# 2021/2022 Salary Progression Notification – Teaching Service

**This Issue contains…**

* 2021/2022 Salary Progression Notification – Teaching Service
* Teaching Experience during LWOP
* 2022 PDP template – now available in eduPay
* Extra Hours – eduPay processing
* Principal and Assistant Principal Appointments
* Hire/Rehire – avoid creating a duplicate employee ID

**Recruitment Hints & Tips**

* ROL Outage – 19 March 2022
* Support your School Initiative
* Youth Employment Scheme
* Annual Ongoing Translations
* Cloning Jobs

**School Local Payroll Hints & Tips**

* Info Sheets for Casuals

**eduPay 2022**

* March update

**Who to Contact?**

* Listing of areas for contact

The [Deadlines for teacher salary progression in 2022](https://edugate.eduweb.vic.gov.au/sites/i/Pages/school.aspx#/app/action/269) communication to all Principals, Business Managers and Assistant and Campus Principals indicated for employees who are not meeting salary progression requirements they be advised in writing by 1 March 2022.

Principals should note that eduPay will automatically calculate eligibility and process salary progression for all eligible employees effective from 1 May 2022. No action is required by schools for the processing of salary progression for employees on eduPay.

## Revised PDP process – Statement of expectations

During the 2021 school year the revised PDP process was available for employees. Where the employee elected to participate in the Statement of Expectations process and they:

* ***Met expectations*** – no action is required, eduPay will calculate eligibility and apply progression where eligible from 1 May 2022.
* ***Did not meet expectations*** – Principal to email [hrweb@education.vic.gov.au](mailto:hrweb@education.vic.gov.au) with the Name, employee ID and a statement that performance expectations were not met no later than 30 April 2022.

**Action**: Principal to email [hrweb@education.vic.gov.au](mailto:hrweb@education.vic.gov.au) where an employee did not meet performance expectations no later than 30 April 2022.

eduPay online PDP process

For those staff who continued to participate in the eduPay Online PDP process, their performance plans should be finalised on eduPay now for the 2021 school year. Progression outcomes recorded in the eduPay PDP (standards met; standards not met) will be used to update eduPay from 1 May 2022 for performance purposes.

**Action**: Finalise 2021 performance plans on eduPay as soon as possible. No additional advice is required for progression purposes where the online PDP has been used.

## Cancellation of Performance Plans in eduPay

Where the employee has previously created a PDP plan in eduPay and subsequently elected to complete the Statement of Expectation process above, the incomplete plan in eduPay should be ‘cancelled’. This will remove the plan from the Principal or Reviewer’s PDP outstanding list. The plans can be cancelled individually or all together in one step – follow the [Cancel PDP documents](https://edugate.eduweb.vic.gov.au/Services/Schools/SchoolStaffPerformanceDev/Online_PDP/Cancel-one-or-multiple-PDPs.pdf) help guide on the [Online PDP Support and Resources](https://edugate.eduweb.vic.gov.au/Services/Schools/SchoolStaffPerformanceDev/Pages/OnlinePDP.aspx) page on eduGate. This action is available for the PDP Administrator – typically the Principal and Business Manager in the school.

# Teaching Experience during Leave Without Pay

Principals are asked to email the name and employee ID of any teacher seeking to include teaching experience undertaken during leave without pay as service for progression purposes to [hrweb@education.vic.gov.au](mailto:hrweb@education.vic.gov.au) no later than 31 March 2022. A Statement of Service is to be provided at the same time.

**Action**: Principals are requested to:

* Email details, including a Statement of Service, for employees seeking to include teaching experience for salary progression purposes to [hrweb@education.vic.gov.au](mailto:hrweb@education.vic.gov.au)

# 2022 PDP template is now available on eduPay

The 2022 template for the PDP is now available on eduPay for employees in the Teaching Service who elect to complete the standard PDP process. Employees may now commence the process for creating and recording their 2022 PDP.

Access *My PDP > Create PDP*. Ensure the dates read as 1/1/2022 – 31/12/2022

Select the correct template depending on your employment classification. Add the reviewer and create the PDP.

PDP creation screenshot


# Extra Hours – eduPay processing

A review of eduPay has identified that some schools have made payments to full or part-time teachers and paraprofessionals for additional hours of work using the ‘Extra Hours at Current Rate’ element on eduPay. Principal class, teachers and paraprofessionals are not eligible to be paid using the Extra Hours at Current rate element.

The ‘Extra Hours at Current Rate’ element on eduPay is for Education Support Class employees where a part time employee is required to work additional hours on an intermittent or ad hoc basis (not exceeding a total of 38 hours in any week).

As an alternative to time off in lieu, a principal and education support class employee may agree to payment for time in lieu at the employee’s normal rate of pay.  This would be paid using the ‘Extra Hours at Current Rate’ element on eduPay.

