



Course: Rota Master Contract Builder

Duration: ½ day

Fee: £ 180

Location: Wakefield

Code: CBD01

### **Course Overview**

This course will introduce the principals of the Contract Builder and provide delegates with an understanding of assigning multiple roles to personnel and setting different payment schedules for each role.

### **Who will the course benefit ?**

This course is intended for people who are experienced Rota Master users and who wish to understand how to pay personnel according to contracted rates rather than by default shift rates.

### **Skills Gained**

This course will enable delegates to:  
Understand and navigate the Contract Builder  
Understand Payment Groups  
Assign multiple roles to personnel  
Understand how contracts affect shift payments

### **Prerequisites**

This course is designed for users who have completed the Rota Master Intermediate course or who have a good working knowledge of the basic Rota Master personnel, shift and rota processes

### **Follow-on Courses**

- None

### **Course Content**

#### Module 8: Contract builder

Introduction to Contract Builder  
Understand personnel roles in Rota Master  
Learning Contract Builder navigation  
Understand Payment Groups  
Assign multiple roles to personnel via contracts  
Understand how contracts affect shift payments