# Support Your School Initiative

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***eduPay 2022 (****eduPay MyWay****)***

* *Welcome to 2022 – what’s new?*

***This Issue contains …***

A new pool of applicants is available to help schools manage the staffing impacts of COVID-19 during 2022. The Support Your School Initiative was announced by the Minister of Education on 22 January 2022 and is in place to provide surge support to schools who need short term support due to absences in classrooms and school operations.

The department has asked individuals who are interested in short term casual employment to submit an application in the Job Opportunities pool on ROL. Individuals are to select the ‘Support Your School Initiative’ role type as well as other role types relevant to their experience and expertise. Applicant Help on creating an Applicant Profile is available [here](https://www.education.vic.gov.au/hrweb/careers/Pages/rol_help_applicants.aspx).

Schools are now able to search the Job Opportunity pool to find ‘Support Your School’ applicants to fill short term casual positions where needed, to cover:

* daily operations, including face-to-face teaching
* classroom and student support (including allied health)
* administrative assistance
* assistance for school leaders in managing COVID-19 matters.

Schools are recommended to include the ‘CRT’ and ‘Support Your School Initiative’ role type(s) when searching for short term support classroom teachers.

Casual staff will then be hired and paid through the School Local Payroll (SLP). More information on the SLP is available [here](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/slp.aspx).

For more information on searching the job Opportunity pool, refer to the Recruiter Instructions and Frequently Asked Questions (FAQs) which are available [here](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/ROL-Help-Recruiter.aspx) or contact:

Schools Recruitment Unit:

* phone: 1800 641 943
* email: schools.recruitment@education.vic.gov.au

# Hire/Rehire – Avoid creating a duplicate employee ID

All staff are issued with an employee ID when they first commence employment on eduPay. This employee ID remains the same throughout all subsequent employment periods. One employee ID record ensures payroll integrity, the service history and entitlements are carried forward to each period of employment and only one eduMail email account is created.

A large number of duplicate employee ID’s are being created by operators. ***It is imperative that duplicate records are NOT created.*** To help stop the creation of duplicate employee records and a new employee ID, eduPay and ROL have a number of system checks, protections and warnings built in to avoid duplication of employee records. Read these warnings carefully and take appropriate action to avoid duplication.

1. Before commencing the *Manage Appointments* process ***ask prospective employees whether they have been previously employed by the Department or by another school on the local payroll***. Ensure you have their date of birth and full name, including any variations of their name they may have worked under previously available – this includes whether any middle names have been included previously. Ensure your internet browser is displaying dates in the standard Australian date format (dd/mm/yyyy). A number of duplicate records occur because the date is recorded in the American date format (mm/dd/yyyy).
2. Verify the Employee ID of the successful applicant in ROL. This step undertakes a search of previous records to identify any possible match. The search must be completed for all successful applicants to vacancies, including School Local Payroll employees.
3. Compare the results against the details provided by the prospective employee and attach the hire to the correct person from available search results. Only where details do not match should a new employee ID be created.

Deliberate alteration to prospective employee data to avoid built in system protections when hiring a person thereby creating a duplicate record is against Department policy and may be subject to further investigation.

For further assistance, Business Managers and HR Administrators are to refer of the following resources:

* ROL Recruiter Guide [Recruiter User Guide](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/ROL-Help-Recruiter.aspx).
* eduPay [School Appointments User Guide](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/UGS-School-Appts.pdf)
* Schools Recruitment Unit – 1800 641 943, select option for Schools’ Recruitment Unit.

# COVID-19 Vaccination Requirements for New and Re-engaged Staff

The Minister for Health’s COVID-19 Mandatory Vaccination (Specified Facilities) Order (Pandemic Order) requires anyone who performs work in a school to meet the vaccination requirements.

Schools are reminded to advise new employees, including those who are being re-engaged on a fixed term basis, they must meet the vaccination requirements. Employees who have not provided acceptable vaccination information and supporting documentation cannot be employed to work in a school.

Section 3.1.1(1)(d) of Ministerial Order 1038 provides that a person is not eligible for employment in the Teaching Service unless the department is satisfied that they meet the vaccination requirements. Section 11.2.4 of Ministerial Order 1038 also imposes a duty on principals not to allow employees who do not meet the vaccination requirements to enter or remain on a school site for the purpose of work.