The payment for time in lieu arrangements should be used where a full time or part time Education Support Class employee has been required to work additional hours beyond their normal hours and time off in lieu is not appropriate or possible. However, where a part time employee is required to work additional hours on a regular basis (not exceeding a total of 38 hours in any week) a temporary change to the employee’s eduPay work schedule should be made (i.e., a temporary time fraction increase).

It is not appropriate to adjust the number of hours worked to result in a specific pay outcome.  The actual hours worked must be recorded where the Extra Hours at Current Rate element is used.  Where it has been agreed the employee would work additional hours and be paid a pay rate other than their normal hourly rate, (for example: equivalent to the CRT rate), the person must be employed on the School Local Payroll and paid the correct hours and rate accordingly.

Information regarding attendance and hours of work provisions is available on HRWeb at: [*Attendance and Working Hours*](https://www2.education.vic.gov.au/pal/attendance-and-working-hours-teaching-service/overview). Help with recording Extra Hours is available on the [eduPay User Guide Help](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/eduPay_UGuides.aspx) page.

# Principal and Assistant Principal appointments

Business Managers and HR Administrators are advised that the appointment or promotion of a principal class employee (Principal/Assistant Principal) is not completed by the school. All appointments for principal class are completed centrally by Schools People Services on receipt of their signed contract of employment.

# 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 continue to be 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.

Recruitment Hints & Tips

**Upcoming ROL Upgrade/Outage**

There will be a scheduled Recruitment Online (ROL) upgrade during the week ending 19 March 2022, please note both recruiters and applicants **will not** be able to access ROL during this period. Applicants may opt to submit an application directly to the school if a position’s close date coincides with the outage. Schools are asked to accept applications from individuals who were unable to submit an application during the outage. Schools Recruitment recommend, when advertising positions during the outage period, consideration be given to extending close dates beyond the outage weekend.

# Support Your School Hiring Instructions/Job codes Created

The department is committed to supporting schools to manage the impact of COVID-19 and is seeking eligible applicants to work within our Victorian schools to provide short term, casual support throughout 2022. Schools across Victoria may elect to use this support to help with their daily operations through a number of roles. Support Your School Initiative (SYSI) recruiter guide and FAQs are available on the [recruiter help](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/ROL-Help-Recruiter.aspx) page. The recruiter guide shows how to navigate and search the job opportunity pool for SYSI applicants and how to hire upon selection to SYSI positions via the School Local Payroll. When creating a job opening under the Support Your School Initiative, use the relevant job code. The **SSIES** codes is to be used when employing short term Education Support staff. The **SSICRT** code is to be used when employing short term casual teachers. The **SSIFLX** is to be used for Final Year Pre-Service teachers.

**Youth Employment Scheme Program**

The Youth Employment Scheme (YES) offers young people who may be facing barriers to employment the first step into a career. Youth Employment Scheme trainees work in a real work environment within schools while undertaking study to gain an accredited qualification. The Department has participated in the program since 2000 and placed over 2,300 young people in traineeships in schools. There are still limited placements available this year, if you would like to host a YES trainee, please email [youth.employment.scheme@education.vic.gov.au](mailto:youth.employment.scheme@education.vic.gov.au) to reserve a placement for your school.

**Annual Ongoing Translation employment offers**

Communication regarding the central annual translation process of translating fixed term employees to ongoing will be emailed to principals in the week commencing 23 March 2022. Principals are requested to provide a response to this communication before 5.00pm 30 April 2022 via [SR.Annual.Translation@education.vic.gov.au](mailto: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.

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](mailto:SR.Annual.Translation@education.vic.gov.au).

# Cloning jobs

Recruitment Online system changes have been implemented when cloning job postings, to ensure the posting contains all required current information and department policies. Where a cloned job opening is used the job posting description is no longer copied into the new vacancy.

Recruiters will be required to create a posting description for a new job opening. All other information is carried into the new cloned vacancy such as time fraction and 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](mailto:schools.recruitment@education.vic.gov.au)

School Local Payroll Hints & Tips

# Information sheets for casual employees

Current policy recommends that information sheets be provided at least once a year to each person employed on a casual basis by the school council. In addition, schools should record the date that the information sheet is provided to each casual employee. For information, see [school council employment](https://www2.education.vic.gov.au/pal/school-council-employment/overview)

eduPay 2022

In preparation for our upcoming launches, we recently kicked off the first round of BM Business Working Groups for 2022 - with GL Overrides and the eduPay/ROL Consolidation/design refresh sessions.

