# Teachers and ES Staff to receive payment for being on call overnight at a school camp

Following the Fair Work Commission announcement on 9 June 2023 - *regarding teachers and education support staff to receive payment for being on call overnight at a school camp* - the following 2 phased approach has been created.

This approach guides schools in the actions required to acquit and pay the 8 hours at 50% for overnight camps on call.  Phase 1 accommodates the retrospective decision to backpay staff to 1 January 2023 who have already attended camps this year, and phase 2 enables a new process in eduPay going forward.

## Phase 1 – Looking back - Prepare & Pay back to 1 January 2023 (10 July – until Phase 2 launch)

BMs in consultation with the principal:

* **Identify and pay** all the people who need to be paid from 1 January 2023
* **Manual calculation** including checking manual records will be required. Record payments and accrued differences in eduPay using the newly created [earnings codes](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/New%20TIL%20Payout%20Codes%20and%20Scenarios.pdf) to create a positive input

## Phase 2 – Looking forward – System Automation and BM Authorisation (August onwards)

* **An eduPay enhancement will be available** for employees to be paid for on call attendance for overnight camps in eduPay
* **Business Managers will be able to authorise Time in Lieu** as per the principal’s delegation (information will be provided prior to launch)

### For now, the focus is on Phase 1

To assist BMs and schools with this retrospective process, a detailed list of 10 scenarios has been created along with new codes for you to use in eduPay. All scenarios for both teachers and education support staff lead to a [positive input in eduPay](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/UGS-One-off-payments.pdf).

Please follow the step by step process below, and refer to the [new codes and scenarios](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/New%20TIL%20Payout%20Codes%20and%20Scenarios.pdf) to complete this task in eduPay.

* **Step 1** – Establish which teachers and ES staff attended overnight camps from 1 January until Phase 2 is implemented. This is based on the information available to your school via eduPay, Compass or any relevant school records including camp rosters
* **Step 2** – Establish who hasn’t yet had their 11 pm to 7 am overnight on call Time in Lieu accrued and / or acquitted
* **Step 3** – Seek formal principal endorsement before processing in eduPay, and retain records for audit purposes
* **Step 4** – Refer to the newly created earnings codes against the scenarios provided in the [support document](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/New%20TIL%20Payout%20Codes%20and%20Scenarios.pdf) to create a positive input
* **Step 5** – Complete this in eduPay via HR Admin homepage > Manage Staff > Payee data > One time positive input. You can refer to this [support guide](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/UGS-One-off-payments.pdf) for assistance.

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| **New TIL Payout Code** | **Audience** | **Scenario reference** |
| **TIL PAYOC100 - TIL Pay O/N Camp On Call TEA** | **Teachers** | [**Scenarios 1 & 2**](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/New%20TIL%20Payout%20Codes%20and%20Scenarios.pdf) |
| **TIL PAYOC150 - TIL Pay O/N Camp On Call ES** | **ES Staff** | [**Scenarios 3 & 4**](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/New%20TIL%20Payout%20Codes%20and%20Scenarios.pdf) |
| **TIL PAYNB100 - TIL Pay 100% - Special Pay TEA** | **Teachers** | [**Scenarios 5,6 & 7**](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/New%20TIL%20Payout%20Codes%20and%20Scenarios.pdf) |
| **TIL PAYNB150 - TIL Pay 150% - Special Pay ES** | **ES Staff** | [**Scenarios 8,9 & 10**](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/New%20TIL%20Payout%20Codes%20and%20Scenarios.pdf) |

**The new** [**support guide**](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/New%20TIL%20Payout%20Codes%20and%20Scenarios.pdf)alsoincludes Frequently Asked Questions and support contacts in case your scenario is not listed.

Funding for these changes has been included in the SRP. Funding information can be located in the revised [SRP Guide](https://www2.education.vic.gov.au/pal/student-resource-package/resources) which was sent to schools at the end of Term 2.

If your situation does not fit in 1 of the 10 scenarios listed in the [support guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/New%20TIL%20Payout%20Codes%20and%20Scenarios.pdf), please seek further advice:

* **Policy or eligibility query -** 03 7022 0013 or [workplace.relations@education.vic.gov.au](mailto:workplace.relations@education.vic.gov.au)
* **eduPay or ops query** – Schools HR Services 1800 641 913 (option 2 for Schools HR) or your regional mailbox

### Information and guidance for Phase 2 will be provided in early August 2023.