# Salary progression for Education Support Class employees on SLP

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As communicated in [HRM Online 05-2023](https://www.education.vic.gov.au/hrweb/Documents/HRM-Online-05-2023.docx), the automated salary progression adjustment for eligible Teaching Service employees was processed in PAY2022-23. 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 outline in *section 2.2.3* in the [Ministerial Order 1389](https://www.education.vic.gov.au/hrweb/Documents/Ministerial-Order-1389.pdf).

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**Action:** For any ESC employees employed through SLP who are **eligible** to progress on 1 May 2023, the school HR administrator will need to add a new row in Job Data, using the Action: Global Salary Change and Reason: Common Progression Cycle, adjust the Step under the Salary Plan tab, and save.

# Long Service Leave payout on cessation of employment

Schools are reminded that all department employees are entitled to receive payout for their entitlements on termination of employment and that the department is unable to accept the return of long service leave (LSL) payments and reinstate the entitlements on eduPay after the termination process has been finalised.

These entitlements will be paid out even if there is a termination and a rehire recorded on the same day. The responsibility is with the employee to advise the school they do not want their long service leave paid out on termination and the HR Administrator takes the appropriate action on their request in a timely manner. Numerous communications have been sent to schools regarding this matter since 2010.

Schools are encouraged to continue to make use of eduPay email notifications, timely payroll validation and certification (including careful review of all certifications messages for terminating employees) and running and monitoring standard payroll reports.

An employee can request that their accrued LSL is not paid to them on termination (including the end of a fixed term contract) by either completing the ***Long Service Leave Election form*** which can be found on the [Cessation of Employment – Teaching Service](https://www2.education.vic.gov.au/pal/cessation-employment-teaching-service/resources) page (link to form) or by using the ***Stop LSL Payout*** tile on eduPay, available via ***Employee > Personal Information > Stop LSL Payout.***

# Paying VCE exam supervisors

Exam supervisors who supervise the VCE exams, including the General Achievement Test (GAT), are employed via School Local Payroll as casual education support. The chief exam supervisors should be employed as Casual Education Support Range 2.4 (CES1-2, salary grade 512), and the assistant exam supervisors should be employed as Casual Education Support Range 2.1 (CES1-2, salary grade 502). The exam payments for the supervisors should be entered via a timesheet, using the applicable number of hours as advised by VCAA via the [Victorian Assessment Software System (VASS)](https://www.vass.vic.edu.au/login/CoverPage.cfm). The GAT Section A attracts a payment of 4.5 hours, while the GAT Section B attracts a payment of 3.5 hours.

The chief supervisor is entitled to an additional administrative allowance of 50c per student per exam (minimum $50 per exam), which increases depending on how many students attend each exam. These additional payments should be entered via Positive Input in eduPay, using the element name SUPVR ADMIN and entering the appropriate payment amount under “Amount”.

# Fair Work Act updates

A number of updates to the *Fair Work Act 2009* come into effect across 2023. An update on these changes will be included in HRM Online in Term 3.

# Migration Support Services

Financial support for international teacher recruitment is available to schools through the Migration Support Service (MSS). The MSS can connect your school with a team of experienced migration agents and lawyers to support you with immigration processes for an international teaching candidate.

This service provides:

* Financial support to cover professional service fees from migration agent, including:
  + Visa eligibility assessments
  + Support for your schools with the visa application process

To facilitate the support for your school, schools will be requested to provide vacancy and candidate information to enable an assessment of visa options by the migration support panel and help our migration agents to better understand your needs and provide relevant and tailored advice.

To receive support, to access migration support through the MSS, please fill out the [expression of interest](https://forms.office.com/Pages/ResponsePage.aspx?id=N7Ns2Ycaz0S2mzzsM0pMH625y5T7KLBDldbkfbgi7dVUOTJYSFlQOU9KWUQwVDg5U1JEQUFHMDI5Sy4u) web form to submit your details and we will be in contact with you.

For further details please email [swg\_policy.initiatives@education.vic.gov.au](mailto:swg_policy.initiatives@education.vic.gov.au) and a team member will contact you.

# Graduate Teacher Recruitment Initiative

The Graduate Teacher Recruitment Initiative aims to support Victorian government schools to attract graduate teachers by offering a financial incentive of $5,650 (inc. tax) at the commencement of employment. The Schools Workforce Initiatives team (SWI) is seeking [expressions of interest](https://forms.office.com/Pages/ResponsePage.aspx?id=N7Ns2Ycaz0S2mzzsM0pMHwmvI9wbLaJPmvX0MCAFLpBUMDMwRDJXNFpZWVlIQk5WVjNQMVJWWTFUVi4u&wdLOR=c15E31F8E-4B24-4D36-95DA-4A142CAF6BED) from school wishing to participate in the program for positions to commence in the 2023 and 2024 school years. A total of 200 packages are available in the 2023-24 financial year.

