# Welcome

**This Issue contains…**

* Welcome to 2023
* Education Support Common Start Date
* Annual Leave
* Terms and conditions of school council employees
* Youth Employment Scheme (YES) – 2022/2023
* Panel listed CRT agencies rate variations
* Workers’ Compensation Claims Management
* Workers’ Compensation Training and Webinars

**Recruitment Hints and Tips**

* VIT annual registration – now required
* Working with Children Check and employment of students (under 18)

**eduPay Hints and Tips**

* Changing Standard Hours or days worked

**The eduPay Way**

* Time in Lieu Acquittal – action required by 28 February 2023
* Defer TiL into the next year – employee action required
* Time in Lieu – new Data Insights – coming soon!
* Recruitment Reimagined – available now!

**Start of Term Checklist**

Welcome to the 2023 school year!

HRM Online is a newsletter published regularly to principals, business managers and HR administrators. HRM Online provides news and information regarding human resources policy and operations and Hints & Tips for ensuring your use of eduPay and Recruitment Online is effective.

The [Policy and Advisory Library (PAL)](https://www2.education.vic.gov.au/pal) for schools is a comprehensive one-stop-shop for all department policy and related operational guidance and resources that apply to Victorian government schools. PAL is available directly at: <https://www2.education.vic.gov.au/pal>

Answers to many queries and issues can be found by using the extensive A-Z Topic Index and reviewing relevant webpages or associated documents. HRM Online items regularly refer you to the policy, procedures or further help available on PAL.

Most [HRWeb](https://www.education.vic.gov.au/hrweb/Pages/default.aspx) links for school-based policy will automatically redirect to the respective [PAL](https://www2.education.vic.gov.au/pal) topic page, where the policy is stored.

Feedback or suggestions for topics to be covered in HRM Online are welcome at any time. Send your comments or suggestions to [hrweb@education.vic.gov.au](mailto:hrweb@education.vic.gov.au).

# Education Support Common Start Date

As communicated in HRMOnline [Issue 11-2022 – 21 November 2022](https://www.education.vic.gov.au/hrweb/Documents/HRM-Online-11-2022.docx), the department has committed to providing education support staff with the same resumption date as teachers each school year. In 2023, the resumption date for teachers and education support staff was Friday 27 January.

If an education support class employee exhaust~~s~~ their additional paid leave days during any vacation period, there are a number of options available to them.  These include:

* applying for paid or unpaid leave (such as long service leave or leave without pay)
* requesting access to any accrued time in lieu; and
* requesting to return to duty during that vacation period. Please note: any request to return to duty will be considered having regard to the employee’s circumstances and the operational needs of the school. Attendance during a vacation period on any day where an employee has exhausted their additional paid leave credits available, will be considered an ordinary day of attendance for remuneration purposes and will not attract a leave purchase allowance.

In addition to the above, eduPay will maintain existing arrangements where education support class employees, who have exhausted their additional paid leave and are not required or are unable to attend for duty during a vacation period, may access further additional paid leave credits, up to a maximum of 38 hours for full time employees (pro rata for part time employees). In other words, they can go into a negative additional leave balance of up to 38 hours (pro rata). Once an employee has reached 38 hours in the negative, from 1 February 2023, eduPay as a default will apply leave without pay to cover any remaining days in a vacation period, unless other arrangements are approved by the principal.

**Please ensure this information is disseminated to staff**

Further information is available at the attendance and working hours HRWeb page at: <https://www2.education.vic.gov.au/pal/attendance-and-working-hours-teaching-service/overview>

Principals may contact [workplace.relations@education.vic.gov.au](mailto:workplace.relations@education.vic.gov.au) for further advice.

# Annual Leave

Edupay will now display the four-week annual leave accrual for principals and teacher class employees, consistent with all other teaching service employees.

From 1 February 2023:

* all principal, teacher and education support class employees' annual leave entitlements will accrue for every hour worked
* all principal, teacher and education support class employees will have annual leave automatically deducted through eduPay during school holiday periods
* for the first time, teachers and principal class employees will be able to view their annual leave entitlements through Employee Self Service (ESS).

