# Superannuation Contributions on 12 months Primary Carer Parental Leave – Teaching Service

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The VGSA 2022 provides superannuation contributions to be made in respect of the period of the employee’s parental absence for which they are the primary caregiver (capped at 52 weeks). The Super Guarantee Contribution (SGC) on Primary Carer Parental Full Pay and Half Pay payments will be calculated and processed as a lump sum at the end of the 52-week Primary Caregiver period. The new system calculations are:

• Full Time Parental Leave will attract the full SGC calculation

• Half Pay Parental Leave will attract the full SGC calculation

• Unpaid Primary Care Giver Parental will attract the full SGC calculation

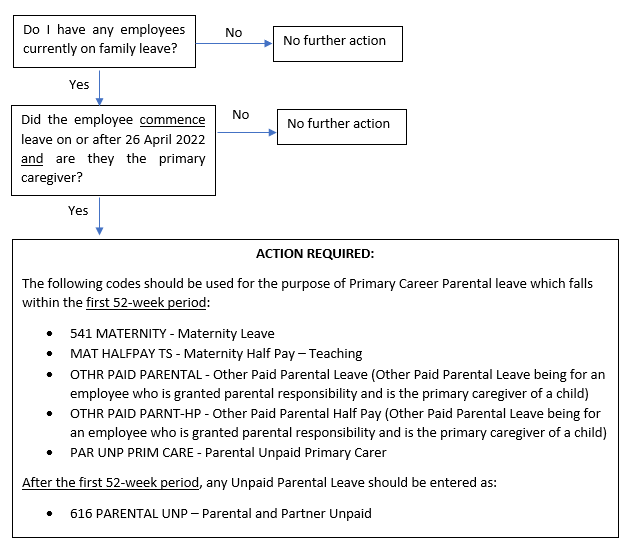
For the new calculations to be processed correctly, the correct leave codes and dates should be entered in eduPay.

1. 541 MATERNITY - Maternity Leave
2. MAT HALFPAY TS - Maternity Half Pay – Teaching
3. OTHR PAID PARENTAL - Other Paid Parental Leave (Other Paid Parental Leave being for an employee who is granted parental responsibility and is the primary caregiver of a child)
4. OTHR PAID PARNT-HP - Other Paid Parental Half Pay (Other Paid Parental Leave being for an employee who is granted parental responsibility and is the primary caregiver of a child)
5. PAR UNP PRIM CARE - Parental Unpaid Primary Carer

After the first 52-week period, any Unpaid Parental Leave should be entered as:

1. 616 PARENTAL UNP – Parental and Partner Unpaid

**Is any action required?**



# Special Payments

The Special Payments policy has been updated. The updates clarify that decisions to pay a special payment for attraction and retention purposes are made on an individual basis having regard to the particular circumstances of each employee and cannot be applied on a collective basis. The updates also provide guidance on the role of the principal and regional director where a principal is considering special payments for multiple employees on a single occasion.

For more information see: [*Special Payments*](https://www2.education.vic.gov.au/pal/special-payments/overview)

**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%7CSamir.Saeed%40education.vic.gov.au%7C6e19238de5984313ae7808db1f63f9e6%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638138286477157834%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=SfdRsQIEPGVghSim%2Fj%2BA8v8FjChmfD4ozvbScwxnfCs%3D&reserved=0)

In these circumstances, employment into the advertised positions must be classified as paraprofessionals. Permission to teach registration does not suffice for employees to be classified as classroom teachers, and schools must ensure that offer letters/contracts and eduPay processes reflect paraprofessional when employing an individual who holds permission to teach.

# 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](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.

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

# 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:** 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.

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).

Priority is given to young people who:

* are long term unemployed
* are a resident in a rural or remote area of Victoria
* have left school early (prior to year 12)
* are a single parent
* have a disability
* live in social housing
* are an out of home care client
* are an offender/Ex-offender/youth justice client
* are Aboriginal or Torres Strait Islander
* are from culturally diverse backgrounds
* are a refugee or asylum seeker
* are a family member of a veteran.

[For further information on YES placements and to reserve a 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).

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.

For further information about the YES program please email [@Youth Employment Scheme](mailto:youth.employment.scheme@education.vic.gov.au).