To be eligible for a vacancy under this initiative, schools must:

* Not have exceeded their annual graduate (GRAD) teacher vacancy entitlements.
* Advertise a position for a minimum of 12 months.

To be eligible for a vacancy under this initiative, candidates must:

* be a teaching graduate who has completed all course requirements and graduated within the past 4 years.
* not be employed as a teacher by the Department at the time the advertised position is to commence.
* commit to a minimum 1-year employment at a Victorian government school.
* be currently registered (or eligible for registration) with the Victorian Institute of Teaching (VIT)
* be a new employee to the school.
* not be a Graduate Teacher Incentive recipient from a previous vacancy.

 For further details please email [swg\_policy.initiatives@education.vic.gov.au](mailto:swg_policy.initiatives@education.vic.gov.au) and a team member will contact you.

eduPay Hints & Tips

# Education Support Class employees – leave and attendance

Automated recording of leave on eduPay

* Term 2 Vacation Leave for education support class (ESC) employees were recorded by central process over the weekend: 10-11 June 2023.
* Where leave has not been recorded, an exception report has been sent to each school. Access report from email or in Report Manager on eduPay.
* Determine action to take where necessary – refer to help at [Annual Leave Automated Entry – ESC User Guide](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/eduPay_UGuides.aspx)

Applying for Leave

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

As communicated in [HRM Online 04-2023](https://www.education.vic.gov.au/hrweb/Documents/HRM-Online-04-2023.docx),

* Education Support Class (ESC) employees in receipt of regular Leave Purchase Allowance (LPA), will now need to enter the days they will be on duty during the school vacation period in eduPay via Employee Self-Service (ESS) to ensure that annual leave is not acquitted on the days the employee attends for duty. These employees will have their annual leave automatically acquitted similar to principals and teachers.
* An employee can check their leave balances by accessing the self-service functionality on eduPay. If an ESC in receipt of regular LPA does need to attend during the school vacation 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***

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* Where an employee does not have sufficient leave balance to use through the school vacation period, the Principal must make appropriate arrangement for the employee which may include (but is not limited to):
  + Applying for paid or unpaid leave (such as long service leave or leave without pay)
  + Requesting access to any accrued time in lieu; and
  + Requesting to return to duty during that vacation period. Please note: any request to return to duty will be considered having regard to the employee’s circumstances and the operational needs of the school. Attendance during a vacation period on any day where an employee has exhausted their additional paid leave credits available, will be considered an ordinary day of attendance for remuneration purposes and will not attract a leave purchase allowance.

In addition to the above, eduPay will maintain existing arrangements where education support class employees, who have exhausted their additional paid leave and are not required or are unable to attend for duty during a vacation period, may access further additional paid leave credits, up to a maximum of 38 hours for full time employees (pro rata for part time employees). In other words, they can go into a negative additional leave balance of up to 38 hours (pro rata). Once an employee has reached 38 hours in the negative, from 1 February 2023, eduPay as a default will apply leave without pay to cover any remaining days in a vacation period, unless other arrangements are approved by the principal.

* School Council Employees who are not employed in the ES structure (e.g.: GSCFLX) will not have leave recorded. Manual entry of leave for these employees is required – employee via ESS or HR Administrator directly at *HR Admin > Manage Leave > Update/View Absence Events (tile path in eduPay)*

Attendance for duty

* ESC Not receiving the Regular Leave Purchase Allowance who agrees/required to attend for duty may be eligible for the Ad-hoc LPA
* Where attendance occurs, adjust any recorded leave to reflect their attendance hours.
* Where the additional paid leave entitlements have a positive balance, record the Ad-Hoc LPA for the equivalent number of hours.
* Update is completed in the first pay period after the school vacation.
* Where leave is exhausted before the end of the school vacation period, these employees have no further entitlement to leave and are not eligible for the Ad-Hoc LPA and are therefore considered to be ‘on duty’.
* Refer to 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.
* Refer to the [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) on HRWeb for policy information

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It was so great to see so many BM friends of eduPay at the recent BMV Conference, Yarra Ranges and Whittlesea network meetings – some IRL and some virtually. We’re very happy to present at your network meetings and conferences, so if you’d like an eduPay update with some tips and tricks, please email the [team](mailto:tania.rann@education.vic.gov.au) to lock us in 😉

***Pssst*** – hot off the press, we are looking to reimagine overpayments shortly - *as requested by you*! If you’d like to contribute to the design changes on this feature, email the [team](mailto:tania.rann@education.vic.gov.au) and pop ‘overpayments in the subject’ and an invite will head your way shortly…

## GLO is GO!

We hope you are enjoying using the all new GL Overrides which launched recently, with enhanced GL functionality that exists in one place – job data. This is where you can also customise your salary charging too.

