# Time in Lieu Acquittal

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## Reminder to finalise arrangements for the acquittal of employee time in lieu balances by 28 February 2023

As communicated in [HRM Online 01-2023](https://www.education.vic.gov.au/hrweb/Documents/HRM-Online-01-2023.docx), principals and business managers are reminded that employee time in lieu balances from 2022 must be used and removed from eduPay or deferred and actioned in eduPay by Tuesday 28 February 2023. If no action is taken in eduPay, any time in lieu balances that remain from 2022 will automatically be paid at 150% of the normal rate of pay in the pay cycle following Wednesday 1 March 2023.

Please ensure you have conversations with your employees to confirm if their time in lieu will be acquitted, deferred, or paid at 150% of their normal rate of pay.

Please ensure all agreed arrangements for time in lieu acquittal are finalised by Tuesday 28 February 2023.

There are now 3 options available for the 2022 time in lieu balances. Options 1 and 2 require immediate action. Option 4 requires no action.

1. Acquit time in lieu and remove it from eduPay. The employee takes the time in lieu before Wednesday 1 March 2023, at times determined by you, following genuine consideration of the employee’s wishes.
2. Defer time in lieu to a later time in 2023 where agreed by the principal and the employee. The employee must enter this action into eduPay (refer to instructions below).
3. Please note this option is no longer available for 2022 time in lieu balances as the relevant pay cycle has closed. Payout time in lieu balance prior to Wednesday 1 March 2023. Where agreed between the principal and the employee, accrued time in lieu can be paid out as follows:
* teachers can be paid for the time in lieu owed at the teacher’s normal hourly rate of pay for the period of time of the accrued time in lieu; or
* education support class employees can be paid for the time in lieu owed at the employee’s normal hourly rate of pay for the period of time in lieu accrued within the normal span of hours or 150% for the period of time in lieu accrued outside the normal span of hours.
1. Automatic payout of the time in lieu balance on Wednesday 1 March 2023. Please note, if no other arrangements have been made and entered into eduPay, the total of the 2022 time in lieu balance will automatically be paid at 150% of the normal rate of pay, in the following pay cycle.

### Defer time in lieu into the next year – employee action required

There is a new feature in eduPay that allows teachers and education support class employees to defer time in lieu to a later time in 2023 where this is agreed between the principal and the employee.

Here are some quick instructions that can be shared with teachers and education support class employees who are deferring time in lieu to help them complete this step:

* *Go to Employee homepage > My time > Time in lieu > Request TIL payout*
* *Click the box to confirm you have discussed with your principal taking your time in lieu balance after 1 March 2023, and they have agreed*
* *Select submit and all the usual notifications and approval process occurs.*

Please note, on the Employee homepage > Request TIL payout screen, the ‘Payout Time in Lieu?’ slider defaults to ‘No’ as shown in the image below:



Further information about time in lieu is available at: [Time in Lieu – Teaching Service](https://www2.education.vic.gov.au/pal/time-in-lieu-teaching-service/overview)

# Support arrangements for Schools HR Services

Currently the Schools HR Services support team are managing an extreme volume of tickets and number of contacts from schools.

## Service Centre (phones) Arrangements

To assist ticket flow and achieve a balance in response and capacity, over the next few weeks during certain times of the day, all phone calls to the Schools HR (SPS) group will be diverted to Service Desk.

Callers will be assisted with the logging of new tickets or updating of existing tickets. Due to Privacy and confidentiality, Service Desk do not have the access into eduPay or to the Schools HR (SPS) Service Now tickets to assist directly with the request.

## Service Now Portal

If you are enquiring regarding an existing ticket, please update this ticket via the Services Portal by selecting the ticket under My Tickets.

If you are logging a new ticket, please include all details and relevant documents.

If you require assistance with logging or updating a ticket, please contact the Service Desk and the next available agent will assist you.

**VIT registration Permission to teach (PTT)**

Permission to teach (PTT) is VIT registration that is restricted to specific subjects and schools, and therefore cannot be used to undertake casual relief teaching. Grants are not transferrable across schools and PTT holders cannot teach additional subjects. Likewise, final year pre-service teachers who are granted COVID-19 casual PTT may only be engaged as casual paraprofessionals. The COVID-19 PTT does not suffice for employment in the teaching service through the school’s central payroll.

