine & Geriatrics	Resident, AC	September 2018	Transferred	4	0	1	

Showing 1 to 1 of 1 entries

Claim Preparer to click action icon by selecting Claim Request ID to handle pending transfer transactions.

(Subject to technical assessment for handling across Clusters transactions)

4.5 – Discussion (Pending Payment Handling)

Claim



SHS Project / No.:	SHS12345 - To enhance medical manpower support
Hospital / Department:	PYN - Medicine & Geriatrics
Job(s):	Resident, AC
O/S Claim as of month	09/2018
	<input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>

2. Only Pending Payment transactions will be shown in this new form.

3. Go thru the workflow again.

2. Only Pending Payment transactions will be shown in this new form.
 3. Go thru the workflow again
i.e. Payroll Officer -> Payroll Manager

	Status	Cluster	Hospital	Employee no.	Name	Staff Rank	SHS Job Rank
					Example		
<input checked="" type="checkbox"/>	HEC	PYN	100100	100100	Wong Yee Man	AC	HA
<input checked="" type="checkbox"/>	VCO	I2WH	100000	100000	Lai Chi Ming	AC	CS
<input checked="" type="checkbox"/>	HEC	PYN	105100	105100	Tan Siu Man	Resident	HA
	HEC	PYN	234567	Wong Yee Man	AC	Resident	HA

	For Approval	
Total	Selected	On-hold
1	0	1

Quit

Save

Submit

(Subject to technical assessment for handling across Clusters transactions)

> 4.6 – HCM Cluster Payroll Manager – Validate & Transfer BEE – Error Handling

HOSPITAL AUTHORITY

Cluster Payroll Manager

Home

KO, XX M018511

Logout

Claim



Request(s) to follow up

Show 10 entries Refresh Data

Search:

Claim ID	SHS Project / No.	Hospital / Dept	Job(s)	O/S Claim as of month	Status	Total	Approved	On-hold	HA Payroll	CS Payroll	Reviewed	Pending Transfer	Transferred	Details	Action
CM123456	SHS12345 - To enhance medical manpower support	PYN - Medicine & Geriatrics	Resident, AC	September 2018	Error	4	3	1	2	1	2	0	0		

Showing 1 to 2 of 2 entries

1. Click the file icon to read error log.
2. Click the delete icon to remove the BEE batch.

4.6 – HCM Cluster Payroll Manager – Validate & Transfer BEE – Error Handling

HOSPITAL AUTHORITY

HCM Cluster Payroll Manager

Home

KO, XX M018511

Logout

Claim

Action Details

Request ID	Batch Name / Element Lines	Completion Date	Requestor	Phase	Status	Request Log	BEE Batch Status	Message
------------	----------------------------	-----------------	-----------	-------	--------	-------------	------------------	---------

123456789012	SHS12345_201809_01	01/09/2018 10:34:00	ywk328	Completed	Normal	View	Error	View
--------------	--------------------	---------------------	--------	-----------	--------	----------------------	-------	----------------------

[Close](#)

SHS12345 - To enhance medical manpower support

PYN - Medicine & Geriatrics

Resident, AC

September 2018

Error



Export CS data

SHS12345 - To enhance medical manpower support

PMH - Medicine & Geriatrics

RN

September 2018

Pending Validate



Showing 1 to 2 of 2 entries

[Previous](#)

[Next](#)

> 4.6 – HCM Cluster Payroll Manager – Validate & Transfer BEE – Error Handling

HOSPITAL AUTHORITY

HCM Cluster Payroll Manager

Home

KO, XX M018511

Logout

Claim



Request(s) to follow up

Show 10 entries Refresh Data

SHS Project / No.
SHS12345 - To enhance medical manpower support
SHS12345 - To enhance medical manpower support

Showing 1 to 2 of 2 entries

Delete Error Batch

The error batch will be deleted. Please validate claim records and transfer HA BEE again.