The new arrangements for the acquittal of annual leave credits will be a change to the previous practice for education support class employees who attend for duty during the school holiday periods and are in receipt of the leave purchase allowance.  These education support class employees will now need to enter the days they will be on duty during the school holidays in eduPay via Employee Self Service to ensure annual leave is not acquitted on the days the employee attends for duty.

An employee can check their leave balances by accessing the self-service functionality on eduPay.

**Please ensure this information is disseminated to staff**

Further information about annual leave is available at the annual leave HRWeb page at: <https://www2.education.vic.gov.au/pal/annual-leave-teaching-service/policy>

# Terms and conditions of school council employees

Last year, following approval of the *Victorian Government Schools Agreement 2022* and the Minister for Education’s signing of Ministerial Order 1389 to replace Ministerial Order 1039, principals and school council presidents were informed that a series of changes would be made to the terms and conditions of school council employees.

The main changes included:

* increases to the salary for school council education support class employees to be consistent with those that apply to education support class employees in the teaching service
* giving effect to structural changes in education support classification:
  + forming a new range 1 classification for trainees only
  + translating education support class employees in ranges 1 and 2 to the new subdivisions of those ranges, consistent with the arrangements that apply to the teaching service (effective from Sunday 2 January 2022 or the date their current period of employment started, whichever is the later)
  + introducing the new salary subdivisions at the top of education support class level 1, range 3 and range 5
* increases to the first aid allowance, special school allowance and intensive care allowance of eligible employees as set out in the agreement. Please note changes to eligibility for special school and intensive care allowances in the agreement.

**Actions required:** All changes have now been implemented and schools, including the reclassification of education support class level, 1, range 1 to level 1, range 2 and principals are now requested to review these changes in eduPay to identify if there are any concerns.

With the new education support class level 1, range 1 classification that has been made available for trainees, principals are also requested to check that there are no school or school council employees employed below this classification and to ensure they are being appropriately remunerated.

Principals may contact [workplace.relations@education.vic.gov.au](mailto:workplace.relations@education.vic.gov.au) for further advice.

Further information about the traineeship classification is available on the recruitment in schools HRWeb page at: <https://www2.education.vic.gov.au/pal/recruitment-schools/overview>

# Youth Employment Scheme (YES) – 2022/2023

The 2022-23 financial year sees the continuation of the YES program. This program offers young people facing barriers the opportunity to work for 12 months while studying for a Certificate III or IV qualification. DE has limited placements available for YES Trainees, including, Disability stream placements.

Disability places require preapproval; for further information, contact Schools Recruitment Unit [youth.employment.scheme@education.vic.gov.au](mailto:youth.employment.scheme@education.vic.gov.au).

The YES program attracts the following subsidies: (subsidy amounts and age limitation for the YES participants may change upon advice from the Department of Jobs, Precincts and Regions)

* YES traineeship (12 months full-time) - $ 6,000 (GST exclusive; for schools/TAFE only)
* Approved Disability stream placements - $6,000 (GST exclusive; for schools/non-school based/TAFE only)
* YES traineeship (12 months full-time) - $ 6,000 (GST exclusive; non-school based)

**Note:** Subsidies for YES placements are currently under review. Once finalised, schools will be notified of the amounts. Principals/Managers are advised that in placing a YES trainee, they will be responsible for meeting the non-subsidized portion of the salary costs (including on-costs and administration), estimated to be around $40,000.

This year further support will be provided by the Schools Recruitment Unit, and YES trainees will be eligible to attend additional training sessions designed to prepare YES trainees for future employment prospects. Information will be sent to the trainee and school at the commencement of each placement.

**Eligibility:** To be eligible for a YES placement, participants must:

* be aged 15-29 at the commencement of the traineeship
* be unemployed or not working more than 15 hours per week
* not be currently engaged in tertiary education; and
* not possess a university-level qualification (excluding certificate level 1-4 courses).

Preference is also given to YES applications which identify ‘disadvantaged’ young people, including those who are:

* Long-term unemployed
* Resident in a rural or remote area of Victoria
* Have a disability or mental illness
* Aboriginal or Torres Strait Islander Person.