Where an applicant who does not hold full, provisional or PTT VIT registration is deemed the preferred candidate for an advertised teacher position, the person must apply for and attain PTT for that position at that school in order to be employed into that position. Further information including explanations of each PTT category can be found in VIT’s PTT Fact Sheet - [https://www.vit.vic.edu.au/sites/default/files/media/pdf/2023-02/Fact\_sheet\_PTT\_for\_schools\_0.pdf](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vit.vic.edu.au%2Fsites%2Fdefault%2Ffiles%2Fmedia%2Fpdf%2F2023-02%2FFact_sheet_PTT_for_schools_0.pdf&data=05%7C01%7CShasha.Syedi%40education.vic.gov.au%7C4b2ced4bc43f4d39dbfd08db10a3220d%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638122065057301204%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=YA54twJ7SuybQakeV9ecapYLuxHQGT2eZ5dR%2FUE59%2Bw%3D&reserved=0)

# Casual Relief Teacher (CRT) Agencies – Placement Fees

Schools are to be cognisant that panel listed CRT agencies have placement fee clauses, which vary across each agency. The foundation of the placement fee clause is that it is only applicable where a school has engaged a CRT from the agency and the school requests from the agency to extend the CRT with the school for a longer period. The additional terms and conditions for the clause that vary across each agency include the duration of the engagement, the fee, and engagement type (e.g. direct school council employment as a CRT, appointment to a fixed term or ongoing teaching service position). Schools may refer to the CRT agency [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 further information, or they may wish to directly contact the respective CRT agency.

# Annual Translation to Ongoing process

Communication regarding the central annual translation to ongoing process will be emailed to principals in the week commencing 20 March 2023. Principals are requested to provide a response to this communication prior to 28 April 2023 via SR.Annual.Translation@education.vic.gov.au. Where a response is not received by this date, action will be taken centrally to offer ongoing employment to the eligible employees.

In circumstances where the number of eligible fixed term employees exceeds the number of suitable positions, the principal should inform employees of their eligibility and conduct an internal merit-based process, including the establishment of a panel, to determine which eligible fixed term employee(s) is to be offered ongoing employment. Ongoing offers may be made by the principal to eligible employees outside of this process, and subsequently translated to ongoing in eduPay by the school. In these circumstances, principals are strongly encouraged to commence their internal merit-based processes as soon as possible.

For further information or questions regarding the process are to be forwarded to Anthony Baranyay, Acting Manager, Schools Recruitment Unit by email to SR.Annual.Translation@education.vic.gov.au.

eduPay Hints and Tips

# 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.

DE 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 – review and update records

A considerable number of Working with Children Check entries are reporting as expired, expiring or invalid in some other way. An equal number have been updated by an employee which remain in the “Pending Validation” state waiting for the Business Manager or HR Administrator to verify the entry and mark the card as presented.

It is imperative that all education support class employees hold and have recorded on eduPay valid, current employee type WWCC details recorded on eduPay. Review the WWCC/VIT status graph on your eduPay dashboard and update records as required. Access the WWCC/VIT status graphs at: ***HR Admin > Manage Staff > Suitability for Employment***

**What to do?**

* Contact employee where the card is expiring, expired or has some other error/warning and advise the employee to correct the entry immediately by updating eduPay with valid employee type card details.
* Review any ‘Pending Validation’ entries, confirm the entry is correct (card number, expiry date, name) against the [WWCC website](https://online.justice.vic.gov.au/wwccu/checkstatus.doj) and mark as ‘Card Presented’ – a copy of the valid card should be attached as evidence of validity.

The eduPay way


# Time in Lieu Reports - *Friendly reminder*

Keen to see staff who have TIL owing and how much? It’s as easy as 1,2,3…

* eduPay navigation: Manager Homepage or HR Admin Homepage > Manage Staff > Review Time in Lieu
* Type in your school name (if it isn’t already in the box)
* Press ‘LOAD’ and your report appears instantly

You’ve got this - *and your report* - tell the others😊

# Time in Lieu – new Data Insights – *now available*

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. 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.

Available via HR Admin Homepage or Manager Homepage > Workforce Insights > Time in Lieu Insights - 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).

