# Victorian Government Schools Agreement (VGSA) 2022

Welcome to the Victorian Government Schools Agreement (VGSA) special edition of HRM Online.

In this edition, you will find the following updates:

* Timeline for Pay and Allowance increases
* Principal Class Conversion from TRP to cash salary
* Additional forms of leave available via Employee Self Service
* Time in Lieu now available in eduPay

# Timeframe for Pay and Allowance increases – processing of back pay (25 August 2022)

The new salary and allowance rates and associated arrears payments for eligible staff will be paid on payday 25 August 2022.

This will include applicable education support class translations as specified in the Agreement.

Principal class salary increases, and arrears payments will be based on Total Remuneration Package (TRP) salaries.

# Principal class conversion from Total Remuneration Package to cash salary

It is anticipated the payment method for principals from TRP to cash salary will be made on payday 8 September. As the salary increase for principals will have been implemented on payday 25 August, please note, the conversion of the salary payment method on 8 September will not result in a difference of net pay.

# Additional forms of leave available via Employee Self Service

During August 2022, staff will be able to request new forms of leave as specified in the Agreement via eduPay employee self-service. Principals will be able to approve leave requests via eduPay.

# Time in Lieu is now available in eduPay

The all-new automated Time in Lieu (TIL) feature in eduPay is being transformed via a 3 phased approach:

* Phase 1 – Requesting TIL and taking TIL (leave) – *available now*
* Phase 2 – Payout TIL e.g. on request, transfers or ceasing employment – *available August*
* Phase 3 – Annual Payout in March (for TIL accrued but not taken by the end of February) and reporting to assist managing liability – *Timing to be confirmed*

*As per the Agreement, TIL for teachers, in respect of school camps, commence from 1 January 2023.*

Phase 1 of the new automated Time in Lieu feature is now available in eduPay

Phase 1 enablesteaching and education support staffto submit a TIL request **after** they have performed a required activity outside their normal hours of attendance (in excess of 38 hours or normal hours for a part time teacher). This is a 2-step process:

1. **Request TIL**, and then once approved in eduPay...
2. **Submit a leave application** in eduPay to take the approved TIL

A few points to note before a TIL request is completed in eduPay:

* **Ensure pre-approval** (outside of eduPay) has been provided by the Principal, that performance of additional duties outside of normal hours are required and will attract TIL **before** submitting a request in eduPay
* **Enter TIL request** in eduPay **after** the work has been completed - ideally soon after
* **Accrual rates have been defined** in the VGSA 22
* **Accrual is usually 1 hour worked** – unless it is for camp or ES outside the ordinary span of hours (7am - 6pm)
* **SLP employees will not be able to use TIL in eduPay** – you will need to continue to keep manual records for SLPs
* **eduPay will only accommodate TIL tasks completed on or after Monday 25 July.**

A [TIL quick reference guide](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-Time-in-Lieu.pdf) including FAQs is available and a recording of the recent training is now live in the [Cases21 portal.](https://edugate.eduweb.vic.gov.au/Services/bussys/cases21/CASES21%20Support%20Videos/Forms/AllItems.aspx?RootFolder=%2FServices%2Fbussys%2Fcases21%2FCASES21%20Support%20Videos%2FTraining%20and%20Support%20Videos%2FeduPay%2FROL%20and%20eduPay%20Information%20Sessions&FolderCTID=0x0120006399E25BF18E6543AE5AEEA429D4647B&View=%7B61670E16%2D13AA%2D4280%2D9FDF%2D76E7015CEE14%7D)

# Support for the VGSA

Please contact People Services at [Schools Human Resources](https://www.education.vic.gov.au/hrweb/Pages/contactus.aspx) or 1800 641 943 (option 2):

*Option 1 – for Schools Recruitment and recruitment related enquiries*

*Option 2 – for Schools People Services and human resource related enquires*

Then select additional options for the region of your choice.