[For further information on YES placements and to reserve placement/s for your school please email](mailto:youth.employment.scheme@edumail.vic.gov.au.%20For%20further%20information%20on%20the%20YES%20placements%20please%20contact%20%20%20): [youth.employment.scheme@education.vic.gov.au](mailto:youth.employment.scheme@education.vic.gov.au).

# Panel listed CRT agencies rate variations

Please note that the following panel listed casual relief teacher (CRT) agencies have recently varied their CRT rates:

* ANZUK
* Emergency Teacher Agency
* Randstad

These changes are reflected in the respective CRT panel [Rules of Use](https://edugate.eduweb.vic.gov.au/sites/i/pages/production.aspx#/app/content/2986/support_and_service_(schools)%252Fprocurement,_funding,_travel_and_gifts%252Fprocurement%252Fdepartment_managed_categories). Schools are encouraged to regularly check the [Rules of Use](https://edugate.eduweb.vic.gov.au/sites/i/pages/production.aspx#/app/content/2986/support_and_service_(schools)%252Fprocurement,_funding,_travel_and_gifts%252Fprocurement%252Fdepartment_managed_categories) for the most up to date information regarding the terms and conditions for CRT engagements through panel listed CRT agencies. Schools may wish to contact the CRT agencies for further information.

# Workers’ Compensation Claims Management

Return to Work Coordinators/Principals/Business Managers play an important role in supporting injured employees and can make a big difference to their ability to return to work. For more information, visit <https://www.worksafe.vic.gov.au/helping-your-employee-return-work>.

The [Workcover leave and processing weekly compensation payments](https://edugate.eduweb.vic.gov.au/edrms/website/PAL/workcover-leave-entry-processing-weekly-compensation-payments.pdf) contains important information including instructions of how to process leave during the pending stage, initially recorded as personal leave while awaiting a decision. It is recommended to keep the staff member informed of the leave that is being processed and their personal leave credit balance during this period to avoid any financial distress. The employee may wish to access other leave entitlements available to them if they have insufficient personal leave credits.

The following are legislative requirements for all workers’ compensation claims and are to be completed by the workplace nominated return to work coordinator (RTWC) **even when the claim is pending**:

* In supporting your staff member with their return to work and recovery post workplace injury, it is very important that you maintain regular contact irrespective of the status of their Workers Compensation Claim (i.e., even when the claim is in a pending stage)
* Ensure that the injured worker is notified of who their Return to Work Coordinator is by using the ‘[Advice of Nominated Return to Work Coordinator template](https://edugate.eduweb.vic.gov.au/edrms/EHSWD/WCU/_layouts/15/WopiFrame.aspx?sourcedoc=/edrms/EHSWD/WCU/Support_Materials/Advice%20of%20Nominated%20Return%20to%20Work%20Coordinator.docx&action=default)’
* Provide both the ‘[Your workers compensation claim](https://edugate.eduweb.vic.gov.au/edrms/website/PAL/your-workers-compensation-claim-fact-sheet.pdf)’ and ‘[Employee, entitlements and benefits](https://edugate.eduweb.vic.gov.au/edrms/website/PAL/employee-entitlements-and-benefits.pdf)’ fact sheets to the injured worker with the above notification of Return to Work Coordinator
* Keep evidence of all of the above in a [secure workers compensation file](https://edugate.eduweb.vic.gov.au/edrms/EHSWD/WCU/Support_Materials/Record%20Keeping%20and%20Privacy.pdf)
* It is important to keep track of the [Make-Up Pay entitlement](https://edugate.eduweb.vic.gov.au/edrms/EHSWD/WCU/Support_Materials/Make%20Up%20Pay%20Entitlement%20Balance%20Instructions.pdf) (MUP) of employees on a workers compensation claim to prepare the employee for the transition to POST Make-Up pay and the decrease in salary.

After you have contacted the injured worker and have an agreed communication plan, it is important to begin the Return-to-Work process. Please refer to the [Return to Work Coordinator portal – Return to work planning](https://edugate.eduweb.vic.gov.au/edrms/EHSWD/WCU/Pages/RTWP.aspx) for more information.

# Workers’ Compensation Training and Webinars

Several workers’ compensation free online training sessions are available during Term 1, 2023 and throughout the year!