OK

Search:

Status	Validate Claim & Transfer HA BEE	Export CS data
Error		
Pending Validate		

Previous Next

4.6 – HCM Cluster Payroll Manager – Validate & Transfer BEE – Error Handling

HOSPITAL AUTHORITY

Cluster Payroll Officer

Home

KO, XX M018511

Logout

Claim



Prepare
Claim



Approve
Claim



Review
Claim



Validate &
Transfer BEE

Request(s) to follow up

Show 10 entries

Refresh Data

Search:

Claim ID	SHS Project / No.	Hospital / Dept	Rank Group	O/S Claim as of month	Status	Total	Approved	On-hold	HA Payroll	CS Payroll	Reviewed	Pending Transfer	Transferred	Details	Action
CM123456	SHS12345 - To enhance medical manpower support	PYN - Medicine & Geriatrics	Resident, AC	September 2018	Pending Review	4	3	1	2	1	0	0	0		

Status change back to '*Pending Review*' after BEE purged

Showing 1 to 1 of 1 entries

Previous

Next

Other Functions



Copy Project



HOSPITAL AUTHORITY



eClaim HR Officer



Home



Lee Siu Ka



Logout



Project

Search

Status

Approved ▼

Include Archived Project No ▼

Project Owner

Project Preparer

Project No.

Project Name

Search

Reset

Action

Copy Project

Go

Show 10 Entries

Project No.	Project Name	Project Owner	Department	Status	Extension	No. of Invitation	Total Application	O/S Application	Approved Work Hours	Used Work Hours	Available Work Hours	Project Start Date	Project End Date
SHS10076	Special honorarium in PWH	Wong Ling	PWH/Clin Svc/Neurosurgery	Approved	0	<u>1</u>	n/a	n/a	2,100	0	2,100	31-01-19	31-03-19

Previous [1](#) [2](#) Next

Update Approved Project

Project

Search

Status Include Archived Project Project Owner Project Preparer Project No. Project Name

Action

 Show Entries

Project No.	Project Name	Project Owner	Department	Status	Extension	No. of Invitation	Total Application	O/S Application	Approved Work Hours	Used Work Hours	Available Work Hours	Project Start Date	Project End Date
SHS10076	Special honorarium in PWH	Wong Ling	PWH/Clin Svc/Neurosurgery	Approved	0	<u>1</u>	n/a	n/a	2,100	0	2,100	31-01-19	31-03-19

Previous Next

1.4 – Update Approved Project



HOSPITAL AUTHORITY



Project Preparer



Chan Tai Man



Logout

Project

Search Project



New Project



General Information



Circumstances & Justification



Post Detail Information



Schedule Information



Review & Confirm

Hospital *

PWH

Department *

Neurosurgery

Project Name *

Special honorarium in YCH

項目名稱

特別酬金計劃

Project Purpose *

To cope with service demand and facilitate early patient discharge

Project Owner *

Wong Ling



Project Preparer *

Chan Tai Man

Funding Source *

HO Funding

Status

Approved

Project extension

Next

Save

Cancel

Same flow as create new project.
One new field “Project extension” (Yes/No) is required for project update



View Invitation (Phase 2)

Project

Search

Status

Include Archived Project

Project Owner

Project Preparer

Project No.

Project Name

Action

Show Entries

Project No.	Project Name	Project Owner	Department	Status	Extension	No. of Invitation	Total Application	O/S Application	Approved Work Hours	Used Work Hours	Available Work Hours	Project Start Date	Project End Date
SHS10076	Special honorarium in PWH	Wong Ling	PWH/Clin Svc/Neurosurgery	Approved	0	1	n/a	n/a	2,100	0	2,100	31-01-19	31-03-19

Previous Next



View Invitation (phase 2)



HOSPITAL AUTHORITY



HR Officer



Home



Lee Siu Ka



Logout



Invitation

Project No.	Invitation No.	Publish Date	Creation Date	Published By
SHS10076	<u>1</u>	01-08-2018	15-07-2018	Lee Siu Ka

Back



Publish Invitation - 1

Project Name Special honorarium in PWH Project Duration 01/06/2018 – 30/11/2018
Publish Date * 01/08/2018

Included in this invitation

Job RN EN
Working Schedule As advised by department subject to service needs.
Application Deadline * 10/10/2018 Last Application Deadline N/A
Hospital PWH Department Neurosurgery
Job Description /
Competency Requirement* Provide nursing care to patient

Included in this invitation

Job AC
Working Schedule As advised by department subject to service needs.
Application Deadline * 10/10/2018 Last Application Deadline N/A
Hospital PWH Department Neurosurgery
Job Description /
Competency Requirement* For provision of specialist supervision on residents in early discharge of patient
Competency Requirements: To meet the 4 core competencies set for the Resident post
Special Requirements: ** Prefer local cluster
Please contact Grace Ma (2900 2900) for any enquiries related to this post.

