# Income Tax Statements 2021-2022 and eduPay end of year processing

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The Income Statement is only available via an employee’s myGov account and is no longer available on eduPay. Direct all employees to their myGov account to access their Tax Ready income statement. The Income Statement will be available from 2 July 2021.

An announcement on eduPay provides advice on the eduPay end of year processing. Access the document from eduGate at: [End of year processing 2021/2022 Tax Year](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/2021-22eduPay-Payroll-Processing-Schools.docx)

# Overpayment Recovery

Where an overpayment has been identified for an active continuing employee, activate the recovery of that overpayment through the payroll. eduPay defaults to 10% of an employee’s pay, however this percentage can be increased to recover an overpayment more quickly.

Only where recovery via the payroll is not appropriate, an overpayment may be repaid by electronic transfer/deposit to the Department’s bank account (or School Council bank account for SLP employees) where an employee has terminated, or another valid reason is identified.

Refer to the [Overpayments](https://www.education.vic.gov.au/hrweb/employcond/Pages/opay.aspx) page on HRWeb for further information.

# Recording Superannuation information for DOE and SLP employees

All employees, including new and returning DOE and SLP employees must check or record their superannuation directly on eduPay using Employee Self-Service (ESS) at the time of Hire or Rehire – including where a TER/Rehire occurs on the same day.

A recent system upgrade will automatically identify for most current or previous employees any open or previous superannuation entry recorded against DOE or any SLP employer and apply that fund to the new record. However even though this process will replicate known super entries, the employee must still check and ensure everything is correct.

School Local Payroll is the responsibility of the school. The department does not actively review or follow up on SLP records for missed superannuation entries. To assist with identification of missing superannuation, a certification message is provided each pay period reporting missing superannuation entries until the employee records their superannuation on eduPay via ESS. Contact your employee and have them record their superannuation directly on eduPay self-service.

The enrolment into the Department’s default superannuation scheme, VicSuper Future Saver, was discontinued last November with the introduction of the ATO Stapling process therefore employees must record their super to avoid the need to ‘staple’ their fund. A considerable amount of unnecessary work is required to staple the fund which can be avoided by having the employee record their superannuation directly on eduPay.

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

If assistance is required to record their super, 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).

# Updating employee tax records – both DOE and SLP records

A number of Tax File Number (TFN) returns have been received from the ATO and superannuation funds indicating an incorrect TFN has been recorded. When entering the TFN – please do so carefully, checking the entry before saving. The TFN is used to update an employee’s myGov account with their Income Statement information.

All employees should now use the updated tax pages in employee self-service to add, review and update their tax records on both DOE and all SLP employment records. The updated process allows an employee to review their TFN and if incorrect record the correct TFN directly into eduPay. The format of the pages has been simplified and more help is available on the page itself. There is also the ability for the employee to create a ‘default’ tax record for each time they person are hired/rehired on the DOE and SLP payrolls. This default record will be used at the time of hire at a new location or rehire at a current/previous location. If the person is new to DOE or SLP employment, then they will need to record their initial tax requirements via ESS.

The [Enter or update Taxation Details](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-ESS-Tax-Data.pdf) help document provides information on how to enter employee tax details correctly.

Recruitment Hints & Tips

# Vaccination Requirement changes to eduPay (pop up messages)

eduPay has recently been enhanced with pop up reminders for HR Administrators to provide new employees with their eduPay log in details. New or returning employees can access eduPay before their actual commencement date to complete onboarding tasks and upload/record their vaccination requirements.

Vaccination details must be correctly recorded on eduPay prior to commencing employment. It is a department requirement for an employee to be fully vaccinated. Where the vaccination requirements are not met by the commencement date the individual is not able to commence in the position. This includes all employees including CRT/Casual ESC employees who may only be initially engaged for one day.

# Support Your School Initiative – applicant pool

School leaders are reminded that a pool of applicants is available for short term casual support in the Job Opportunities Pool on Recruitment Online. Access this pool by selecting the ‘Recruitment’ tile in eduPay, click ‘Recruiting/Tutor/CRT Activities’ tile and ‘Search Tutor/CRT/Job Opp’.