Please share this information with your return-to-work coordinators and staff responsible for workers’ compensation claims administration. This training will help your school to meet your return-to-work obligations. It will also support workers to remain at work or help them return to work as soon and as safely possible following an injury.

## Workers’ compensation training

This one-day training updates staff on regulatory and process changes and provides department-specific material on how to support injured staff to return to work safely.

Completion of this course addresses the return-to-work coordinator competency requirement in occupational health and safety audits. View available dates and register for [Workers’ compensation (one-day course)](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=1717&LM_CI_ID=1306&NAV=URL) in LearnED.

## Workers’ compensation webinars

The below free, one-hour to one-and-a-half-hour workers’ compensation webinars are suitable for business managers, return-to-work coordinators, and human resource administrators. These are available through LearnED.

[New Work-Related Injury/Claim](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=3188&LM_CI_ID=1487&NAV=URL) 10am Wednesday, 8th February: Takes the return-to-work coordinator through a new claim process from how to lodge a claim, liability, initial planning, leave entry and consultation.

[Return to Work obligations and responsibilities](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=3217&LM_CI_ID=1488&NAV=URL) 10am Wednesday, 22 February: Outlines the return-to-work process, including employer obligations and responsibilities, worker rights and obligations, return-to-work planning, and funding support

[Mental Health Claims Management](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=3224&LM_CI_ID=1494&NAV=URL) 10am Wednesday 1 March: This one-and-a-half-hour session introduces practical strategies to support employees in returning to safe and sustainable work following a mental health claim.

[Workers Compensation eduPay Management](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=3218&LM_CI_ID=1490&NAV=URL) 10 am Wednesday 8 March: This one-and-a-half-hour session is specifically directed to HR administrators with access and responsibility of entering WorkCover leave into eduPay. Learn and understand how to enter leave in eduPay, from when a claim is submitted to when an employee has exhausted their make-up pay entitlement.

[Determining liability](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=3660&LM_CI_ID=1537&NAV=URL) 10 am Wednesday 22 March: This one-and-a-half-hour session outlines the claim lodgement process and the requirements of the WorkSafe agent, Gallagher Bassett, to determine a claim’s liability. It also includes guidance on submitting information and how to prepare for investigations relating to the claim’s liability.

[Workers Compensation disputes and conciliation](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&ForceSearch=Y&LM_CI_ID=1556) 10 am Wednesday 29 March: Includes important information for managers and return to work coordinators, stepping through the litigation process for a workers’ compensation claim.

## Policy, guidance and resources

The department’s Policy and Advisory Library includes all related policy information, guidance, and resources under the relevant menu tabs: [Workers’ Compensation](https://www2.education.vic.gov.au/pal/workers-compensation/policy).

For further enquires, contact the Return to Work and Compensation team:

* email: [workers.compensation.advisory@education.vic.gov.au](mailto:workers.compensation.advisory@education.vic.gov.au)
* phone: 03 7022 0780

Recruitment Hints and Tips

# VIT annual registration – now required

A teacher cannot undertake teaching duties without current, valid VIT registration. For each teacher, principals are to ensure all VIT cards show current and valid registration status. Review the employee's card or check registration details on the public register. If your employee has not yet renewed their VIT registration they must do so immediately.

A current employee is to record and update their VIT Registration details through ESS following which the HR Administrator validates the entry on the Suitability for Employment page if required. Status of all VIT registrations on eduPay is visible on the HR Administrator *(HR Admin > Manage Staff > Suitability for Employment (then select VIT on the left-hand menu))* or the Principal's dashboard *(Manager > Manage My Team > VIT)*

# Working with Children Check and employment of students (under 18)

An employee who is under 18 years of age does not require a Working with Children Check (WWCC). However, eduPay will expect a valid WWCC for all employees, irrespective of age. To enable the hire to be completed on eduPay, forward a copy of the birth certificate or other suitable document confirming the date of birth by email, including name and employee ID, to the People Systems and Services team at [payrollservices@education.vic.gov.au](mailto:payrollservices@education.vic.gov.au) and request an override for the WWCC.

Additional permission is required where the person to be employed is under the age of 15. Refer to the advice and documentation required on the links below from the Business Victoria website.