Other information Target Applicant Job(s) opening are applicable to all Clusters.

Back

Print



Assign Project Role



HOSPITAL AUTHORITY



HR Officer



Home



Lee Siu Ka



Logout



Project

Search

Status

Include Archived Project

 No

Project Owner

Project Preparer

Project No.

Project Name

SearchReset

Action

[Assign Project Role](#)[Go](#)

Show 10 Entries

[Export](#)

Project No.	Project Name	Project Owner	Department	Status	Extension	No. of Invitation	Total Application	O/S Application	Approved Work Hours	Used Work Hours	Available Work Hours	Project Start Date	Project End Date
SHS10076	Special honorarium in PWH	Wong Ling	PWH/Clin Svc/Neurosurgery	Approved	0	1	n/a	n/a	2,100	0	2,100	31-01-19	31-03-19

Previous [1](#) [2](#) Next



Assign Project Role - Special honorarium in PWH (SHS10076)

Corp ID

ykk123

User Name

ykk123

Full Name

Desmond Ho

Email Address

ykk123@ha.org.hk

Department

PWH/Clin Svc/Neurosurgery

Rank

RN/MPS16

User Role

	Full Name	User Role *	Project	Job *	Ward *	Start Date *	End Date
	Desmond HO, HOIT&HI SA(HA7)10	Project Owner	Special honorarium in PWH			2018/01/01	
	Desmond HO, HOIT&HI SA(HA7)10	Duty in Charge	Special honorarium in PWH		B7	2018/01/01	
	Desmond HO, HOIT&HI SA(HA7)10	Project coordinator	Special honorarium in PWH	AC		2018/01/01	



Assign Project Role - Special honorarium in PWH (SHS10076)

Corp ID

User Role

	Full Name *	User Role *	Project	Job *	Ward *	Start Date *	End Date
	Desmond HO, HOIT&HI SA(HA7)10	Project Owner	Special honorarium in PWH			2018/01/01	
	Hannah Yeung, KH Deputy DOM	Duty in Charge	Special honorarium in PWH		B7	2018/01/01	
	Lily KAM, STH WM(MED)	Project coordinator	Special honorarium in PWH	AC		2018/01/01	

 Project

Search

Status Include Archived Project Project Owner Project Preparer Project No. Project Name

Action

Show Entries

Project No.	Project Name	Project Owner	Department	Status	Extension	No. of Invitation	Total Application	O/S Application	Approved Work Hours	Used Work Hours	Available Work Hours	Project Start Date	Project End Date
SHS10076	Special honorarium in PWH	Wong Ling	PWH/Clin Svc/Neurosurgery	Approved	0	<u>1</u>	n/a	n/a	2,100	0	2,100	31-01-19	31-03-19

Previous Next



Project Print Parameter

- Show financial impact
- Show approval history and comments

Print

1.8 – Change Role

The screenshot shows the eClaim application interface. On the left, there's a sidebar with a 'Project' header, a 'Search Project' button with a magnifying glass icon, and a 'New Project' button with a plus sign icon. The main area has a dark blue header bar with the 'HOSPITAL AUTHORITY' logo, a user profile icon, and 'Project Owner' text. A red rounded rectangle highlights a dropdown menu below the header, which contains two items: 'Project Owner' and 'Claim Approver', each preceded by a small arrow icon.

If user has more than one role in eClaim, they could change their role in this screen



Project

Search

Status

Approved

Include Archived Project No

Project Owner

Project Preparer

Project No.