**Design Refresh – launching 21 March**

Following great feedback from over 100 BMs in our first working group session back in December 2021, our eduPay designer prepared some mock-ups for the group to review in their second session earlier this month. So ICYMI\*, we thought we’d share a sneak peek of some of the exciting new features arriving on your homepage from Monday 21 March. As you know, we’re all about avoiding FOMO 😉

1. **Homepage transition location** – now on the left of the banner and accessible by the dropdown
2. **Quick Access Bar** – easy access to both your Recent (clock icon) and Favourites (heart icon)
3. **Global Search Bar** – enabling you to search by function or employee within your access permissions
4. **Next/previous selection** – using the arrows you can easily move between your homepages
5. **Notifications pane** – now shown on the right side on the screen by default, however you can hide this as part of the new personalisation function coming soon (more on this one later 😉)

A picture containing whiteboard

Description automatically generated

*\*Editor’s note: if you are like me and wondering…. ICYMI = In Case You Missed It.* 😊

**Recruitment Online available via eduPay - launching 21 March**

Following consultation with our working group, we received an overwhelming response to having both the tile and homepage option for Recruitment Online in eduPay.

This means, from Monday 21 March, you can access ROL in eduPay by clicking on a tile on your homepage or opening up the recruiter homepage from your list of homepages (which will be available on the left of the banner – *remember* 😊)

***Please note:*** *With Recruitment Online moving in with eduPay over the weekend of 19/20 March – both systems will be unavailable over this weekend. If you have a position advertised during this time, please ensure you allow an extra two days to meet the 14-day advertisement window to accommodate.*

Support documentation will be available in time for launch and accessible via Announcements in eduPay. We have also scheduled **eduPay New Features Term 1 Training** available to book via LearnED now:

* DET-778-1 – 22 March 20022 – 9.30 am
* DET-778-1 – 23 March 20022 – 1.00 pm
* DET-778-1 – 24 March 20022 – 9.30 am
* DET-778-1 – 29 March 20022 – 1.30 pm

**GL Overrides – launching in Term 2**

Over 50 BMs attended and provided feedback on whether they use eduPay or SRP/SMAF, both, or neither for GL Overrides - as well as sharing their experience with their preferred option. Our design team are now analysing this information and will prepare some options for our next working session on **Thursday 24 March** – email the [team](mailto:tania.rann@education.vic.gov.au) now if you’d like to join us.

While we’re here, our next Change of Hours group is meeting on **Wednesday 16 March** – you know what to do 😉

So, between all our working groups over the coming weeks and the team attending 8 BM Network Meetings or conferences over the next two months, we look forward to seeing you online or in person soon!

# Need Further help? Have a question? – People Services Enquiry Information

If your query is not addressed by the information available on HRWeb use the following table to determine the correct area/team to enable your enquiry to be dealt with quickly and efficiently.

***\*\* Print and display this table to assist you when contacting People Services \*\****

| **Topic** | **Area/Team** | **Contact** |
| --- | --- | --- |
| First Contact Point for all eduPay transactions / General enquiries Leave Salary and allowances Overpayments Entitlements on termination of employment Principal Class contract renewal School Local Payroll enquiries | Schools People Services | <https://services.educationapps.vic.gov.au/dp> Select *Log a Request > Human Resources > Schools People Services* Email: Schools HR – (region name) in the Global Address list Phone: 1800 641 943, select options for Schools People Services and your regional area |
| Recruitment Online Amendment to Termination Dates Principal Class Appointments/Promotions Excess or Redeployment employees Compassionate transfers Recruitment programs VIT issues | Schools Recruitment Unit | Service Gateway: <https://services.educationapps.vic.gov.au/dp> Select *Log a Request > Human Resources > Schools Recruitment Unit* Email: [schools.recruitment@education.vic.gov.au](mailto:schools.recruitment@education.vic.gov.au) Phone: 1800 641 943 select the relevant option for Recruitment and your regional area |
| Old PAYG Payment Summaries – *Income Statements from 2020 onwards are in the employees myGov account* Cancellation of Direct Credit (recall) forms | People Systems and Services | Email: [payrollservices@education.vic.gov.au](mailto:payrollservices@education.vic.gov.au) |
| Salary Mischarge (fix charging on eduPay first) Leave Replacement (STLR and Long-Term leave must be entered in eduPay first) Fortnightly transaction report | School Resources Management (in Financial Services Division) | Service Gateway: <https://services.educationapps.vic.gov.au/dp> *Select Log a Request > Student Resource Package*  Email: [studentresourcepackage@education.vic.gov.au](mailto:studentresourcepackage@education.vic.gov.au) |

When telephoning Schools People Services and Schools Recruitment, ensure you have available the employee ID of the person you are calling about. For all areas/teams, when you log a service call, include the Employee ID and name of the person you are enquiring about with a clear description of the enquiry. Include the vacancy number, if applicable, for enquiries to the Schools Recruitment Unit.