What‘s New in eduPay?

# For employees

* Employees are now able to add support documentation when they apply for leave. For personal leave employees could include a medical certificate.

# For managers

* On entry to eduPay Managers now have a “dashboard” that provides the following:
  + A quick links section – This is used to quickly access commonly used areas in eduPay. For example: From here you can quickly approve staff leave, view leave history and leave balances without the need to navigate through the normal menu structure.
  + Leave Approval Listing – A listing of leave waiting to be actioned (approved, denied or pushed back) is displayed on entry. Click the link to directly access the leave request.
  + Leave Comparison Graphs – Graphs that compare unplanned leave in your work location with all other locations for the same employee group. For example: ABC school can compare its unplanned absences with the total absences across all Victorian Government schools for the teaching classification.
  + My Reports – The My Reports section will display the reports that are sent each fortnight via email or appear on the reports section of the payroll.
  + Direct Reports – For managers in central and regional locations a listing of employees who directly report to you showing where they are situated within the value range of their classification.
* Employees when applying for personal leave (illness/injury) can now attach a scanned copy of the required document (eg: medical certificate) with their application making the approval of the leave easier and removing the need to wait the actual certificate to be submitted.
* Principals/Managers have fewer clicks to approve an employee’s leave. When the Approve leave button is clicked eduPay will now automatically calculate and forecasts the leave.
* Updated information in the Quick Links section now displays information separately for each employee. For example each employee’s individual leave history is displayed separately and can be sorted in a number of different ways and exported to Excel.
* For further assistance in using eduPay, click the “Help” link on each page in eduPay or directly on HRWeb at <http://www.education.vic.gov.au/hrweb/Pages/eduPay-help.aspx>