* [Apply for a child employment permit](https://www.business.vic.gov.au/hiring-and-managing-staff/employing-children/application-forms-industries-other-than-entertainment)
* [Child employment laws and requirements](https://www.business.vic.gov.au/hiring-and-managing-staff/employing-children/laws-and-act) – refer to the heading, Industries other than entertainment

Provide copies of the relevant approved authorisation for persons under 15 years of age and email to [payrollservices@education.vic.gov.au](mailto:payrollservices@education.vic.gov.au) requesting a WWCC override for these employees.

eduPay Hints and Tips

# Changing Standard Hours or days worked

HR Administrators are asked to follow the steps in the [Work Schedule User guide](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/eduPay_UGuides.aspx) when entering or amending an employee’s work schedule to ensure the new change of hours or work pattern is recorded correctly.

Remember to ADD a new row with the revised hours or work pattern. Normally a change of hours is not retrospective therefore check carefully that you have entered ***2023*** as the year in the effective date. ***DO NOT overwrite any previous work schedule row*** as this will result in large under or overpayments, previously valid leave entries may become invalid and create issues with taxation year calculations.

The eduPay way



Welcome back and a very Happy New Year from the eduPay team 😊

We’ve created a welcome back one stop [eduPay Support Guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/eduPay%20Support%20for%20BMs.pdf) for you where you’ll find a link to all the supporting information for key features we’ve reimagined over the 3 year transformation.  You’re just one click away from all you need to know about Schools Onboarding for example – one click unlocks the QRG, CASES21 recordings and FAQs for that feature. Save it somewhere handy, this is ‘the’ guide for those who want to stay in the know. *You’re welcome* 😉 Now back to our eduPay highlights…

# Time in Lieu Acquittal – action required by 28 February 2023

Please ensure you finalise your arrangements for Time in Lieu (TiL) acquittal by 28 February 2023.

Any outstanding TiL balance that hasn’t already been used, deferred to the following year, or removed from eduPay by 1 March 2023, will automatically be paid at 150% of the normal rate of pay for the TiL balance, in the following pay cycle.

There are currently 3 options available, 2 of which require immediate action:

* **Acquit TiL** **before 1 March and remove from eduPay** – the employee takes their TiL before 1 March 2023
* **Defer TiL** **into the next year** - the employee is required to enter this action into eduPay (instructions below)
* **Automatic payout** **of the balance of TiL on 1 March** – no action required. *Note - if no other arrangements have been made, payout will occur at 150% of the normal rate of pay for the TiL balance*

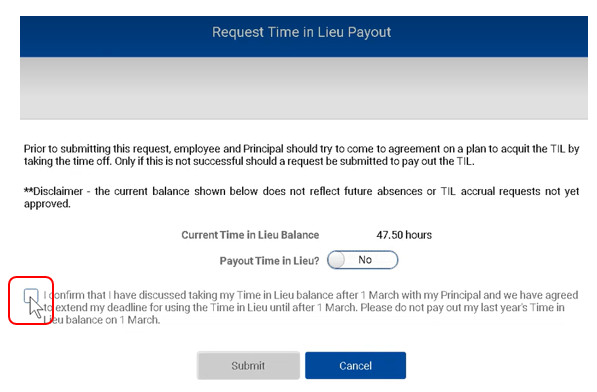
The acquittal for TiL will be at times determined by the principal, following genuine consideration of the wishes of the employee. Please ensure you have a conversation with your employee regarding the option they will take.

# Defer TiL into the next year – employee action required

A new feature has been created in eduPay for teachers and ES staff to request ***not*** to be paid out automatically on 1 March 2023. All the employee is required to do is check a box for this request, as per the following instructions and image below.

* Go to Employee Homepage > My Time > Time in Lieu > Request TIL Payout
* The **Payout Time in Lieu?** slider defaults to ‘No’ – there is no action required here
* The employee needs to **check the box to confirm** they have discussed taking their Time in Lieu balance after 1 March with their principal, and they have agreed to extend their deadline
* They then select **submit** and all the usual notifications and approval process occurs.

