# Common Progression Cycle updated on eduPay

**This Issue contains…**

* Common Progression Cycle updated on eduPay
* Higher Duties and salary progression
* Workers’ Compensation Notification of Current Weekly Earning (CWE’s)
* Workers’ Compensation Training and Webinars
* VIT registration Permission to Teach (PTT)
* Casual Relief Teacher (CRT) Agencies – Rules of Use and Placement Fees
* Youth Employment Scheme (YES) – 2022/2023

**eduPay Hints and Tips**

* Paid Parental Leave – use the correct ABN

**The eduPay Way**

* Job Opportunity Pool - Data Insights
* Time in Lieu Acquittal - Data Insights
* GL Overrides
* Multifactor Authentication (MFA) for eduPay

The automated salary progression adjustments have been completed over the weekend of 6-5 May 2023 and paid from pay day 18 May 2023.

In the week commencing 8 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.

# Higher Duties and salary progression

Business Managers are 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 30/4/2023 and a new entry to commence from 01/05/2023 to the next step is required.

Eligibility criteria for progression at the higher duties level is available on the Policy and Advisory Library (PAL) under [Remuneration - Teaching Service](https://www2.education.vic.gov.au/pal/remuneration-teaching-service/policy-and-guidelines/annual-progression#higher-duties).

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

# Workers’ Compensation Notification of Current Weekly Earnings (CWE’s)

Business Managers/HR Administrators are reminded of the requirement to report Current Weekly Earnings (CWE’s) to Gallagher Bassett when a worker is on a partial Return to Work program. CWE’s can now be generated on eduPay following these instructions: [Current Weekly Earnings Instructions](https://edugate.eduweb.vic.gov.au/edrms/EHSWD/WCU/Support_Materials/Current%20Weekly%20Earnings%20Instructions.pdf?Web=1).

It is highly recommended that Business Managers/HR Administrators generate the Current Weekly Earnings report on a fortnightly basis, adding a reminder in your outlook for the Monday after pay day i.e., on 8 May 2023 generate the 2022-22 PAY PERIOD report and email.

Where schools have an employee who has exhausted their make-up pay entitlement, now in 636 POST MUP, generate the CWE’s for the **2022-22 PAY PERIOD on 8 May 2023**. Email the report to your employee’s case manager at Gallagher Bassett and request the case manager to confirm the **max rate payable** to ensure an accurate compensation rate is used.

If these details/documents are not submitted within a 3-month period, Gallagher Bassett can refuse reimbursement to the Department under Section 179 of the Workplace Injury Rehabilitation and Compensation Act 2013.

## Public Holidays

Public Holidays are recognised as hours worked when the worker is on partial Return to Work arrangements. If a planned workday (partial or full) falls on a public holiday, those scheduled hours for work are included in CWE’s as if they had been worked. Please note this does not apply for the first 10 days of absence (Department’s Liability period).

## School Holidays

When an employee is on a partial return to work, the return to work hours immediately preceding the school holidays are continued through these breaks. CWE’s should reflect the hours worked over the holiday period as if they had been worked in accordance with the Return to Work Plan. This means that the hours not worked (in accordance with the Return to Work Plan) are entered on eduPay as WorkCover leave, in the same way as any other period. Eg Staff member worked 3 days per week the week before the school holidays, therefore the CWEs should reflect the 3 days as workdays per week during the school holidays.

For further queries please contact the Return to Work and Compensation Team by telephone on (03) 7022 0780 or by email <workers.compensation.advisory@education.vic.gov.au>.

# Workers’ Compensation Training and Webinars

Several workers’ compensation free online training sessions are available during Term 2, 2023 and throughout the year! Please share this information with your return-to-work coordinators and staff responsible for workers’ compensation claims administration.

This [training](https://www2.education.vic.gov.au/pal/workers-compensation/resources) will help your school to meet your return-to-work obligations. It will also support workers to remain at work or help them return to work as soon and as safely possible following an injury.

