

SIL roster basics

How to roster a SIL house by hand: site-based shifts, several workers per shift, sleepovers and roster periods, and where Smart Rostering fits.

WHO IT IS FOR Owner, Admin, Manager, Rostering Officer	TIME NEEDED About 9 minutes	LAST REVIEWED 8 October 2026
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Who this is for

Permissions: You need **Can view roster** to open the SIL/Smart Rostering screen, **Can create shift** to add a shift, **Can assign staff to shift** to assign people and **Can edit roster period** to publish a roster period. Owners, Admins, Managers and Rostering Officers hold these by default. If your access is limited to certain sites, you see only those sites.

Before you begin

- **SIL/Smart Rostering** is in your left menu. It shows for roles that include **Can view roster**. An Owner or Admin can add that permission to a role in **Configuration > Roles & Permissions**.
- A site exists for the house, with its clients and staff attached. See [Create a site](#). A client who rosters on their own can instead have **Enable community rosters** switched on in their client record, and then appears in the same list.
- Roster periods exist for the site. BondiByte creates them while **Enable automatic roster periods** is on in **Configuration > Rostering rules > Organisation Settings**. See [Create and manage roster periods](#).

What SIL rostering is

SIL stands for Supported Independent Living. It is a house where several clients live and a team of workers supports them around the clock. On BondiByte you roster the house, not each client. A shift belongs to the site, a shift can need more than one worker, and the roster runs in roster periods, each a fortnight or a month.

The screen for this is **SIL/Smart Rostering** in the left menu. Its page is titled **Roster Workspace**. You choose a site in **Site/Client** (the list is labelled **Site** if you have no community rostering clients), and the screen shows that site's roster for the current period.



The Roster Workspace. Choose the house in Site/Client (1). The heading (2) names the roster period. Publish (3) and + Add shift (4) are in the toolbar. A shift card (5) shows its workers. This house has Smart Rostering switched on, so its heading reads Interest requested, its button reads Disable Smart Rostering and each worker has a padlock.

Which screen is which

Rostering (the **Rostering** menu item) is the hand-made calendar for clients who are not attached to a site (community clients): you add each shift yourself.

SIL/Smart Rostering (the **SIL/Smart Rostering** menu item) is for sites (SIL houses): shifts belong to the site, several workers can be on one shift, sleepovers and roster periods apply, and Smart Rostering can build the roster for you.

You can also add and edit shifts by hand on a site roster, as this guide describes.

- Rostering overview

Shifts at a site

Choose **+ Add shift** at the top right of the roster, or **+ Add** at the top of a day, to open the **Add shift** window. It opens with the roster period you are looking at already chosen.

Shift template lets you start from a saved pattern, such as a morning shift or a sleepover, or choose **Custom shift** to build the shift yourself. **Shift title** is optional. **Start date**, **Start time**, **End date** and **End time** set when the shift runs, and a shift can cross midnight.

Assign staff now lists the site team first, under **Assigned site team**, and then **Relief / cross-site staff**. You can leave the shift unassigned. Availability and double-booking rules still apply.

Required staff count is how many workers the shift needs. It starts at 1.



Repeat this shift creates the shift daily or weekly, so you can build a whole fortnight quickly. It stays available on a site where Smart Rostering is switched on until the site has an active Smart Rostering pattern. Once a pattern is active, the box is greyed out and says **Managed by the site's active Smart Rostering pattern.** because BondiByte then creates the repeating shifts from that pattern.

The screenshot shows the 'Add shift' window with the following fields and callouts:

- 1** Roster period: 28/09/2026 – 11/10/2026
- 2** Shift template: Custom shift (Build this shift without a saved template.)
- 3** Required staff count: 1
- 4** Minimum shift notes required: 2

Other visible fields include: Shift title (Optional - defaults to the shift time), Start date (dd/mm/yyyy), Start time (Select time), End date (dd/mm/yyyy), End time (Select time), Assign staff now (Leave unassigned), and Availability and double-booking rules still apply.

The Add shift window. Roster period (1) and Shift template (2) come first. Required staff count (3) says how many workers the shift needs, and Minimum shift notes required (4) sets how many notes staff must write.

People on a shift

A shift card shows the time, the shift title and the people assigned. Beside each person's name are two numbers, such as 5/2: how many weekday shifts and how many weekend shifts that person has in the roster period you are looking at.

When a shift needs more than one worker, a badge such as 1/2 shows how many are assigned out of how many are needed. A shift with nobody on it is amber and shows **+ Assign staff**.

To change who is on a shift, choose the person's name on the card, or the pencil button at the foot of the card. In the list of people you can assign, a note beside each name says **Available**, or says why not, for example **Already booked**, **On leave**, **Unavailable**, **Not on site team** or **Missing requirements**.

The list at the top left of the toolbar, **Highlight shifts by fill status**, helps you spot gaps. **Unfilled** highlights shifts with nobody assigned, **Understaffed** highlights shifts with some but not enough people, and **Fully staffed** highlights shifts that have enough.

