# Common Progression Cycle ended 30 April 2022

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Principals are reminded that the Common Progression Cycle ended on 30 April 2022. Where an employee has completed one of the following:

**PDP process on eduPay**

* Record the appropriate outcome on the eduPay performance plan with Standards Met or Standards Not Met.
* Progress and fully complete the performance plan immediately and no later than close of business Tuesday 3 May 2022.
* The result recorded in the PDP is used to progress or not progress the employee accordingly.

**Statement of Expectations**

* Progression will be applied for eligible employees from 1 May 2022.
* Where advice has been sent to the department that standards were not met, salary progression will not occur.
* Details about advising the department of performance outcomes for this group was included in [HRM Online 3-2022](https://www.education.vic.gov.au/hrweb/Documents/HRM-Online-03-2022.docx).

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

At this time, the payroll update for progression is planned for the weekend of 7‑8 May 2022 with progression for eligible employees included in pay 2124, pay day 19 May 2022. Confirmation of the processing will be included on the dashboard announcement tile.

# Higher Duties and salary progression

The automated salary progression adjustments are expected to be completed over the weekend of 7-8 May 2022 and paid from pay day 19 May 2022.

In the week commencing 9 May 2022 please check the outcomes on eduPay are what is expected for your employees. If there are any issues with the progression process or the outcome is not what was expected contact the HRM Service Centre on 1800 641 943 for assistance and correction. Do not update or amend or overwrite the Progression row on eduPay.

Business Managers are also asked to check records of employees who are receiving higher duties. These employees may be eligible for progression at the Higher Duties level. Higher Duties adjustments are not included in the automated process.

Where the Principal has approved salary progression at the higher duties level, an entry to end the current HD entry at 30/4/2022 and a new entry to commence from 1 May 2022 to the next step is required.

To be eligible for progression at the higher duties level, the same eligibility rules apply: standards met at the higher level, has held the Higher Duties to the same level/step for a minimum of six months (180 calendar days) in the recent performance cycle (1/5/2021 – 30/4/2022).

**Action**: Check Higher Duties recipients and manually process an amendment where salary progression at the higher level applies.

# 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.

# New e-Learn modules

The department is committed to creating a diverse, fair and inclusive organisation. Our services are enhanced when we reflect the diversity of the Victorian community in our workforce and ensure that our workplaces are safe, respectful and inclusive for all employees.

Disability awareness

The new Disability Awareness Essentials eLearn module helps staff to be more confident in their understanding of disability and the importance of workplace inclusion.

The module will take around 30 minutes to complete. It helps staff learn to use respectful terminology and communication with people with disability, recognise the value of an inclusive workplace and the role everyone can play, understand [Getting to Work,](https://vpsc.vic.gov.au/getting-to-work-disability-employment-action-plan/) the Victorian Government’s disability employment action plan, and find further information and assistance.

To register, refer to the [Disability Awareness Essentials](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=5243&LM_CI_ID=1812&NAV=URL) module in LearnEd (eduPay login required).

Inclusive recruitment

The Inclusive Recruitment eLearn module supports school leaders and hiring managers to better understand unconscious bias and the practical steps they can take to make the recruitment process more inclusive.

The module will take around 20 minutes to complete. By following the advice in this module, applicants from diverse backgrounds will be able to fully engage in the department’s recruitment process and school leaders will have access to a broader talent pool.

To register, refer to the [Inclusive Recruitment](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=4139&LM_CI_ID=1575&NAV=URL) module in LearnEd (eduPay login required).

For further information, please contact the Workforce Diversity and Inclusion team at [diversity@education.vic.gov.au](mailto:diversity@education.vic.gov.au)

Recruitment Hints & Tips

# Annual Ongoing Translation employment offers

In April of each year and in accordance with the *Victorian Government Schools Agreement 2017,* the Department is committed to identifying fixed term teaching service employees eligible to be offered ongoing employment.

Ongoing offer letters will be issued and sent to employees to be offered ongoing employment with the Department in the week commencing 9 May 2022. Employees are requested to sign and accept their offer within five working days of the offer being issued and respond via [SR.Annual.Translation@education.vic.gov.au](mailto:SR.Annual.Translation@education.vic.gov.au). Where a response is received, action will be taken centrally to make the relevant eduPay changes for those who had accepted their ongoing offer.

Further information or questions regarding the process should be forwarded to Anthony Baranyay, A/Manager, Schools Recruitment Unit by email to [SR.Annual.Translation@education.vic.gov.au](mailto:SR.Annual.Translation@education.vic.gov.au).