For further assistance in utilising this pool, please access the [Support Your School Initiative – Recruiter Guide](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/ROL-Help-Recruiter.aspx)

# Support Your School Initiative Taskforce

The department has established a central Support Your Schools Initiative (SYSI) Taskforce to assist schools with sourcing available CRTs where all other avenues have been exhausted. Schools should continue to first use their standard approach to fill any short-term staff vacancies; that is, normal coverage through allocation of staff extras, and contacting and engaging regular CRTs and/or CRT agencies. If those avenues are unsuccessful, schools can call or email the department’s central team for additional assistance.

Further information can be found on the [SYSI site](https://www.education.vic.gov.au/about/careers/Pages/Support-your-School-initiative-in-response-to-COVID-19.aspx?utm_source=email+marketing+Mailigen&utm_campaign=OperationalSchools24May2022&utm_medium=email). Contact the team:

* phone: 1800 641 943 – Support Your School Initiative - Line 3
* email: [sysi@education.vic.gov.au](mailto:sysi@education.vic.gov.au)

School Local Payroll Hints & Tips

# ****GL Fortnightly report for WorkCover Remuneration****

Each school is required to provide totals of salary and superannuation for School Local Payroll employees to their Workers’ Compensation Agent for the 2021-22 financial year.

The Business Manager/HR Administrator must run the GL Fortnightly report from Monday 27 June 2022 but **no later than Friday 1 July 2022** after which time the payroll data will no longer be available and cannot be retrieved locally or via centrally managed processes.

The GL Fortnightly Report is available in ‘*GL Analytics*’ on the HR Admin dashboard and is run using the parameter of ‘*Current Financial Year*’.

**Action**:  The Business Manager/HR Administrator is to run the report on Monday 27 June 2022 but no later than **Friday 1 July 2022**.  Make a note to run the report before Friday 1 July 2022.

eduPay Hints & Tips

# Working With Children Check – review and update records

A considerable number of Working With Children Check entries are reporting as expired, expiring or invalid in some other way. An equal number have been updated by an employee which remain in the “Pending Validation” state waiting for the Business Manager or HR Administrator to verify the entry and mark the card as presented.

It is imperative that all education support class employees hold and have recorded on eduPay valid, current employee type WWCC details recorded on eduPay. Review the WWCC/VIT status graph on your eduPay dashboard and update records as required. Access the WWCC/VIT status graphs at: ***HR Admin > Manage Staff > Suitability for Employment***

**What to do?**

* Contact employee where the card is expiring, expired or has some other error/warning and advise the employee to correct the entry immediately by updating eduPay with valid employee type card details.
* Review any ‘Pending Validation’ entries, confirm the entry is correct (card number, expiry date, name) against the [WWCC website](https://online.justice.vic.gov.au/wwccu/checkstatus.doj) and mark as ‘Card Presented’ – a copy of the valid card should be attached as evidence of validity.

# Education Support Class employees-leave and attendance-Term 2 school vacation

The automated leave entry process for the Term 2 school vacation for education support class (ESC) employees not in receipt of the fortnightly Regular Leave Purchase Allowance will be available for review from week commencing Monday 13 June 2022.

Where leave could not be entered for an employee, for example, where an employee has paid maternity leave for part or all of the school vacation period already recorded, an exception report will be generated and sent by email to the affected school(s) following the weekend’s processing. Access the exception report using the link in the email or by using Report Manager. The report will remain available for 28 days. If required, save a copy of the report to your computer.

Applying for Leave

An ESC employee who is receiving the fortnightly *Regular Leave Purchase Allowance* who wishes to take leave during the forthcoming school vacation period will need to apply for Annual Leave or Additional Paid Leave (if eligible) using Employee Self Service (ESS) to cover their absence. Leave is approved by the principal. These employees are not entitled to the Ad-hoc Leave Purchase Allowance.

