Common Progression Cycle - updated on eduPay

The payroll updates for salary progression have been completed for eligible teaching service employees and progression included in PAY2423, pay day 15 May 2025. If there are any issues with the progression process, or the outcome is not what was expected, contact Schools People Services on 1800 641 943 for assistance and correction.

**Please 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, the higher duties element under *Employee Element Assignment* will need to be amended. The current higher duties entry needs to be end-dated at 30/04/2025 and a new entry added to commence from 01/05/2025 at the next step.

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

Salary progression for Education Support Class employees on School Local Payroll (SLP)

This Issue contains…

* Common Progression Cycle (CPC) – updated on eduPay
* Higher duties and salary progression
* Salary progression for Education Support Class employees on School Local Payroll (SLP)
* Flexible work for School Leaders and Classroom Teachers initiatives
* eduSafe Plus training

The eduPay Way

* Declaration of Private Interest (DPI) – *available now*
* Cancel leave – the new way – *available now*
* Overpayment Phase 1B – *coming soon*
* Principal Appointments – *coming soon*
* Education Support Job Titles project – *coming soon*
* Schools Certification Checklist (SCC)

For any education support class (ESC) employees employed by a school council (on School Local Payroll/SLP), salary progression will need to be managed at the school level. Eligibility for salary progression is outlined in *section 2.2.3* in [Ministerial Order 1389](https://content.sdp.education.vic.gov.au/media/ministerial-order-1389-pdf-1673).

For any ESC employees employed through SLP who are eligible to progress on 1 May 2025, the school HR administrator will need to add a new row in Job Data **effective** **1 May 2025**, using the following steps:

* Action: Global Salary Change, and
* Reason: Common Progression Cycle, then
* adjust the Step under the Salary Plan tab, and
* save.

Flexible work for School Leaders and Classroom Teachers initiatives

Consider expressing interest for grants to support flexible work in 2025.

Flexible Work initiatives are available in financial years (FY) 2024/25 and FY 2025/26 to support eligible school staff in job-share or new part-time arrangements to promote work life balance.

Note: Funding is not available for arrangements that have already commenced in 2025.

### Flexible Work for School Leaders (FWSL) initiative:

* of the 300 FWSL grants funded for 2025, the last few grants are available.
* each grant funds 0.2 FTE of a school leader's salary for up to 12 months.
* eligible roles include principals, assistant principals, learning specialists and leading teachers.

More information: [Flexible Work for School Leaders funding](https://www2.education.vic.gov.au/pal/flexible-work-principals/policy-and-guidelines/flexible-work-school-leaders-funding)

### Flexible Work for Classroom Teachers (FWCT) initiative:

* of the 300 grants funded for 2025 FWCT, the last few grants are available
* funding for each grant is $20,000 (inclusive of school on-costs) for a flexible work arrangement of up to 12 months
* each school may apply for up to five grants.

More information: [Flexible Work for Classroom Teachers funding](https://www2.education.vic.gov.au/pal/flexible-work/policy-and-guidelines/flexible-work-for-classroom-teachers)

##### How to apply

Limited grants are available for both initiatives. Principals must submit an Expression of Interest (EOI) for themselves or on behalf of staff:

* [EOI Form for School Leaders](https://forms.office.com/r/ykPnrHr8wy?origin=lprLink)
* [EOI Form for Classroom Teachers](https://forms.office.com/r/AcGvFZtvZR?origin=lprLink)

##### Approval process:

* if approved for funding, assistant principals, learning specialists, leading teachers and classroom teachers will need principal approval
* Principals will require approval from their regional director.

##### Contact details:

Flexible Work initiatives team, Schools Workforce Initiatives and Support:

* phone: 03 7022 5555
* email: [swg\_policy.initiatives@education.vic.gov.au](mailto:swg_policy.initiatives@education.vic.gov.au)

eduSafe Plus training

eduSafe Plus is a consolidated online system for reporting and managing incidents, hazards, sick bay and first aid events. It also enables management of your Occupational Health and Safety (OHS) management requirements, OHS assurance actions, and workers' compensation claims.

### Benefits of eduSafe Plus:

* reduces administrative burden in managing OHS activities
* strengthens provision of serviced support
* enables proactive OHS planning
* provides data security, safeguarding sensitive health, safety, and wellbeing information
* helps your school to be well prepared for your OHS Assurance assessment.

Resources to help you use eduSafe Plus, such as guides and videos, are always available via the [Knowledge Base](https://services.educationapps.vic.gov.au/edusafeplus?id=kb_view2).