## Workers’ compensation training

This one-day training updates staff on regulatory and process changes and provides department-specific material on how to support injured staff to return to work safely.

Completion of this course addresses the return-to-work coordinator competency requirement in occupational health and safety audits.

View available dates and register for [Workers’ compensation (one-day course)](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=1717&LM_CI_ID=1306&NAV=URL) in LearnED.

## Return-to-work coordinator roles and responsibilities training

This 2-day WorkSafe-accredited course covers the OHS processes, roles and information return to work coordinators need to help workers return to work.

Completing this course addresses the return-to-work coordinator competency requirement in OHS audits. For available dates and to register, refer to [Return-to-work coordinator roles and responsibilities](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=1723&LM_CI_ID=1307&NAV=URL) in LearnED.

## Workers’ compensation webinars

The below free, one-hour to one-and-a-half-hour workers’ compensation webinars are suitable for business managers, return-to-work coordinators, and human resource administrators. These are available through LearnED.

* [Return to Work obligations and responsibilities](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=3217&LM_CI_ID=1488&NAV=URL) 10 am to 11 am, Wednesday 10 May 2023: Outlines the return-to-work process, including employer obligations and responsibilities, worker rights and obligations, return-to-work planning, and funding support
* [Workers Compensation eduPay Management](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=3218&LM_CI_ID=1490&NAV=URL) 10 am to 11.30 am, Wednesday 17 May 2023: This one-and-a-half-hour session is specifically directed to HR administrators with access and responsibility of entering WorkCover leave into eduPay. Learn and understand how to enter leave in eduPay, from when a claim is submitted to when an employee has exhausted their make-up pay entitlement.
* [Workers’ compensation records management](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=3219&LM_CI_ID=1491&NAV=URL) 10 am to 11 am, Wednesday 31 May 2023: This webinar is recommended for return-to-work coordinators who have attended the New work-related injury/claim process and Return-to-work obligations and responsibilities webinars as a prerequisite.
* [Workers’ compensation litigation, 10 am to 11 am](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&ForceSearch=Y&LM_CI_ID=1563), Wednesday 14 June 2023: This webinar is directed to school leaders providing important information on the litigation process for a workers’ compensation claim.

## Policy, guidance, and resources

The department’s Policy and Advisory Library includes all related policy information, guidance, and resources under the relevant menu tabs:

• [Workers’ Compensation](https://www2.education.vic.gov.au/pal/workers-compensation/policy)

For further queries please contact the Return to Work and Compensation Team by telephone on (03) 7022 0780 or by email <workers.compensation.advisory@education.vic.gov.au>.

# 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 transferable 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%7Cef72bf5a2b264588700a08db4b614ec0%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638186653529328486%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=YIy46yL%2BbBlFhTx5rFbLQanl%2FKb%2FkZqCRt1HQgp7Hp4%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.

# 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.

# 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. The department has limited placements available for YES Trainees, including, Disability stream placements.

Disability places require preapproval; for further information, contact Schools Recruitment Unit at [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 $46,000.

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.

**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)

Preference is also given to YES applications which identify ‘disadvantaged’ young people, including those who are:

* Long-term unemployed
* Resident in a rural or remote area of Victoria
* Have a disability or mental illness
* Aboriginal or Torres Strait Islander Person

For further information on YES placements and to reserve placement/s for your school please email: [youth.employment.scheme@education.vic.gov.au](mailto:youth.employment.scheme@education.vic.gov.au).

eduPay Hints & Tips

# Employees eligible for the Commonwealth Paid Parental Leave payment

Business Managers are asked to advise employees seeking to apply for the Commonwealth Paid Parental Leave (PPL) who are Department employees (not SLP) to ensure they use the Department’s ABN and not the school council ABN.

