# COVID-19 Pandemic Orders and vaccination Update

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**The eduPay Way**

* …and just like that it’s term 3 – what exciting things are coming? Check this out!

In accordance with the department’s recent communications regarding the changes to COVID-19 pandemic orders effective from 11.59pm on 24 June 2022, department and school council employees in mainstream schools are no longer required to be vaccinated to attend work. Department and school council employees in specialist schools must continue to meet the vaccination requirements to be permitted to attend onsite work. For employees in mainstream schools who did not meet the vaccination requirements and, as a result, were on unauthorised absence, the department has taken action centrally to cease their unauthorised absence in eduPay on 24 June 2022.

Employees in mainstream schools who return to work from 11 July 2022 (or their first scheduled working day after 11 July 2022) or apply for and are granted paid leave will be entitled to be paid for Term 2 vacation from 27 June 2022 to 8 July 2022.

Employees in mainstream schools who apply for and are granted unpaid leave from 11 July 2022 (or their first scheduled working day after 11 July 2022) will not be entitled to Term 2 vacation pay from 27 June 2022 to 8 July 2022, and their schools are required to process the unpaid leave from 27 June 2022.

Employees who do not return to duty or do not apply for leave from 11 July 2022 (or their first scheduled working day after 11 July 2022) continue to be on unauthorised absence.  Their schools are required to notify Policy and Workplace Relations of their name as soon as possible on *workplace.relations@education.vic.gov.au* so that the department can continue to manage those employees centrally and in accordance with the Absent Without Leave (AWOL) procedures.

# Income Tax Statements 2021-2022 – now in myGov

The Income Statement is only available via an employee’s myGov account. Direct all employees to their myGov account to access their Tax Ready income statement which was available from 2 July 2022.

A number of enquiries have been received where an employee believes the amounts indicated are incorrect. The annual salary/TRP reported on the payslip represents 26 pay periods for the financial year. In the 2021-2022 financial year there were 27 pays, therefore the Income statement may report a higher total to the amount on the payslip.

Additionally, an employee who salary sacrifices to superannuation or other packaging items before tax, the gross salary amount will not include the pre-tax salary sacrifice amounts. The two amounts must be reported separately in accordance with ATO requirements. Add both salary and pre-tax amounts to determine the total gross for the financial year.

Recruitment Hints & Tips

# Support Your School Initiative Taskforce

In response to workforce pressures caused by COVID-19 and influenza transmission throughout the community, the centralised Support Your School Initiative Taskforce started in Term 2, 2022 to provide additional support for schools to identify and engage in casual relief teachers (CRT). In recognition of continuing pressures, SYSI will continue for the first 4 weeks of Term 3, 2022.

Please continue to first use your standard approach to fill any short-term staff vacancies; that is, normal coverage through allocation of staff extras, and contacting and engaging regular CRTs or CRT agencies.

If these are unsuccessful, schools can phone or email our SYSI central team via phone: 1800 641 943 (option 3), from 8 am to 6 pm, Monday to Friday or by email: sysi@education.vic.gov.au.

School Local Payroll Hints & Tips

# Recording Superannuation for employees

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 FutureSaver, 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. This includes employees who have been hired on the SLP for a single day or on a *‘just in case we need you’* basis.

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).

# Change of school bank account for SLP payments

Where you are required to change or update the school bank account that is used to debit your School Local Payroll, please use the updated [SLP Bank Account Direct Debit form](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/SLP-Change-Bank-Account.pdf) available on the [SLP Resources](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/slp.aspx) page on eduGate to request the change.

A minimum of 7 clear working days\* is required prior to pay finalization in the fortnight the change of bank account is required. This is to update both eduPay and update Westpac who complete the debit to your SLP school bank account.

Send the completed form to your Schools HR (region name) e-mail account in the Global Address Listing:

* North East Region: schools.hr.nev@education.vic.gov.au
* North West Region: schools.hr.nwv@education.vic.gov.au
* South East Region: schools.hr.sev@education.vic.gov.au
* South West Region: schools.hr.swv@education.vic.gov.au

\*For example:

*If the bank account update is required for pay 2203, pay day Thursday 11 August 2022, the completed form must be received a minimum of 7 clear working days prior to pay finalization on Friday 5 August 2022, therefore the form is to be received by HR no later than Thursday 28 June 2022.*

eduPay Hints & Tips

# 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 was run before the recent school vacation period. Any adjustments or errors should have been resolved by now. Refer to the last [HRM Online 6-2022](https://www.education.vic.gov.au/hrweb/Documents/HRM-Online-06-2022.docx) available on HRWeb for further information on actions to take.

A reminder to ensure leave is recorded for those employees who took leave during the school vacation period who is in receipt of the regular Leave Purchase Allowance. Employees should be encouraged to apply for annual or additional paid leave (if eligible) using Employee Self Service to cover the absence.

Further information is available on the actions to take 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).

The eduPay way

…and just like that, it’s Term 3 😊

Thank you for your patience and understanding while eduPay was offline for the 3 days in the middle of Term break. We successfully accommodated our mandatory legislative requirements including superannuation changes and a new version of single touch payroll. You’ll notice this ATO legislative change will include a further breakdown of gross pay including Higher Duties and allowances, and reason for cessation.

## New features coming soon

Our eduPay elves have been working their magic in the design studio over the last few weeks and we’ve got some great features ready for you from next week.

### From Monday 18 July…

Thanks to the outstanding efforts of the Business Managers in our Working Group, we’ve reimagined *Change of Hours* to accommodate:

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

### From Monday 25 July (To Be Confirmed)…

Subject to the final approval and as part of the VGSA, Time in Lieu (TIL) is to be introduced to schools in a 3 phased approach on eduPay.

A huge thank you to the Business Managers who participated in our initial discovery phase just prior to Term break and shared their thoughts and requirements for this feature. Thanks to your *ah-mazing* contributions, this paved the way for us to design a feature that works for you as it needs to, while reducing the administrative burden on our school users and all while adhering to compliance and legislative requirements.

While we can’t say too much just yet 😉 word on the street is that you may be able to see a sneak peek at the upcoming information sessions…

## Training and Support…

Please book your virtual training seat ASAP via My LearnED - search *‘eduPay – New Features Information Session’* - as per image below.

Sessions are being held on **Thursday 14, Friday 15 and Tuesday 19 July** for the features listed above.

Support documentation will be available in time for launch and shared via the announcement tile in eduPay.

***We look forward to seeing our friends of eduPay IRL\* from the North and South West region, Yarra Ranges and Hume Region at upcoming conferences next month.***

\*IRL In Real Life 😉