Attendance for duty

An ESC employee who is **not** in receipt of the fortnightly Regular Leave Purchase Allowance and who agrees or is required to attend during the school vacation period on a day that would otherwise be a day of additional paid leave is entitled to the Ad-Hoc Leave Purchase Allowance. Where the employee attends for duty, the HR Administrator will need to adjust any leave already recorded to reflect their attendance. Payment is by Positive Input and would normally be recorded in the first pay period after the school vacation for the equivalent number of hours.

Where an employee has insufficient leave credits to cover the school vacation period and has been required to attend for duty, they may not be eligible to receive payment of the Ad-Hoc leave purchase allowance.

Further information is available in the [eduPay User Guides](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/eduPay_UGuides.aspx) for Allowances and Annual Leave Automated Entry – ESC on eduGate.

Information about leave and attendance arrangements for ESC employees is available on HRWeb at: [Annual Leave](https://www2.education.vic.gov.au/pal/annual-leave-teaching-service/overview), [Attendance and Working Hours](https://www2.education.vic.gov.au/pal/attendance-and-working-hours-teaching-service/overview) and [Allowances-Teaching Service](https://www2.education.vic.gov.au/pal/allowances-teaching-service/overview).

**Actions:** Review and update records for employees on the exception report.  
Record leave for employees in receipt of the Regular Leave Purchase Allowance.

The eduPay way



It’s nearly halfway through the year and our eduPay elves have been furiously designing some exciting new features as we gear up for a big launch date in July.

ICYMI, Employee Self-Serve Tax Data launched last month, and our July releases include the much-awaited Change of Hours, Single Touch Payroll, Time in Lieu and GL Overrides.

A huge thank you to all the Business Managers who’ve taken the time to attend our working groups and provided feedback and input into the design of these features – ***you’re the best*** 😊

Employee Self-Serve Tax Data

**Last month** we launched the all-new Employee Self-Serve Tax Data which includes:

* A redesigned and much more user-friendly optimised layout including mobile phone access
* More ‘i’ information call outs to make completing this much easier for employees
* The ability for employees to view and update/correct their Tax File Number
* Employees with multiple active engagements can now nominate a default tax record and eduPay will automatically create any future tax records when they are hired into a new engagement

A [support guide](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-ESS-Tax-Data.pdf) is available and includes Frequently Asked Questions, training is available next week. Please look for the eduPay sessions in My LearnED.

Change of Hours v2

As you know we launched this back in 2020 but didn’t get this quite right. Thanks to the Business Managers in our working group for working closely with us to ensure Change of Hours works as you need it to. Changes include:

* Business Managers are now included in the workflow
* The ability to increase and reduce time fraction and apply this as an ongoing or temporary change (including Parental Leave)
* The ability to apply for a change of hours at any point in the pay period
* Improved informational text including examples of how to enter information with links to policy etc
* Attachments will be available
* Notifications including actions, alerts and emails

The all-new *Change of Hours* will be available in July with training available from mid-July. Please book via My LearnED and an announcement and pop up will include links to the support information on launch.

Single Touch Payroll v2

As per the ATO legislative change we are on track to deliver Single Touch Payroll by early July. This will include a further breakdown of gross pay e.g., Higher Duties and allowances and reason for cessation.

General Ledger (GL) Overrides

Arriving in mid-July, the GL overrides transformation will minimise the need for making GL changes by improving the way eduPay defaults GL charging. If you do need to make a change, it will be provided by job data rather than via GL overrides.

Training and support will be offered as part of the eduPay July training, please book via My LearnED.

Time in Lieu

As part of the upcoming EBA we will be introducing Time in Lieu (TIL) for schools:

* Request TIL for agreed purposes which are outlined in the agreement
* Request made by employee will be submitted by a school staff member
* Some agreed types of TIL like school camps won’t be available immediately
* Approval will be by the principal

*Please email the* [*eduPay team*](mailto:tania.rann@education.vic.gov.au) *if you’d like to join our working group for this feature, we’ll be setting these up shortly.*

It’s been so great to meet BMs IRL at the recent BMV Leadership Conference, Yarra Ranges AGM and BRAG AGM, and we look forward to meeting the Ballarat and Regions team next week.

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