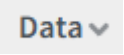# Weekly Checklist

Use this checklist to ensure you've performed all of the usual tasks for creating your weekly roster using Daitum.

☐ Start by duplicating the previous week's roster and renaming it.
Then open the roster and follow these steps:

Data

☐ Set the date for the first Monday for the week to be generated (Roster → Roster)

☐ Import data by clicking the data import icons appearing next to the Data Menu

☐ Confirm the Planned Attendance numbers (Attendance → Planned Attendance)

Staff

☐ Check staff member details are current and accurate (Staff → Payroll)

☐ Review the Roster Layout to ensure everyone who should be on the roster is there and nobody is there who shouldn't be (Roster→ Roster Order)

☐ Any changes, ensure you run Update Roster Layout in the Data drop down

☐ If new staff were added to the Payroll and Roster Order, set up their Work Preferences, Staff Areas, Shift Lengths, Availability, Other Duties and RP status in the appropriate views in Daitum

☐ Review the staff leave for the roster week (Staff → Leave)

Roster

☐ Enter any training, programming or other duties for staff members during the roster period (Roster → Other Duties)

☐ Generate the Roster (Click Daitum Logo)

☐ Review Compliance (Roster → Compliance)

☐ Publish Roster (Click 'Publish Roster' icon)