# Casual Relief Teacher (CRT) Agencies – Rules of Use and Placement Fees

Schools that wish to engage an agency for the provision of Casual Relief Teachers (CRT) are required to engage with the 11 panel listed agencies contracted through the department's CRT panel arrangement. Schools may only consider engaging with non-listed agencies in the event that the school has exhausted all listed agencies.

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) (RoU) for the most up to date information regarding the terms and conditions for CRT engagements through panel listed agencies. The RoU also outlines the rates and fees charged by each of the 11 panel listed agencies.

Schools are to be aware that panel listed CRT agencies may charge placement fees, and the amounts charged vary between 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 [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 on these fees, or they may wish to raise any queries or concerns by contacting the respective CRT agency directly.

# Maxxia – Salary packaging and novated leasing webinars

Our salary packaging provider Maxxia will be running free online information sessions for all employees which will cover off everything from:

* Work-related personal devices - smartphone, smart watch, tablet and laptop and who is eligible;
* Salary packaging a new, used or existing car and its running costs with a novated lease;
* The new electric vehicle discount bill and how you could save;

**Session Times:**

* Thursday 16 March, 4.15pm
* Wednesday 22 March, 1.15pm
* Friday 24 March, 8.00am

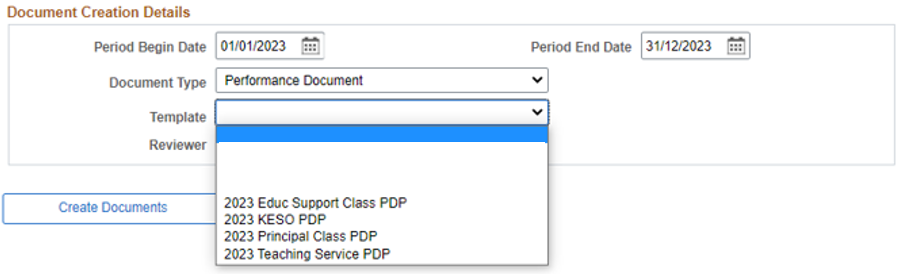
You can register for the webinar by registering [here](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2Fr%2FyxFGtca7g7&data=05%7C01%7CShasha.Syedi%40education.vic.gov.au%7C3ea8339b000e42e4a5a908db1ea8d6f0%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638137482774340533%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ykgyNJ6o33mIfLGYv77iZyFX1Kmmyltt0a18VeacQ84%3D&reserved=0).

# 2023 PDP template is now available on eduPay

The 2023 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 2023 PDP.

Access *My PDP > Create PDP*. Ensure the dates read as 1/1/2023 – 31/12/2023.

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



# Performance and development process in 2023 (Statement of Expectation process)

An alternative performance and development process is available to school staff again in 2023.

The Statement of Expectation process is being offered to all school staff again this year, as an optional alternative to the standard performance and development plan (PDP) process.

School staff can choose which PDP process they will do in 2023, noting that this alternative process applies to 2023 only.

The 2023 Statement of Expectation process retains the same benefits as the 2022 process.

For more information see: [Performance and development process in 2023](https://eduvic.sharepoint.com/sites/SchoolUpdate/SitePages/Performance-and-development-process-in-2023.aspx)

eduPay Hints and Tips

# Superannuation

A reminder that all employees are required to record, or at minimum, check their superannuation directly on eduPay using the Onboarding process or directly through Employee Self Service. A certification message is also provided as a reminder to Business Managers/HR Administrators that an employee has not yet recorded their superannuation.

An update to eduPay was released last November where on hire/rehire the system attempts to identify a current open superannuation entry or the most recent superannuation entry across all DOE and SLP employers and replicates the fund and enrols the employee into this fund from the Hire/Rehire date.

Although the system has done this automatically, it is important that correct super details are indicated therefore, please ensure the employee checks their superannuation to make sure their records are correct. If not take corrective action immediately (preferably before their first pay finalisation). A help document is available from the link on the Super page in eduPay or directly from the [eduPay help page on eduGate](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/eduPay-ESShelp.aspx) (Enter or Update Superannuation Details guide).

Where the system cannot identify a fund to replicate, the certification message will be included in the payroll certification pages. Contact the employee and have them record their choice of superannuation.

The eduPay way



How is it March already. Goodness the year is flying by…

**eduPay to the Cloud –** *yay!*

Move over Time in Lieu, there’s a new star in town (finally!).