School Local Payroll Hints & Tips

# Update to Casual Relief Teacher rates

As part of the in-principle agreement reached in respect of the recent enterprise agreement for the teaching service, it has been agreed the CRT rates would be increased accordingly.

Ministerial Order 1039 has now been updated to reflect this, with new CRT rates applying from 1 February 2022.

The Department will centrally implement the new rates on SLP in eduPay and will calculate and arrange payment of any backpay owing to CRTs employed on school local payroll. No action is required by schools to record this update on eduPay.

The Student Resource Package (SRP) will remain unchanged, and it will be adjusted upon commencement of a new Victorian Government Schools Agreement. Once the outcomes of the proposed agreement are finalised this will be reflected in a future SRP release.

The SRP short-term leave reimbursement daily rates for teaching and non-teaching CRT will be changed to reflect Ministerial Order 1039.

It is expected that the new CRT rates will be loaded to eduPay this week for eligible employees and included in pay day 19 May 2022. A message on the dashboard announcement tile for the Principal and Business Manager will be published when the rates have been updated.

# Updating SLP employee tax records

Business managers are reminder to ensure employees complete the onboarding process for all employment including SLP employment. Where this is not immediately possible, at a minimum, record the tax details for employees regardless of any other employment. Each employment instance must have tax recorded for the employee to be paid.

The [Entering Tax, Bank and Net Pay Distributions](https://edugate.eduweb.vic.gov.au/Services/HR/Training%20Materials/TUT-9-Tax-Bank/Entering%20taxation%20details%20bank%20accounts%20and%20net%20pay%20distributions_player.html) tutorial provides information on how to enter SLP employee tax details correctly. Employee help to [Enter or Update Taxation Details](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/ESS-QRG-Taxaation.pdf) via self-service is available on eduGate

eduPay Hints & Tips

# Superannuation – employee recording of super

All new or returning employees are required to record or update their superannuation directly on eduPay using Employee Self Service including those on the SLP who have been hired or rehired but are not being regularly engaged.

Business Managers/HR Administrators are to advise all new or returning employees to record, check or update their superannuation at the time of the Hire/Rehire.

A recent update to eduPay will identify the current or most recent superannuation fund recorded on eduPay and replicate this against the current hire/rehire – across both DOE and all SLP employers. An employee must check their superannuation entries to ensure the entry is correct and take corrective action is required.

A certification message is also generated for every employee who does not have superannuation recorded. Please review the certification messages and advise employees to record their superannuation directly on eduPay. A choice of superannuation form is not required as this is now completed electronically by recording the entry on eduPay.

Current employees may elect to update their superannuation at any time using self-service. A choice form is not required.

If assistance is required, use the [Help](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/ESS-QRG-Superannuation.pdf) link on the superannuation page in eduPay or access the document directly: [Enter or Update Superannuation Details](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/ESS-QRG-Superannuation.pdf) (on eduGate).

The eduPay way



Term 2, 2022 already – *where.has.the.year.gone!*

Here we are and following the recent launch of our [new design refresh and ROL move to eduPay](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/_layouts/15/WopiFrame.aspx?sourcedoc=/Services/IT/eduPay/Customer/QRG-eduPay%20design%20refresh%20and%20ROL%20to%20eduPay.docx&action=default) we’re now focussing on some new features for T2 and beyond…

* **Change of Hours v2** – launching mid-term with a new comments box and attachment function added, alerts in notifications with HR Admin a reviewer (and can deny), and Work Schedule changes and enhancements to cater for ongoing and temporary Change of Hours. Want to join our working group? Email the eduPay [team](mailto:tania.rann@education.vic.gov.au) now…
* **GL Overrides** – we’re working on improving Salary Charging for you as we progress through the discovery phase and agree on some proposed solutions. Want to join our working group? Email the eduPay [team](mailto:tania.rann@education.vic.gov.au) now…

We’re also working on some legislative and compliance requirements including **Single Touch Payroll v2** which details a further breakdown of gross pay (e.g. Higher Duties and allowances) along with a reason for cessation, and the EBA Implementation.

Oh, and while we’re here 😉 Employee Self Service Tax Data is coming soon too. This means employees can update and record their tax information much more easily – *yay!*

The eduPay team look forward to seeing you at the upcoming BMV Leadership Conference, the Yarra Ranges AGM and the Ballarat and Surrounds conference.

Please come and say hi – we can’t wait to meet many of you IRL\*!

\*In Real Life 😊