Should you need specific support please reach to the Statewide OHS Services Team and the Return to Work and Workers’ Compensation Teams (refer to PAL: [Useful contacts](https://www2.education.vic.gov.au/pal/occupational-health-safety-wellbeing-management/guidance/useful-contacts)).

Remember that the [Statewide OHS services team](https://www2.education.vic.gov.au/pal/occupational-health-safety-wellbeing-management/guidance/useful-contacts#:~:text=vic.gov.au-,Statewide%20OHS%20Services%20Team,-The%20Statewide%20OHS) is available to work with you onsite. For more information about their services please email your [region](https://www2.education.vic.gov.au/pal/occupational-health-safety-wellbeing-management/guidance/useful-contacts#:~:text=Regional%20OHS%20Services%20contacts). Here is their [charter](https://content.sdp.education.vic.gov.au/media/ohs-services-charter-3035) on how they can assist you with OHS at your school.

Please log eduSafe Plus issues and queries via the [service portal](https://services.educationapps.vic.gov.au/dp).

### eduSafe Plus training - term 2:

eduSafe Plus training is now available for enrolment via [LearnEd](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_FND_LRN_FL.GBL?Page=LM_FND_LRN_RSLT_FL&Action=U&KWRD=edusafe%2520plus&PortalActualURL=https%3a%2f%2fedupayelm.eduweb.vic.gov.au%2fpsc%2fELMPPRD1%2fEMPLOYEE%2fPSFT_LM%2fc%2fLM_OD_EMPLOYEE_FL.LM_FND_LRN_FL.GBL%3fPage%3dLM_FND_LRN_RSLT_FL%26Action%3dU%26KWRD%3dedusafe%252520plus&PortalRegistryName=EMPLOYEE&PortalServletURI=https%3a%2f%2fedupayelm.eduweb.vic.gov.au%2fpsp%2fELMPPRD1%2f&PortalURI=https%3a%2f%2fedupayelm.eduweb.vic.gov.au%2fpsc%2fELMPPRD1%2f&PortalHostNode=ELM&NoCrumbs=yes&PortalKeyStruct=yes). These sessions include:

[Introduction to Staff Incident and Hazard Reporting](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=6972&LM_CI_ID=1916&NAV=URL)

For anyone who may need to report an incident or hazard.

This webinar is designed for new eduSafe Plus users, or a refresher for anyone who would like to sharpen their skills and provides an introduction to staff incident and hazard reporting in eduSafe Plus.

[Introduction to Sick Bay and First Aid Reporting and 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=6974&LM_CI_ID=1917&NAV=URL)

For anyone who may need to make a sick bay or first aid report.

This webinar is designed for new eduSafe Plus users, or a refresher for anyone who would like to sharpen their skills and provides an introduction to sickbay and first aid reporting and management.

[Incident and Hazard Management and IRIS (Critical and Student) Reporting](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=6976&LM_CI_ID=1918&NAV=URL)

For principals and their delegates only.

This webinar is designed as an introduction for principals and their delegates to report IRIS incidents (critical and student incidents). The session will also cover how to manage all incident and hazard reports in eduSafe Plus. Delegates may include assistant principals, business managers and or staff with specific safety / emergency roles.

[OHS Records](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=1926)

This training is for principals and their delegates including assistant principals, business managers, facilities/safety staff and OHS committee members.

The session covers an overview of OHS functionality in eduSafe Plus, delegation; creating and managing OHS Tasks (inductions, inspections and training) and assigning and completing safety actions for inductions and inspections.

[Using Workers' Compensation Functionality in eduSafe Plus](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=6319&LM_CI_ID=1891&NAV=URL)

For principals, return to work coordinators and their delegates, for example HR Managers and Assistant Principals.

This webinar is for schools who have access to the workers’ compensation tile in eduSafe Plus and demonstrates the workers' compensation functionality. This training is recommended for principals, return to work coordinators and their delegates, for example HR Managers and Assistant Principals.

**The eduPay Way**



This month brings small updates on features that are ‘*available now*’ and ‘*coming soon*’, while the progress continues with the designs of some exciting new features that many business managers are involved in via our working groups. More on this to come soon.

Declaration of Private Interest (DPI) – *available now*

The most recent updates to this feature in eduPay include the introduction to a new notification process for relevant officers as follows:

* **Daily** Facts on Tile and System Message
* **Monthly** Actions on Notifications and Email notifications
* **Start of Financial Year** Announcement on the Announcement tile in eduPay

More information is available in the existing [Support Guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG_UserGuid_PrivateInterests.pdf).