ICYMI, eduPay is moving to the Cloud. And soon (ish). Yes the plan is mid April for the migration so that we are mid school holidays in case eduPay decides to misbehave on the way to the cloud. We don’t think she will, but *to be sure to be sure* we’re aiming for mid school holidays to minimise the impact on our key customers (you 😊). We may need to borrow eduPay for a day (14th) but we’ll give you plenty of notice - so keep an eye out on our pop ups and announcements.

*What does eduPay in the cloud mean for us?* It means better security, faster processing and greater stability. WE.CANT.WAIT. I feel like I can hear the crowd roar whenever I write this. Oh and it’s a super seamless transition from a user experience point of view which means there is no change management required. So… T’s taking a holiday (super yay!) 😉

**In other news… GL Overrides**

The GLO gang are getting back together to have a looksee at the latest GL Overrides design which will be also be arriving soon (ish).  Our next working group with BMs is taking place on Monday 27 March and we’ll demonstrate how the new GLO enhances our defaulting rules allowing customer salary charging to be maintained in job data (rather than the GLO page). This will enable a more streamlined and efficient process, and reduce the time spent on salary chargings. Just like our working group BMs requested. You’re welcome to join the showcase – email the [team](mailto:tania.rann@education.vic.gov.au) to get an invite – *no FOMO here.*

**In case you missed it (ICYMI)… Time in Lieu**

The all new data insights for Time in Lieu arrived late last month, albeit a week later than expected, but never the less – it’s still *ah-mazing*. Check it out via HR Admin Homepage or Manager Homepage > Workforce Insights > Time in Lieu Insights. This is the first of many new features we’ve got planned using this awesome visualisation tool so be sure to have a looksee if you’re keen to see:

* Your TiL data by current or prior year
* The amount to TiL requests and hours accrued
* Your TiL balance
* A sum of hours by job title
* A breakdown of requests that are both inside and outside work hours
* A breakdown of tasks performed and amount of TiL hours accrued by month

Of course, you’ll find all of this exciting information in the updated [Time in Lieu Support Guide](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-Time-in-Lieu.pdf) – remember it’s all here – accrue, acquit, reports, data insights – you name it. And you can jump to the section you need via the hyperlinks in the introduction. Too easy.

**You’re invited… Q&A sessions**

We’ve just posted our quarterly Q&A sessions – *eduPay experts, ask us anything*. We’ll have our panel of super star support teams on hand for a great virtual line up and you can ask them anything – well just about anything! We have 3 sessions – so even if you don’t have a question, come along and listen to the questions from other friends of eduPay. Here they are – pop the link in your calendar on the date and time advised or of course, email the [team](mailto:tania.rann@education.vic.gov.au) for an invite to the one that suits you:

1. [Wednesday 22 March – 1.30 – 2.00 pm](https://eduvic.webex.com/eduvic/j.php?MTID=mcbf6de48b15760406b6c257022af250a)
2. [Thursday 23 March – 11.00 – 12.00 pm](https://eduvic.webex.com/eduvic/j.php?MTID=m6416d863193d02ca7eac8ff3c3925f7c)
3. [Tuesday 28 March – 1.00 – 2.00 pm](https://eduvic.webex.com/eduvic/j.php?MTID=m7a1f1cbbc21d92b1dc541ae356909c3f)

We have training sessions booked later this month too – we thought a refresher on Time in Lieu might be a popular topic so join us if you’d like a refresher sesh on the topic of 2022. We’ll also sneak GLO in if we’re ready, so reserve your seat through My LearnED now:

* [DET-841-2](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_SS_LEARNING.LM_LEARNING_ITEMS.GBL?Page=LM_SS_ACT_DTL&Action=U&LM_ACT_ID=5901&LM_CI_ID=1874&NAV=URL) - 29th March
* [DET-841-3](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_SS_LEARNING.LM_LEARNING_ITEMS.GBL?Page=LM_SS_ACT_DTL&Action=U&LM_ACT_ID=5902&LM_CI_ID=1874&NAV=URL) - 30th March

Enrolments close midnight 27th and 28th respectively and the Webex invites will be sent the day before for each one.

**And for everything else…**

Please consult our [one.stop.support.shop](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/eduPay%20Support%20for%20BMs.pdf) – which has the feature navigation, explanation and link to all support material for all the features we’ve reimagined in eduPay over the last 3 years. You’re welcome 😊.