

Assign staff to a shift

Choose who works a shift on the Rostering screen, read the availability notes and any warning, and save, so the shift is filled and the person is told.

WHO IT IS FOR Owner, Admin, Manager, Rostering Officer	TIME NEEDED About 3 minutes	LAST REVIEWED 2 October 2026
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Who this is for

Permissions: You need permission to edit shifts (Can edit shift) and to assign staff to shifts (Can assign staff to shift). To take a person off a shift you also need Can remove staff from shift. If your access is limited to certain sites, the Rostering screen shows no clients. See the Rostering overview guide.

Before you begin

- **Rostering** is in your left menu and the shift cards open when you choose them. They do for roles that include **Can view roster**, **Can edit shift** and **Can assign staff to shift**. An Owner or Admin can add these permissions to a role in **Configuration > Roles & Permissions**. See Roles and permissions basics.
- You are signed in to BondiByte on a computer.
- The shift already exists on the **Rostering** screen. To add one, see Create a shift.
- The staff member has an active staff record and has finished onboarding. Someone who is inactive or not onboarded cannot be assigned. See Staff.



Steps

1 Go to **Rostering** > the shift that needs staff

- 1 In the left menu, choose **Rostering**.
- 2 Choose a date in **Jump to date**, or use the arrow buttons beside it, until you can see the week that holds the shift.
- 3 Choose the shift card. A shift with nobody assigned is amber and shows **Assign staff**. The **Edit shift** window opens on the right.

The screenshot displays the BondiByte Rostering interface. On the left, a dark sidebar contains a 'WORKSPACE NAVIGATION' menu with categories: PLATFORM (Dashboard), OPERATIONS (Clients, Staff, Rostering), and REGISTERS (Service Agreements, Staff Contracts, Documents, Reports, Charts). The 'Rostering' item is highlighted with a blue circle and the number 1. The main content area is titled 'Rostering' and features a date selector at the top with a blue circle and the number 2. Below the date selector is a weekly calendar grid for the week of 14 Dec to 20 Dec 2026. On Tuesday, 15 Dec, a shift card for 'Dan Mensah' (6.0 hrs) is highlighted with a blue circle and the number 3. The shift card shows '9am - 3pm' and '+ Assign staff'.

Choose **Rostering**, the highlighted item in the left menu (1). Show the week with the shift (2), then choose the shift that shows **Assign staff** (3).



2 Choose the person in Assigned staff

- 1 In the **Edit shift** window, choose the **Assigned staff** field. A list of staff opens. Its heading shows the client, the day and the times of the shift.
- 2 To find someone quickly, type part of their name in **Search all staff**.
- 3 Read the note beside each name, then choose the person you want. Choose **Unassigned** at the top of the list if you want the shift to have no person.

Available: Nothing in BondiByte shows a clash for this person at these times.

Already booked: The person is assigned to another shift that overlaps this one. The times of that other shift are shown beside the note.

Unavailable: The person has blocked or unavailable time that overlaps the shift.

On leave this week: The person's staff status is **On Leave**.

Note: Every name in the list can be chosen. The notes are there to help you decide. Someone who is inactive or not onboarded is refused when you save.

Client invoice line items
Used when generating client invoices for this shift.

Dan Mensah
[+ Add line item](#)

Assigned staff 1

Unassigned

Assign staff · Dan Mensah · Tue 15 Dec, 9:00 am – 3:00 pm

2 **Sample**

· Unassigned

3 **JS Jordan Sample** **Available**

Notes

Example shift for the BondiByte guides. Now finishes at 3 pm.

[Delete](#) [Cancel](#) [Save shift](#)

Open the **Assigned staff** field (1), search for a name (2) and choose the person (3). The note beside each name shows whether they are free.



3 Choose **Save shift**

- 1 Check that **Assigned staff** now shows the person's picture or initials.
- 2 Choose **Save shift**. Saving can take a few seconds.
- 3 Choose **Cancel** instead to close the window without saving your changes.

The screenshot shows a web form for assigning staff to a shift. At the top right is a button labeled '+ Add line item'. Below it is a section titled 'Assigned staff' with a callout '1' pointing to a dropdown menu showing 'JS'. Underneath is a 'Notes' section with a text area containing 'Example shift for the BondiByte guides. Now finishes at 3 pm.' Below that is a 'Minimum shift notes required' section with a numeric input set to '0' and a subtext 'How many shift notes/reports staff must add for this shift.' At the bottom is a 'Shift reports' section showing '0 reports' and two tabs: 'DATE' and 'SHIFT', with a callout '2' pointing to the 'SHIFT' tab. At the very bottom are three buttons: a red 'Delete' button, a blue 'Cancel' button with a callout '3', and a blue 'Save shift' button.

The Assigned staff field shows the person you chose (1). Choose Save shift (2), or Cancel (3) to close the window without saving.



4 Read any warning before the person is assigned

- 1 If a **Heads up before assigning** box appears at the bottom of the window, read the reason. For example, it can say the person is already assigned to another shift during this time.
- 2 Choose **Leave unassigned** if you do not want this person. The box closes and **Assigned staff** goes back to **Unassigned**. Choose another person, or choose **Save shift** to keep the shift with nobody on it. When you are replacing a worker, choose **Cancel** instead to keep the first person.
- 3 Or choose **Assign anyway** to assign the person despite the warning.