Cancel leave – the new way – *available now*

Another reminder that you can now cancel a leave request from the ‘View Requests’ page. The ‘Cancel Absence’ button has been added to the View Requests page. To cancel a leave request, the new way:

* **Go to Employee Self Service > Apply for Leave** or Employee Self Service > Leave History
* **Click ‘View all requests’** at the top of the page
* **Select** the applicable absence event
* **Click the ‘Cancel Absence’ button** to cancel the selected absence event

Please note cancelling leave can still be actioned the old way too.

Overpayments Phase 1B – *coming soon*

Phase 1 was launched in December 2024, and we are preparing for the next phase, 1B, which includes:

* **Turning on Access** to new Arrears & Overpayments function for Employees & Managers
* **Turning on Email Notifications** to Employees when an Overpayment is generated. These will include a link to eduPay and the actions that need to be taken (step by step)
* **Add additional information** to the Arrears & Overpayments page both via the Information icon and a text prompt to inform employees on what action they need to take (if any)

The existing [Support Guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-Overpayments.pdf) will be updated to include these changes at the time of launch (estimated to be in June 2025).

Principal Appointments – *coming soon…*

In February 2024, the Principal Contract Renewals were digitised to provide an automated experience in eduPay. Now we are turning our attention to hiring principals with business managers playing a key role in this new process with a small task assigned to you. *More on this to come soon*.

The new Principal Appointments will streamline and standardise the end-to-end process of appointing Principals - *from advertising the role on School Jobs Vic, to finalising their hire in eduPay,* as well as:

* **reduce** manual effort
* **strengthen** the alignment with department policy
* **improve** the transparency of the appointment status
* **provide** leaders with the confidence that appointments are managed accurately and on time

By digitising the Principal Appointments, we’ll be providing a more seamless and positive hiring experience for our valued Principals.

More communications, training and support will be provided at the time of launch (estimated to be in July 2025).

Education Support Job Titles Project *– coming soon*

To provide more granularity of the Education Support workforce for reporting and analytics purposes, the department has been tasked with mandating job titles for ES Staff.

A new categorisation system has been developed with 5 categories and 54 Job Titles (see below) as discussed by HR Systems and Services and Workforce planning and Analytics.

New groupings capture 99% of ES staff job titles and 95% of vacancies. “Generalist” option is suggested as an option to provide a catch-all for rare roles and vacancies.

* **Improved role accuracy in Department systems -** enabling clearer identification of a person’s role beyond the broad category of ‘Education **Support’ allowing schools to see specific roles** such as Receptionist, Finance Officer, or Librarian in eduPay and the email global address book.
* **Enhanced school operations** – making it **easier for staff to find the right contacts,** improving efficiency in communication and task delegation.
* **Stronger organisational reporting** - supporting central administration in **providing more precise workforce data to state government departments** and authorities, improving reporting accuracy and decision-making.
* **Better career tracking for employees** - ensuring a **more accurate record of an individual’s roles over time**, supporting career development, progression opportunities, and recognition of experience within the Department
* **Use Job Titles to drive GL overrides** - **unlocking smarter automation** to expand its use and make it more valuable for schools. **With your input and the right setup,** eduPay can apply GL overrides for Expense Type and Project automatically, saving you the hassle of managing overrides when staff change roles.

More communications, training and support will be provided at the time of launch (estimated to be in July 2025).

*A reminder to keep an eye on the Announcement tile in eduPay for updates, links and other key info for all our eduPay launches.*

Schools Certification Checklist (SCC)

Annually, **schools must complete the Schools Certification Checklist** - end-of-financial-year attestation (checklist) to confirm compliance with requirements detailed in the [Finance manual for Victorian government schools](https://www2.education.vic.gov.au/pal/finance-manual/policy). **This involves schools answering a series of questions to self-assess compliance.**

The Schools Certification Checklist portal will open for attestation submissions on **Tuesday 1 July 2025 and close at 5 pm on Friday 8 August 2025.**

From the 2024-25 period, **the checklist will be completed in the Salesforce platform,** in which the user experience will remain very similar.  Previously the checklist was completed in SharePoint. *Schools may be familiar with the new platform from using the Schools Targeted Funding Governance portal which transitioned to Salesforce in September 2024.*

**Further information regarding the new platform** will be communicated to schools via the School Update in June 2025 along with supporting information to assist schools with this small change.

*The final checklist must be endorsed by the school principal prior to submission to the department, however, may be prepared by the business manager or another nominated staff member.*