Principals aware of employees commencing employment who are yet to receive a department email address, are asked to contact these employees as soon as possible about the vaccination requirements. These employees should be provided with their eduPay login details, so that they can access eduPay to record their vaccination information and upload supporting documentation prior to their commencement date.

If you require further information or assistance, please contact Schools People Services on 1800 641 943 (Option 2) or by email to:

* schools.hr.nev@education.vic.gov.au
* schools.hr.nwv@education.vic.gov.au
* schools.hr.sev@education.vic.gov.au
* schools.hr.swv@education.vic.gov.au

A Help guide to assist employees to record their vaccination information is available on eduGate: [My Vaccination Status](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-My-Vaccination-Status.docx)

# 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 ***2022*** 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.

# Higher Duties

Principals and business managers are reminded that periods of higher duties may be assigned for more than five days and up to twelve months. Assignments of more than three months are to be determined by a merit-based process as a result of an expression of interest. This ensures transparency and equity and that the position is open to competition.

Refer to the [Higher Duties](https://www2.education.vic.gov.au/pal/higher-duties-teaching-service/overview) page on HRWeb for further information including a higher duties form that is used to document and approve the decision. Use the updated method of applying higher duties now available in eduPay – [Help document here](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/Higher%20duties%20-%20School%20Allowances%20QRG.pdf)

**Action**: Principals and Business Managers are to ensure the Department policy for assigning higher duties, record management and documentation is followed and available for audit.

# Special Payments

A special payment may be paid to employees in the teacher, paraprofessional and education support classes to undertake a specific task that is additional to their normal work responsibilities at their classification level and salary range or paid as an attraction/retention incentive. A Principal or Assistant Principal is not eligible to be paid a special payment.

Refer to the [Special Payments](https://www2.education.vic.gov.au/pal/special-payments/overview) page on HRWeb for policy and further information, including details on the selection of eligible employees, when assigning a special payment. Use the eduPay process to record the special payment – [help document here](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/Special%20Payments%20-%20School%20Allowances%20QRG.pdf).

**Action**: Principals and Business Managers are to ensure the Department policy for assigning special payments, record management and documentation is followed and available for audit.

# Working With Children Check Clearance

Education Support employees must demonstrate their suitability for employment by providing evidence of a WWC Check Clearance or hold a current, valid Victorian Institute of Teaching (VIT) registration.

DET has been advised by Working With Children Check Victoria (WWCV) that applications can now take between 3-12 weeks to process. This is due to the time taken in obtaining information from the National Criminal History Check.

The Department has also observed a number of practical issues, which have impacted on the processing and renewal of individual employee clearances including:

* applying to renew the WWC Clearance only a few days prior to the expiration date despite being able to commence renewal up to 6 months before the expiry date;
* failure to provide acceptable photographs for identity purposes; and
* delays in providing additional information required by the WWCV due to failure in checking for notifications and/or keeping personal and work details up to date.

As such it is important to ensure new applications and those for renewal are properly completed and submitted within a reasonable timeframe for processing.

Failure to provide evidence of a current WWWC when required can lead to cessation of employment.

**Action**: Remind any employee to renew their WWCC as soon as practical. Use the Suitability for Employment graphs to identify employee cards that are expiring soon or have expired and take appropriate action. Employees must renew their card as an employee type card. A volunteer card cannot be used for employment purposes.

 Ask your employee to update eduPay via self-service and include a copy of their latest card. When completed, the Business Manager or HR Administrator is to review the card recorded and validate the entry. If valid, mark as “Card Presented”. (Ensure card name matches employee name on eduPay, expiry date and card number are all correct before marking as “Card Presented”). The Business Manager/HR Administrator may also update records directly via the Suitability for Employment page. The same requirements apply.

 An employee who has previously held a valid VIT card in lieu of a WWCC must have renewed their VIT registration by now. If not, a valid WWCC will be required. Ensure these employees have a valid WWCC card or have renewed their VIT registration.

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. 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 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 requesting a WWCC override for these employees.

# Onboarding employees

All hired or rehired employees must be provided with their login details (Department and SLP employees). The details will be emailed to the Business Manager following completion of the Hire/Rehire (unless the employee already has an active record at another location). Provision of login details is required to enable the employee to complete their onboarding process directly on eduPay.

