

Employee Online (EOL) User Guide

How to... Access Employee Online

Employee Online allows you to find and book shifts. It can be accessed via the following link:

<https://lpnt.allocate-cloud.co.uk/EmployeeOnlineHealth/LPNTLIVE/Login>

Please note: We cannot always control any issues you may experience with viewing your account on a mobile device as it may be down to issues with the software on the device and not a system fault.

You will receive your login details by email.

For any problems related to logging in to Employee Online please contact Workforce Systems Helpdesk with your name and employee number.

Workforce Systems Helpdesk

0116 295 5854

WorkforceSystemsHelpdesk@leicspart.nhs.uk

How to... View and book shifts

Select **Available Bank Duties** from the menu on the left hand side of the screen.

Any available shifts that fit your grade, skills, and availability

to work will be displayed by week. Select the weeks on the right hand side from the drop down menu to view available bank duties.

Request ID	Day	Date	Start-End	Shift	Unit	Location	Activity Name	Gr...	Grade T...	Speci...	Preferred Per...	Action
0120958855	Mon	03 Feb 2020	09:00 - 17:00	09.00 - 17.00	8940 E-Rostering Team				AC			Book Bank

You can book into the shift by clicking **Book Bank** on the right side of the screen. This will open a box for you to confirm the booking.

Once booked the shift will appear in your roster (**View Roster Section**).

To cancel any booked shifts, you will need to contact the COVID-19 Workforce Bureau at:-

LPTwfbqueries@leicspart.nhs.uk

Employee Online Frequently Asked Questions

1. I need an Employee Online account. How do I get one?

If you have not received an email please contact the Workforce Systems Helpdesk for your login details. You will need to give them your name and employee number.

2. I have forgotten my login details for Employee Online

If you are unsure of your username or password please select the 'Forgotten Password' link on the login page. Enter your personal email address and an email will be sent to you. If you are having problems please contact the Workforce Systems Helpdesk.

3. I've tried logging into my EOL account and it says it is suspended?

This suggests you have tried an incorrect username or password one too many times. Please contact the Workforce Systems Helpdesk to unsuspend your account and reset your password.

4. I can't see any shifts when I log on to Employee Online.

There are a few reasons why you may not be able to view bank duties:-

- a) You will not be able to see any shifts on days where you are already working

b) You might not have appropriate training to see certain shifts

c) There may be no shifts available at that point in time

5. My Name/Address/Contact Number is incorrect on My Profile. Can you update this please?

To change your personal details you will need to submit an H4 Personal Change of Circumstances form which you can [access on this page](#).