Important: Your changes to the shift's dates, times and notes are kept when the box appears. If you close the window without choosing, the shift stays on the calendar with the person it had before, or with nobody assigned if it had no one.

The screenshot shows a shift assignment interface. At the top, there are two boxes: 'ASSIGNED 0/1' and 'REPORTS 0'. Below these, it says 'No reports for this shift yet.' and 'Reports can only be added for shifts dated today or in the past.' A warning box is displayed with a yellow background and a blue border. It has a title 'Heads up before assigning' with a warning icon and a blue circle with the number 3. Below the title is a list item: 'Staff member is already actively assigned to another shift during this time.' with a blue circle with the number 1. At the bottom of the warning box are two buttons: 'Leave unassigned' with a blue circle with the number 2, and 'Assign anyway'. At the bottom of the interface, there are three buttons: 'Delete' (with a trash icon), 'Cancel', and 'Save shift'.

The reason for the warning (1). Choose *Leave unassigned* (2) or *Assign anyway* (3).



5 Check the assigned shift

- 1 A message confirms **Shift updated**.
- 2 The window closes and the shift card shows the person's name. In the **Staff** view, the shift now sits in the person's own row.

The screenshot shows the 'Rostering' interface. At the top right, a green confirmation message box says 'Shift updated.' with a close button. Below this is a navigation bar with tabs for 'Staff' and 'Client', a dropdown for 'All shifts', a 'Today' button, a date selector for '14/12/2026', and a date range '14 Dec - 20 Dec 2026'. There are also buttons for 'Include SIL clients', 'Weekly', 'Publish', and '+ Add shift'. The main area is a calendar grid with columns for days of the week (MON 14 to SUN 20). In the 'MON 14' column, a shift card is visible for 'Dan Mensah' with '6.0 hrs'. In the 'TUE 15' column, a shift card is visible for 'Jordan Sample' with '9am - 3pm'. A blue box highlights the 'Jordan Sample' shift card, and a blue circle with the number '2' is next to it.

The confirmation message (1) and the shift with the person's name on it (2).

What happens next

The person gets an in-app notification that a shift has been assigned to them, and they can see the shift. Assigning someone does not send an email.

The shift card shows the person's name, and the hours total in the client's row and in the person's own row (in the **Staff** view) updates.

To change the person later, or to take them off the shift, see Delete a shift or replace the worker. To email assigned staff their shifts for a week or a fortnight, see Publish a roster.

Important notes

Important: A shift takes one staff member. To roster two workers at the same time for a client, add a shift for each worker.

Good practice

- Set the dates and times first, then choose the person. The notes beside each name (**Available**, **Already booked**, **Unavailable**, **On leave this week**) follow the dates and times in the window.
- Read the **Heads up before assigning** box before you choose **Assign anyway**. If the person is already booked, look at their day in the **Staff** view first.
- At the start of each week, choose **Unassigned** in **Filter shifts by staffing** to find the shifts that still need a person.
- After you assign, check the hours under the person's name in the **Staff** view, then publish once so each person gets one email.



Troubleshooting

I cannot see **Rostering** in the left menu.

Why it happens: Your role does not include **Can view roster**.

What to do: Ask an Owner or Admin to add the permission to your role in **Configuration > Roles & Permissions**.

The shift card says **Unassigned** instead of **Assign staff**, and it does not open when I choose it.

Why it happens: Your role does not include **Can edit shift**, so shifts are shown as plain cards.

What to do: Ask an Owner or Admin to check your role.

A message says **This staff member is inactive or not onboarded and can't be assigned**.

Why it happens: The person's staff record is inactive, or they have not finished onboarding.

What to do: Choose someone else, or ask an Owner or Admin to check the person's record in **Staff**.

A message says **This shift is already assigned**.

Why it happens: A shift takes one staff member, and someone else is already on it.

What to do: Open the shift and replace the person, or add a second shift for the extra worker.

A message says the staff member is missing one or more mandatory compliance requirements for this shift.

Why it happens: Your organisation can require compliance documents before a person is rostered. An Owner or Admin switches this on for each requirement with **Enforce for rostering** in **Audit Centre > Settings**, and this person has not met one.

What to do: Choose someone else, or update the person's staff record so it shows the missing requirement. A user with **Can override rostering compliance blocks** sees an **Override compliance block?** box, where they can assign the person anyway by entering a reason.

Save shift is refused with a permission message.

Why it happens: Your role does not include **Can assign staff to shift**. Your other changes to the shift are kept, and only the person is not assigned.

What to do: Ask an Owner or Admin to check your role.

The person I want is not in the list.

Why it happens: The list holds the active staff you are allowed to see. If your access is limited to certain sites, you see only the staff at those sites.

What to do: Ask an Owner or Admin to check that the person is active, or to assign the shift for you.

Need more help?

Guides: bondibbyterobotics.com.au/guides | Support: support@bondibbyterobotics.com.au

*Screens show a demonstration organisation with made-up names and may differ slightly as BondiByte is updated.
Last reviewed 2 October 2026.*