As you know, you now have full access to make an amendment on the salary charging for your staff by entering the appropriate charge codes, or using the job title default. Noting that SRP/SMAF has been decommissioned – as you now have the power 😉

Also to note, when an employee is performing HD, you should now record the job title on commencement and completion of Higher Duties in Job Data. This will then reflect the appropriate salary charging during the period of Higher Duties.

Oh and in case you missed it, please find a [recording of the training](https://edugate.eduweb.vic.gov.au/Services/bussys/cases21/CASES21%20Support%20Videos/Forms/AllItems.aspx?RootFolder=/Services/bussys/cases21/CASES21%20Support%20Videos/Training%20and%20Support%20Videos/eduPay/eduPay%20New%20Features%20Term%202%202023%20-%20GLO&FolderCTID=0x0120006399E25BF18E6543AE5AEEA429D4647B&View=%7b61670E16-13AA-4280-9FDF-76E7015CEE14%7d) and the [support guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-GL-Overrides.pdf) to assist you with these changes. This includes charge codes too…

## MFA today, don’t delay (by 1 July)

We’re currently sitting at **45% adoption** across school-based employees with the HR Admin role who require privileged access to eduPay. And T’s got a grand goal of 100% by 1 July. *We’ve got this!*

EOFY and term break are only a few weeks away so as they say, ***MFA today, don’t delay***. It really is very easy and only takes 10-15 minutes, but don’t take T’s word for it – [Rachael](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/Registering%20MFA%20for%20eduPay%20RE%20Teaser%20Video.MP4) agrees.

We’ve got you covered with all the support documentation options depending on your preferred style - [download and install Microsoft Authenticator](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/Installing%20MS%20Authenticator%20to%20your%20Mobile%20Phone.pdf) on your phone, [Support Guide with updated FAQs](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-Registering-MFA-for-eduPay.pdf), [Video reference guide](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvimeo.com%2F828865366%2Fb7cb243069%3Fshare%3Dcopy&data=05%7C01%7CShasha.Syedi%40education.vic.gov.au%7Cc1df2e6fa10a41db1d0708db67d87f57%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638217951802036687%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Q%2BWEQ6pZAtD4tI2JgpPyo2%2FNBK0pVGaMo%2B0VKsqXyN8%3D&reserved=0) and a [quick visual guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/MFA%201%20Page%20Quick%20Guide.pdf) – all waiting for you. These guides have had over 2300 views so they’re working a treat! Training is also scheduled for 13-16 June if you’d like to register with help at hand to assist you. Book your virtual seat ASAP via LearnED.

Don’t forget to check who else has [privileged access](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-MSS-Security-Management.pdf) in your school and help them to MFA today too. *You’ve got this* 😊

## Teacher Recruitment Initiative – late June

The new Teacher Recruitment Initiative enables:

* **Recruiters to have the ability to create non-advertised jobs** and seamlessly match them with candidates from the 'Job Opportunity' pool. This process takes place overnight, saving recruiters valuable time and effort to manually link the candidates themselves.
* **Recruiters to have the flexibility to fine-tune the matching parameters,** including the option to include or exclude specific jobs from the process. This is particularly helpful if they have already found a suitable candidate for a position. Additionally, recruiters can customize the default duration for which a job is considered in the auto-matching system.

More details will be available at the time of launch.

## School Local Payroll (SLP) – Negative Tax  - 1 July

On 1 July, we’re launching some changes to the way in which Negative Tax is processed for Schools Local Payroll employees as follows:

* **When a negative tax amount is generated for an SLP Employee,** it will not be automatically processed unless the employee has enough positive tax being calculated to at least net out to zero
* **The Negative Tax amount will be held in an accumulator** until the employee has some positive tax being calculated in a subsequent pay period.
* **This change moves the debt from being the School needing to recover from the ATO** to the Employee recovering from ATO at the end of the financial year in their tax return **IF** the negative tax amount has not been fully processed by that time.
* **The process is just deferring the refund of the tax to a point in time** where it can be processed automatically without any intervention.
* **If employee is not paid again in current financial year,** they have been overtaxed and will receive a refund from the ATO when they do their tax return.

This is just a teaser to start with, of course we’ll have all the support information and communications ready for launch, so watch this space…