



University of Essex

Essex Hours

Quick guide: Understanding constraints



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1. Once you have allocated shifts, or when you have made any amendments to shifts, you need to run the constraints process.
2. Click the “Validate roster” button at the bottom of the page on the roster overview calendar. This will check for any absences or working restrictions that effect the current roster, and indicate these by highlighting the shift with an orange ‘!’ symbol.



3. You can also view further details about who is affected by the constraint and why by selecting the ‘People view’ tab and clicking on any names with the orange ‘!’ symbol against them. To view details about the constraints, click ‘View constraints’ at the bottom of the roster. Full details of what each constraint message means, and action to be taken, can be seen in the table below.

	Mon 07	Tue 08
ITSAS3, Steve (40165... General work	!	●
ITSAS5, Oliver (40205... General work		
Total time	13:00	12:00

Message	Meaning	Action
Person with overlapping work units	The individual assigned to that work schedule is also allocated to work elsewhere at the same time (this could be in the same project or another)	View their record under the people view tab and remove scheduled work as needed
Position has overlapping work units	That individual is assigned to work elsewhere in the same position	View their record under the people view tab and remove scheduled work as needed
Student visa worker	They have exceeded their student visa hours restrictions for that week	Remove scheduled work to bring them back under their allowed hours of work (usually 20)
Absence	The individual is currently recorded as absent on that date and so unable to work	Re-allocate the scheduled work to someone else or, if the allocated individual has returned, ensure their absence record is updated