The Department’s ABN is: **52 705 101 522**

If you have received a claim from Centrelink to accept the PPL addressed to your school and the employee is NOT an SLP employee, they have used the school council’s ABN on their application.  Advise the employee to contact Centrelink and revise the ABN to the correct ABN for employment with the Department of Education.

For employees who are only SLP employees and eligible, the school council ABN is used, with the school accepting responsibility for the payments.  Contact the HR Service Centre on 1800 641 943 and the options for your region for advice and instructions on how to process the PPL for SLP employees.

The eduPay way



Hot off the heels off a successful migration last weekend, the team at eduPay HQ are kicking back and basking in the glory of happy customers now that eduPay is so much faster than it was. *LOL* – not really. TBH we’re all watching performance more closely THAN.EVER. Any slight change in the eduPay speed dial and we’re ALL.OVER.IT. We’re not declaring a win just yet, but I’m sure we’re not the only ones enjoying seeing less of the that blue spinning wheel!

Oh and ICYMI – the One Stop Shop Support Guide – has had nearly 1300 downloads so if you haven’t got your copy yet, *what are you waiting for?* This is your [eduPay transformation guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/eduPay%20Support%20for%20BMs.pdf) with links to all the support documentation you need for all the key features we’ve reimagined over the last 3 years in a handy one page guide. *Got FOMO yet?* Please share with your new BMs too.

**What’s new?**

While you were on term break, we launched 2 new data insights:

Job Opportunity Pool - Data Insights – *HR Admin Homepage > Workforce Insights > Job Opportunity*

This new insight 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

Please refer to the [quick reference guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-Data%20Insights-JobOppPool.pdf) for a navigational tour on using this new dashboard.

Time in Lieu Acquittal - Data Insights – *HR Admin Homepage > Workforce Insights > Time in Lieu* *Insights*

We’ve added more visualisations to the existing Time in Lieu dashboard including showing details of employee TIL balance:

* **Details around the TIL balance for employees individually** and at department or organisational level (depending on user access)
* **Ability to filter** by the size of an employee’s balance

The Time in Lieu [quick reference guide](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-Time-in-Lieu.pdf) has been updated to include this new visualisation.

**Coming soon…**

### GL Overrides – the all new GLO arrives 22 May

Save the date. Get excited. We are going to reduce your annual overrides by 75%. *Oh yeah!* This is the real deal and we’ve been waiting for this little beauty for over 12 months! *So what can you expect other than less overrides?*

**Job Data is your new favourite**. You’ll find enhanced GL functionality and the ability to customise your salary charging all in the one place – *Job Data*. And they’ll be an improved default mechanism by adding job titles which will default to the business unit and / or project in your salary charging. All these benefits will provide a more streamlined and efficient process, enabling you to spend less time on salary chargings and more time on other things! *But what about the transition period?* Glad you asked, we’ve got you covered…

From the time of implementation, there will be a different arrangement for any charges prior to 1 January 2023. The Systems Team will be converting the current GLO centrally which means there will be no extra work for BMs in this transition. We will end date the GLO as of 31 December 2022 and any override that extends beyond 1 January 2023, we will create a custom GL on job data for you. *You’re welcome* 😊

### Multifactor Authentication (MFA) for eduPay – are you ready?

MFA will increase security and personal information in eduPay and enable the same user experience for you whether you are on the network or not. *Yes* - that means you can access the same eduPay features at home, as you do at your school. Just like you asked 😊

eduPay is the first main application to request MFA for privileged users (yes that’s you!) before more DE applications follow suit. So we are leading the way! *No pressure…*

Please enrol in the May training below to get up to speed with the all new GLO and MFA for eduPay. *We’ve got you covered.*

* [DET-841-4](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=6208&LM_CI_ID=1874&NAV=URL)            23 May
* [DET-841-5](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=6210&LM_CI_ID=1874&NAV=URL)            24 May
* [DET-841-6](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=6211&LM_CI_ID=1874&NAV=URL)            25 May

We look forward to seeing you online or IRL soon!