***Note - if an employee does not take action in eduPay by 28 February 2023, they will be automatically paid out at 150% of the normal rate of pay for the TiL balance.***



# Time in Lieu – new Data Insights – *coming soon!*

A huge thank you to our BM friends-of-eduPay who joined us in December for our last working group of the year and shared their feedback on the all new **data insights dashboard for Time in Lieu.**

We’re super excited to share that this new feature will be available shortly via ***HR Admin Homepage or Manager Homepage > Workforce Insights > Time in Lieu Insights.*** This feature is expected in the next few weeks, so keep your eye out for an eduPay pop up and announcement for launch details. Here’s a sneak peek, *while we’re here* 😉

**Data insights is a new visualisation tool** which has recently been integrated into eduPay. This tool has been used to develop the TiL Data Insights for Business Managers and Principals and will assist with 2023 planning. These insights will assist you with the visibility of past events, the effort and costs associated with supporting these events and can be used in planning for future events. You can explore and visualise a range of eduPay data through analytic dashboards, as part of this new visualisation tool.

The insights also allow you to view the data by current or prior year, and then shows the amount of TiL requests, hours accrued and TiL balance. Other visuals then show sum of hours by job title, breakdown of which requests are inside work hours and which are not, a breakdown of tasks performed and amount of TiL hours accrued by month. Each visual enables you to filter down further on the data, noting, you will only see what is available to you in your row level security. We’ve included a snapshot below and for more information please refer to the updated [Quick Reference Guide](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-Time-in-Lieu.pdf) once we’re live (watch this space!).

Graphical user interface, application

Description automatically generated

# Recruitment Reimagined – *available now!*

We will shortly be using the new Data Insights visualisation tool to assist you with recruitment insights for your school – but in the meantime, we’ve just launched the following features with the [updated](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/ROL-Help-Recruiter.aspx) support guide available soon (key audience in brackets)…

* **Job Opportunity Search Results Changes for Recruiters**(School Recruiters and SRU) - There will be a new sorting, columns and renamed column labels in the Job Opportunity Search Results page. This is to allow Recruiters and SRUs to have a better view of the data from the initial results shown.
* **Place applicants for advertised jobs into the Job Opportunity Pool automatically** (Applicants) - This feature will provide applicants an opportunity to be added in the Job Opportunity pool automatically. A new question is added in the job opening where applicants can select an option to have a job opportunity application created on their behalf, or have their existing job opportunity application updated on their behalf.

**We’re currently setting up some new feature working groups for upcoming features we’ll be reimagining in 2023 - so if you’re interested in joining over 750 BM friends-of-eduPay** who share their eduPay pain points and contribute to the design of new features – we’d love to have you. Just an hour a month to be in the know and build rapport with the change before it arrives on your desktop– email the [team](mailto:tania.rann@education.vic.gov.au) to join us – no FOMO here.

Oh and if you’d like the eduPay team to present at an upcoming conference or PD day – you know what to do – email the [team](mailto:tania.rann@education.vic.gov.au) and we’d love to join you in real life.

Start of Term Checklist continues on the next page……

# Start of Term Checklist

## Payroll reminders

* ***Entering Dates*** – Check you have entered the correct date with **2023** where appropriate – be especially careful on work schedule changes and deduction start/end dates.
* ***Avoid incorrect pays for returning employees*** *–* Check employees who are scheduled to return from unpaid leave that
  + (a) they have actually resumed and
  + (b) they will be paid correctly.
* ***Avoid Overpayments***. Ensure leave is approved and recorded for employees who are to commence or continue unpaid leave.
* ***Banking, Tax and Superannuation***. Ask employees to update their banking and taxation details directly on eduPay using Employee Self Service. Where the employee cannot access eduPay record their banking and tax details. Do not overwrite banking or tax data or change the effective date – **ADD** a new row with the correct effective date and new information.  
  Employees are to record their Choice of Superannuation requirements directly on eduPay using Employee Self Service. The Choice form is not required where the employee has completed the update directly on eduPay.  
  Taxation and superannuation can be completed from home; however, banking can only be completed where the computer is connected to the school network.
* ***Higher Duties and Special Payments***. Complete any higher duties assignments and special payment assignments commencing this term that have been approved by the principal. Place details on the employee’s personnel file – see articles in this edition of HRM Online.
* ***Ceasing Employees***. Ensure a copy of the employee’s written notice of cessation of employment which has been accepted by the principal is placed on the personnel file.
* ***Payroll Validation and Certification*** – validate and certify any outstanding pay periods.