Project Name

SearchReset

Action

-- Select Action --

Go

Show

10

Entries

Project No.	Project Name	Project Owner	Department	Status	Extension	No. of Invitation	Total Application	O/S Application	Approved Work Hours	Used Work Hours	Available Work Hours	Project Start Date	Project End Date
SHS10076	Special honorarium in PWH	Wong Ling	PWH/Clin Svc/Neurosurgery	Approved	0	<u>1</u>	n/a	n/a	2,100	0	2,100	31-01-19	31-03-19

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> Supplementary – HO Administrator (Landing Page)

≡ HOSPITAL AUTHORITY

HO Administrator

Home

Chan Tai Man

Logout

User

User Administration



Corp ID

Find

Master Data

Ranks



Circumstance



User Administration

> Supplementary – HO Administrator (Manage User Account)

User Administration

Corp ID ykk123

Find

User Name ykk123

Department PWH/Clin Svc/Neurosurg

Email Address ykk123@ha.org.hk

User Role

	User Role	Project	Job	Cluster	Department	Ward	Start Date	End Date
	Project Owner		Special honorarium in PWH		KEC		2018/01/01	
	Cluster Administrator				KWC		2018/01/01	

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Save

HO Administrator can access
all roles

Only HO Administrator can
grant user cross-cluster
authority

> Supplementary – HO Administrator (Master Data)

≡ HOSPITAL AUTHORITY

HO Administrator

Home

Chan Tai Man

Logout

User

User Administration



Master Data

Ranks



Circumstance



Master Data

Rank Circumstance

Rank		Assignment Grade	Level	SHS Enable?
		EN	EN.HGPS 7-21	Entry
		RN	RN.HGPS 15-25	Entry
		Resident	Resident.HGPS 30-44B	Entry Yes

Back

Save

> Supplementary – HO Administrator (Master Data)

User

User Administration



Master Data

Ranks



Circumstance



Master Data

Rank

Circumstance

Circumstance		Start Date	End Date	Manpower Reason Required
	3. Extra service to support special events/occasions (e.g. Olympics & Paralympics)	2018/01/01		No
	4. Extra service sessions for (a) shortening waiting time, or (b) addressing chronic areas and serious service backlog to meet services' Key Performance Indicator or Annual Plan targets or (c) achieving deliverables committed in special projects (e.g. Radiology & Radiotherapy Services, Cataract Surgeries)	2018/01/01		No
	5. Critical manpower shortage in maintaining basic/essential service areas	2018/01/01		Yes

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Save

> Supplementary – Cluster Administrator (Manage User Account)

User Administration

Corp ID

ykk123

Find

User Name

ykk123

Full Name

Yeung Kin Keung

Email Address

ykk123@ha.org.hk

Department

PWH/Clin Svc/Neurosurgery

Rank

RN/MPS16

User Role

	User Role	Project	Job	Cluster	Department	Ward	Start Date	End Date
	HR User			KWC			2018/01/01	
	Duty in Charge	Special honorarium in PWH	AC	KWC	PWH/Clin Svc/Neurosurgery	B7	2018/01/01	

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Save

Cluster Administrator can
access all roles except
administrator roles

Supplementary – User Role / Function Matrix

Role	Role Conversion	Data level [P]roject / [C]lusters / [D]epartment	Role Maintenance (Pilot)	Process / Function				
				Project	Application & Selection	Schedule & Attendan	Claim	Administration
Project Preparer	n/a	n/a	No need to maintain Everyone could be project preparer	[Common function: Draft project and pass to owner for review]				
Project Owner	n/a	P	No need to maintain Project owner role will be granted once employee is chosen as project owner in any project	1. Submit project [Common function: Draft project and pass to owner for review]	Select candidate			Assign Project Role a. Duty in Charge b. Claim Approver c. Claim Preparer d. Roster Planner e. Project Co-ordinator f. Project Owner
Project Co-ordinator	n/a	P	No need to maintain Project co-ordinator role will be granted once employee is chosen as project co-ordinator in any project	[Common function: Draft project and pass to owner for review]	Select candidate			Assign Project Role a. Duty in Charge b. Claim Approver c. Claim Preparer d. Roster Planner e. Project Co-ordinator
HR Officer	Provided by cluster, upload to system	C	Maintain by HR	1. HR Vet project 2. Publish SHS vacancies 3. Update Project [Common function: Draft project and pass to owner for review]				



Role vs Function

> Supplementary – Proposed SHS Rank and Job Level

Please review and comment on the Proposed SHS rank

Rank	Staff group
AMT	Allied Health
ASWO	Allied Health
Clin Psy	Allied Health
Dietitian	Allied Health
Dispenser	Allied Health
MLT I	Allied Health
MLT II	Allied Health
MT	Allied Health
OT I	Allied Health
....
....



Proposed SHS
Rank and Job Level