An employee may access and complete the onboarding process prior to their actual commencement date ensuring everything is ready to go from the first day. A component of the eduPay Onboarding process requires an employee to record their tax, super and banking details directly on eduPay. This ensures that employees are paid correctly from their first day. [Onboarding help](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-Schools-Onboarding-guide.pdf) is available on eduGate

Taxation

Tax details are required to enable the payroll to calculate the pay. An employee who has not recorded their tax details will not have any pay generated and will not be paid. Ask all new employees to complete this process immediately. Returning employees may check their previously recorded tax information to ensure it remains correct. [Taxation help](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/ESS-QRG-Taxaation.pdf) for employees is available on eduGate.

Banking

Banking details are required to make the payment to an employee’s bank account. An employee who has not recorded their banking details will not be paid until those banking details are fully recorded. Ensure both the bank account and the banking distribution sections are completed. The account name included should be the name recorded with the bank, not an alternative name eg: ‘holiday account’. Ask all new employees to record their banking details immediately. Returning employees should check previously recorded bank details to ensure they are still correct. [Banking help](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-ESS-Personal-Bank-Accounts.pdf) for employees is available on eduGate.

Superannuation

All employees are to record their choice of superannuation directly on eduPay. A paper form is no longer required in most instances. Superannuation is not paid for eligible employees unless they are enrolled into their choice of fund.

It is important that all new employees record their superannuation immediately. There is no longer any automatic enrolment into the department’s default fund VicSuper Future Saver. In order to meet all legislative requirements for department employees and for employees on the school local payroll superannuation must be recorded. [Superannuation help](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/ESS-QRG-Superannuation.pdf) for employees is available on eduGate.

Updates were made to the superannuation entry pages and automatic recording as indicated in [HRM Online 12-2021](https://www.education.vic.gov.au/hrweb/Documents/HRM-Online-12-2021.docx). Although the system will automatically record a previously held super fund, employees are still required to check the entries are correct.

The new ATO superannuation stapling process applies to all Hire/Rehires from 1 November 2021. This means that the Department default fund (VicSuper FutureSaver) cannot be applied to records without superannuation, therefore employees are required to provide their choice of superannuation on appointment – completed via eduPay self-service. This includes all School Local Payroll employees. Avoid the need to staple your employees, and the work this involves for both DOE and SLP employees by ensuring they record their superannuation directly on eduPay without delay.

Recruitment Hints & 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)*

# ROL update for Cloned vacancies

HRM Online 12-2021 contained information of Recruitment Online system changes which have been implemented to ensure schools, when cloning job postings that the posting contains all required current information and department policies.  Where a cloned job opening is used the job posting description information is no longer carried across to the new vacancy.

Recruiters will be required to create a posting description as required for a new job opening.  All other cloning functionality is carried into the new cloned vacancy such as time fraction, contact details.  Recruiters are advised to check the entire cloned job carefully to ensure the content is correct.

For further information contact the Schools’ Recruitment Unit on 1800 641 943 or by email to schools.recruitment@education.vic.gov.au

# Bulk Print Recruitment Applications

*Wouldn’t it be amazing if we could bulk print applications in ROL?*  Well now you can

Bulk printing of application data, including any attachments provided – such as selection criteria, cover letter or a CV.

You can print this information for one applicant, a select few or all applicants at once. For more information, please refer to our [Quick Reference Guide.](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/ROL-Multiple-Applic-Print.pdf)

eduPay 2022

…and just like that, it’s 2022! Happy New Year from your friendly eduPay team and goodness, have we got an exciting year planned for you! But first, let’s get you set up for the start of the school year…

Here’s a little something we prepared earlier 😉 a one stop [support shop](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/eduPay%20One%20Stop%20Support%20Shop.pdf) of all the support information for each of the key features we’ve reimagined over the last two years. In one handy document. Yes, just one click to all the support info for said feature – in alphabetical order. *You’re welcome* 😊

## As for 2022 – here’s a little looksee at our upcoming roadmap…



We’ll be kicking the year off with our working groups commencing early February. So if you suffered FOMO over the break and keen to see what you’re *#friendsofedupay* are up to, join us by emailing the team now…

* *Recruitment Online and Design Refresh – Tuesday 8th February*
* *GL Overrides – Tuesday 15th February*
* *Change of Hours Workshop – Thursday 17th February*

Just let us know which working group you’re keen to participate in and we’ll send you an invite. See you soon!