## Leave reminders

* ***Record/process leave*** for employees commencing or extending unpaid or half pay leave. Ensure ***539 LWOP APPRV*** is used for Leave Without Pay entries where leave has been approved by the principal. Encourage employees to apply for leave using Employee Self Service wherever possible.
* ***Review all Stop Pay entries****.* A Stop Pay is not leave. Stop pay is used as a temporary measure to ensure an employee is not overpaid following workers’ compensation absence or long-term unpaid leave. Determine the correct leave type for these employees (if applicable) and adjust their records accordingly.

## Recruitment Reminders

* ***VIT Registration***.A teacher cannot undertake teaching duties without current, valid VIT registration. For each teacher, principals are to ensure all VIT cards show current and valid registration status. Review the employee’s card or check registration details on the [public register](http://www.vit.vic.edu.au/search-the-register/_nocache).

A current employee is to record and update their VIT Registration details through ESS following which the HR Administrator validates the entry on the Suitability for Employment page if required. Status of all VIT registrations on eduPay is visible on the HR Administrator *(HR Admin > Manage Staff > Suitability for Employment (then select VIT on the left-hand menu))* or the Principal’s dashboard *(Manager > Manage My Team > VIT)*

* ***WWCC Check***. It is an employment requirement for education support class employees (ESC) to hold a valid Working With Children (WWC) Check except where they hold current VIT registration. It is also an offence for a person to be engaged in child related work in a school without a valid WWC Check. As a result, eduPay will not allow the employment of the person without valid WWCC data entered. Prior to employing any ESC or other non-teaching employee ensure they have a valid and current employee type WWCC card and the card details are recorded on eduPay at the time of their hire/rehire.

A current employee can record their renewed or new card details using Employee Self Service (ESS) and the HR Administrator then validates this entry on the Suitability for Employment page *(HR Admin > Manage Staff > Suitability for Employment)*

* ***Principal Class appointments, promotions or transfers.*** Principal and Assistant Principal appointments, promotions or transfers are completed by Schools People Services on return of the signed Contract of Employment. School operators must not complete Job Data transactions for principal class employees.
* ***Employment Offers***.Ensure all employment offers for this year have been accepted in writing and the school’s copy of the employment offer is placed on the employee’s personnel file.
* ***Complete the Hire/Rehire of staff as appropriate*** – after completing the Hire/Rehire of an employee, remember to include the banking and taxation details, or ask the employee to update directly in Employee Self Service. For fixed term teacher positions ensure the correct employment end date is used on eduPay – refer to the [Fixed Term Teacher Vacancy Ready Reckoner](https://www2.education.vic.gov.au/pal/recruitment-schools/resources) on HRWeb. The Employment Task List should be used to assist in the hire/rehire process, available on HRWeb at: [Recruitment in Schools](https://www2.education.vic.gov.au/pal/recruitment-schools/resources)
* ***Promotion and Transfer of teachers and ESC employees***.Ensure any promotions and transfers (except for Principal class employees) of ongoing employees have been processed and any documentation in relation to the promotion or transfer is placed on the employee’s personnel file.

## Other Reminders

* ***WWCC and Volunteers***. Ensure all Volunteers have a valid WWCC card in accordance with your school’s visitor policy. An employee card can be used to volunteer but a volunteer card cannot be used for paid employment.
* ***WWCC and Contractors****.* Ensure the assessment of the suitability of contractors to be on school premises is consistent with the Department’s Suitability for Employment Policy and your school policy. Contact the [Employee Conduct Branch](mailto:employee.conduct@edumail.vic.gov.au) if advice is required.

***Personnel Files****.* For previous employees who transfer to or are rehired at your school, request the personnel file from their previous school. Where another school requests the personnel file for an employee, make sure all documentation has been securely included and send it to the new school by registered mail. For further information on personnel files, see the HRWeb topic – [Records Management](https://www2.education.vic.gov.au/pal/records-management-employee-information/overview).