# Important information on VicSuper changes

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As you may be aware, VicSuper and Aware Super merged in 2020, and on 1 May 2023, the VicSuper name is being retired. The department default superfund, VicSuper FutureSaver (USI: **53226460365011**) will be changing to Aware Super (USI: **53226460365001**) from 1 May 2023, member IDs will remain the same.

**Is any action required?**

The USI Change will be managed centrally, no action required by schools or employees regarding this.

# Annual Leave

As communicated in [HRM Online 01-2023](https://www.education.vic.gov.au/hrweb/Documents/HRM-Online-01-2023.docx), eduPay is now displaying the four-week annual leave accrual for all teaching service employees.

From 1 February 2023:

* all principal, teacher and education support class employees’ annual leave entitlements accrue for every hour worked
* all principal, teacher and education support class employees have annual leave automatically deducted through eduPay during school holiday period.

Where an employee chooses to attend in any school holiday period, such attendance needs to be entered in eduPay and notified to the principal. Annual leave will not be deducted for those periods of attendance.

The new arrangements for the acquittal of annual leave credits is 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. If an employee does need to attend during the term break period, they can enter the Leave Code **School Holiday Attendance** for the days/hours that they attended during the term break. The new School Holiday Attendance code can be found in employee self-service: ***Employee Homepage > My Leave > Apply for Leave***



# Annual Translation to Ongoing process

Principals are reminded that responses to employee lists sent on 22 March 2023 require a response provided by 28 April 2023. Please ensure where you have received lists containing eligible employees that a response has been provided to the department prior to 28 April 2023.

Responses or any queries regarding the translation to ongoing process can be directed to sr.annual.translation@education.vic.gov.au

School Local Payroll Hints & Tips

# VECTEA Global Salary Increase

The Global Salary Increase (GSC) for employees paid under the [*Victorian Early Childhood Teachers and Educators Agreement 2020*](https://www.fwc.gov.au/documents/documents/agreements/fwa/ae511947.pdf) (VECTEA) will be recorded through a central process to increase all eligible employee’s pay rates on the School Local Payroll through a central process

The central process will insert a GSC row effective from 9 April 2023 (first full pay on/after 1 April 2023) and increase the rate to the new minimum set out in the Agreement as follows:

* where the current rate is below the new minimum – insert new GSC row and increase the rate to the new minimum OR
* where the current rate is above the new minimum – insert new GSC row and not change the current rate.

The update has been processed for the weekend of 1-2 April 2023. Apart from checking employees have been updated correctly, no action by schools in relation to this pay increase is required.

The eduPay way


March has been all about getting out and about meeting BMs in real life (IRL) at all the amazing events being held around the regions, polling BMs for input into our roadmap, and hosting our very popular Virtual Q&A Panel with our eduPay experts – *ask us anything*. We’ll be hosting these sessions every term now so keep an eye out for these in the coming months…

**What BMs want us to *reimagine* in 2023…**

We used a quick live pulse check to ask you what we should work on next, and you’ll be happy to know we’re currently investigating adding the following Top 10 items to our roadmap - *as requested and voted by you!*

1. BMs to approve TIL in eduPay
2. Overpayments reason / explanation
3. Automation of SLP reports
4. Summary Leave report by date/type
5. Leave Calculator
6. Maternity / family leave return dates
7. Access to learning reports
8. Contracts in eduPay
9. Letter of offers
10. Work schedules

**Please thank your fellow BMs** for giving up their time, attending and contributing to our sessions, getting involved in working groups and providing valuable feedback to our eduPay transformation to ensure we continue to achieve our objective of reducing your administrative burden - *that’s the eduPay way!*

If you’d like to get involved in our working groups, email the eduPay team now. As you can see, we have so many amazing things planned for 2023 and with over 800 BMs already participating in various sessions, we want to make sure - *there’s no FOMO here* 😉

## New Support Guides – have you downloaded yours yet?

In case you missed it (ICYMI) the eduPay [One.Stop.Support.Shop](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/eduPay%20Support%20for%20BMs.pdf) is a super handy and very popular guide with over 700 downloads so far (and counting) – so if you haven’t got the guide, *get it now*. We have every key feature we’ve reimagined throughout the 3 year transformation – with a link to all supporting information including training, support guides and FAQs. *You know you need it* 😉

While we’re here… the handy visual 2 page [pocket guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/eduPay%20Pocket%20Guide%20March%202023.pdf) to using eduPay on your mobile is also doing the rounds at the moment. So if you have a new staff member who is keen to use eduPay on their mobile or a teacher who doesn’t have time to log in to their PC after a big day of teaching - *this is their guide.*

Okay, now for some exciting new features coming to your PC and mobile device soon…

## Data Insights - Time in Lieu – Acquittal (April)

As promised, we’re adding more features using our new data visualisation tool in eduPay with TiL Acquittal arriving shortly which will visually represent:

* TIL hours acquitted by employees individually and at department or organisational level (depending on user access)
* A breakdown of TIL taken or paid
* A breakdown of hours acquitted at 100% vs 150%
* When TIL was acquitted

This version will also show details of employee TIL balance too, including:

* TIL balance for employees individually and at department or organisational level (depending on user access)
* The ability to filter by the size of an employees balance

ICYMI, the existing [Quick Reference Guide](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-Time-in-Lieu.pdf) includes the recent TiL – Accrual data insight, and we will add this new item to the existing guide before launch.

## Data Insights – Job Opportunity Pool (May)

The Job Opportunity Pool Data Insights is designed as an alternative to the classic search enabling:

* School based recruiters and the SRU team to search for candidates in a more visual and unique way
* End-users to explore and potentially find candidates they may have not originally been able to find using the classic search
* Users to use visuals to search by many things, such as locality, subject/roles types, job type and availability

## GL Overrides aka GLO (May)

Thanks to our biggest ever working group of BMs (160+) we’re enhancing our defaulting rules and 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 BMs asked. We’ve been working on this for a while now so we’re super excited to launch this in May and reduce the number of overrides for BMs – *yay!*

## Multifactor Authentication aka MFA for eduPay (May/June)

To increase security and personal account information in eduPay, we are rolling out MFA for eduPay across all schools in Victoria in May.

We are currently seeking volunteers for a pilot program kicking off mid May. If you’re keen, please email the team and just pop MFA in the subject and you’re in. Too easy!

**All the new features above will form part of the eduPay training sessions in Term 2 so keep an eye on My LearnED for the upcoming eduPay training dates.**

As with all our eduPay launches, we will share updates via our usual communication channels including posting upcoming training dates, support guides and FAQs via Announcements and pop ups in eduPay. *So watch this space* 😉.

Enjoy the break and we look forward to seeing you IRL at a conference or virtually in one of our working groups in T2.