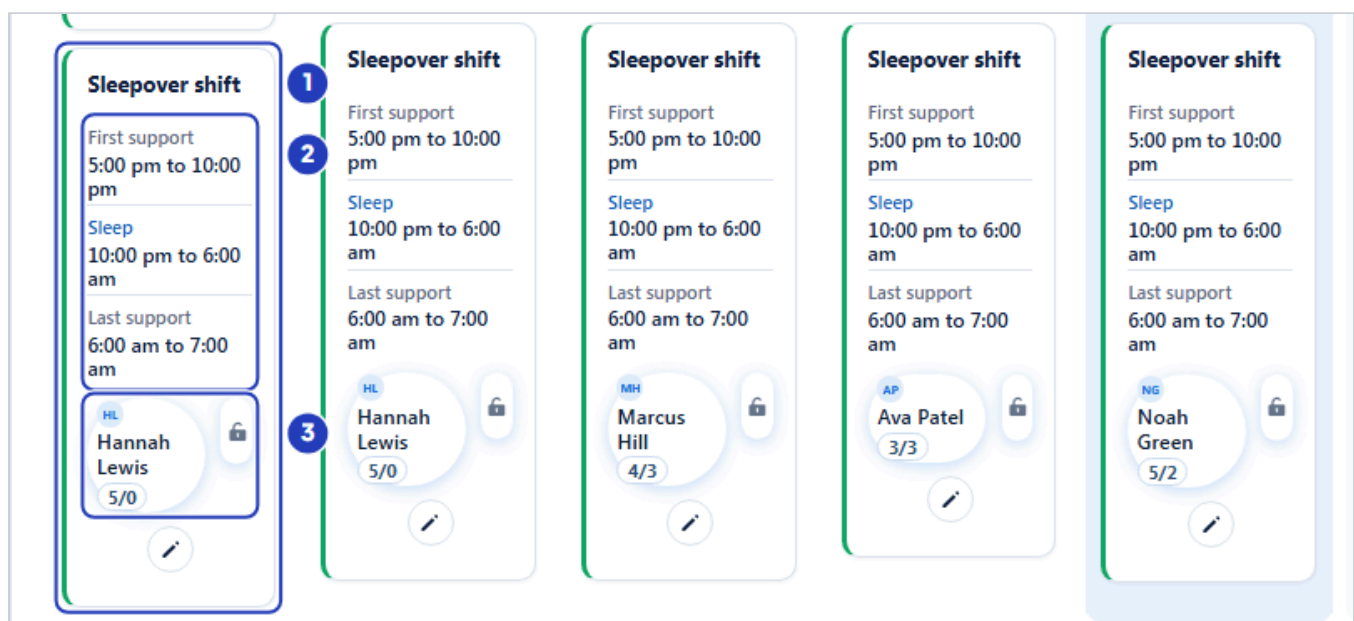
- Assign and publish from Smart Rostering

Sleepovers

A sleepover is a shift split into three blocks: **First support**, **Sleep** and **Last support**. The worker is active at the start and the end, and sleeps in between. On the roster, a sleepover card lists the three blocks with their times, with the people assigned under them.

You make a sleepover from a shift template. In the **Add shift** window, choose **New template** beside **Shift template**. The **Create shift template** window has **Template name**, then **Template options**, where **Sleepover** splits the shift into first support, sleep and last support, and **Requires break** adds a standard 30 minute break. For a sleepover you enter **First active support starts**, **First active support ends**, **Last active support starts** and **Last active support ends**. The sleep time is worked out between them.

A worker whose record leaves **Can work sleepover shifts** unticked is not suitable for these shifts. See [Create a staff member](#).



A sleepover shift. The card (1) is split into First support, Sleep and Last support (2), with the times of each block. The person assigned (3) is shown under the blocks.

Roster periods and publishing

Every shift at a site sits inside one of the site's roster periods. The heading at the top of the roster names the period, for example **Current roster: Running**, and the buttons under it move between periods, change the **Calendar range (Month, Fortnight, Week or Day)** and add shifts.

Publish makes the whole period visible to staff and notifies the people assigned. Once published, the button reads **Unpublish**. A period that has ended cannot be published. Publishing here covers this site's period only, and is separate from **Publish** on the **Rostering** screen.

- Create and manage roster periods
- Fortnightly and monthly roster cycles



Where Smart Rostering fits

Smart Rostering is optional, and switched on one site at a time. When it is on for a site, BondiByte builds that site's roster periods by itself, on a schedule, following the site's regular pattern of shifts, and you review the result. You can still add and edit shifts by hand on that site. To start, build the site's first fortnight by hand with **Repeat this shift**, then choose **Select shifts** and **Create pattern**. The padlock beside a person's name, and the menu items **Request interest**, **Run smart rostering**, **Report** and **Select shifts** under **More roster actions**, belong to Smart Rostering. The Smart Rostering overview explains them.

- Smart Rostering overview

Important notes

Tip: Plan a SIL house by hand in this order. Check the period heading, add or check the shift templates, add the shifts, assign people, check the **Highlight shifts by fill status** list for gaps, then choose **Publish**.

Good practice

- Make a shift template for each pattern your house repeats, including a sleepover template, so every week's shifts have the same times and titles.
- Set **Required staff count** to the real number of workers the shift needs. The badge on the card then shows at a glance whether the shift has enough people.
- Check the site name in the heading before you add shifts. Each site has its own periods and its own roster.

Questions and answers

Why is a client not on the Rostering screen?

Clients who live at a site, and clients with **Enable community rostering** switched on, are rostered on **SIL/Smart Rostering**. The **Rostering** screen lists only clients who are not attached to a site.

Why is **Repeat this shift** greyed out?

The site already has an active Smart Rostering pattern, so BondiByte creates the repeating shifts from that pattern. The window says **Managed by the site's active Smart Rostering pattern**. To add or remove a single shift later, open the shift and use its **Automation pattern** section. Until a site has a pattern, **Repeat this shift** works even when Smart Rostering is switched on.

Can I roster a SIL house without Smart Rostering?

Yes. Add shifts, assign people and publish the period by hand, as this guide describes.

Why can I not publish a roster period?

A period that has already ended cannot be published. For a current or future period, the button also needs **Can edit roster period**, and it says **This roster is not ready to publish yet**. when it is greyed out.



Need more help?

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

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