Locally Paid Staff Collection

Mid-Year (August) School Census

# user Guide

## Introduction

As part of the August Census, schools are requested to complete the Locally Paid Staff Collection (previously called the School Supplementary Staffing Collection SSSC) at: [http://www.eduweb.vic.gov.au/forms/school/SSSC](https://www.eduweb.vic.gov.au/forms/school/SSSC)

This data is used in conjunction with central payroll data to allow Victoria to meet its national reporting obligation to provide staffing numbers for the National Schools Statistics Collection.

## Queries:

First check the frequently asked questions on the back of this page and if you still have queries contact the Census Hotline on 7022 0359

## How to logon to the Website

Open your Internet browser program (E.g. MS Internet Explorer, Firefox...etc.).

Type the web address: [http://www.eduweb.vic.gov.au/forms/school/SSSC](https://www.eduweb.vic.gov.au/forms/school/SSSC)
You will then be prompted to logon on to the website:



You **must logon using the school edumail account** (not the Principal or any other account)

Type the User Name for your school account and the school account’s password.

The User Name for the school account will take the form of:

**Sxxxxyy**

where:

xxxx = School number (E.g. Ararat Primary school number is 800 = 0800)

yy = Admin Centre Campus Number (E.g. Admin Centre Campus is 1 = 01)

Therefore the User Name for Ararat Primary School’s school account would be S080001 (as above)

If you are **unaware** of the **password** for the school account, both the Principal and the delegate have the permission to reset the password. To change the password:

Using your web browser log onto: <https://www.edumail.vic.gov.au/EduMailOnline>/

Enter your EduMail **User name** and **Password** when prompted and then Click **OK**.

Click **My Tools** and Scroll down and click **Account Administration**. The **EduMail Account Management** will appear with a list of staff that you can manage. This list will display the school account, and SMTP (Internet) email address

Select the school by clicking on their name and EduMail user details will be displayed. Click **'Reset this User's Password'**

Confirmation screen will appear and Click **'Yes, Reset the Password'**

A new password will appear on the screen (Please note this password for later use).

Click **'Go Back to User List'** and exit program.

## Frequently Asked Questions

### **Q1 What is the Locally Paid Staff** Collection?

A: This is one of the components of the Mid Year (August) School Census. It collects information on school staffing which is not available from the central payroll. This data is used in conjunction with central payroll data to allow Victoria to meet its national reporting obligation to provide staffing numbers to the National Schools Statistics Collection.

### Q2 When I try to access the website, access is denied?

A: This may happen for a couple of reasons.

Try typing the website exactly as shown below, instead of clicking on a link: <http://www.eduweb.vic.gov.au/forms/school/SSSC>

You need to log in with the school edumail account. Refer to the instructions above. (Note: **Do not** use the principal edumail account).

### Q3 I am having problems entering the percentage proportions for State/Commonwealth/Private funding. How can I overcome this error?

A. When entering the local payroll-funding source proportion, please enter a number in all three boxes. For example, if an employee is 100 per cent paid through privately raised funds, then please enter a zero for both the state and commonwealth funded boxes and 100 for privately raised funds.

If you leave any of these boxes empty you will get the following message:

 “The following error was detected in your data: You have not entered a value for STATE ALLOCATED FUNDS/COMMONWEALTH ALLOCATED FUNDS/PRIVATE ALLOCATED FUNDS”

### Q4 What happens if I submit the school return, but realise there are mistakes?

A. Go into the website again and make the necessary changes and resubmit.
Only the latest return from a school will be included in the census.

### Q5 What happens if I am half way through editing the school return and I accidentally exit the website?

A. Your information will be automatically saved and available for you to edit the next time you return to the website.