# VGSA 2022 – Introduction of new Trainee category – ES Level 1, Range 1

**This Issue contains…**

* VGSA – New Trainee Category
* ES1-1 and ES1-2 vacancies
* Special Schools and Intensive Care Allowance
* Change of principal class TRP to Cash
* Overpayment recovery
* Update to payroll Calendars

**Recruitment Hints & Tips**

* VIT Annual Registration now due

**School Local Payroll Hints & Tips**

* SLP employees – Ministerial Order
* CRT pay rates update in pay 2207

**eduPay Hints & Tips**

* ESC leave and attendance Term 3
* Bank accounts: returned pays

**The eduPay Way**

* Recruitment reimagined
* Time in Lieu
* BM Conference visits

The *Victorian Government Schools Agreement 2022* (VGSA 2022) introduced structural changes to the education support classification structure that elevated the entry salary for education support positions through amalgamating the former descriptors of work for education support classification Level 1, Range 1 and Range 2.

The structural changes also established education support classification level 1, range 1 as a new trainee grade. Schools cannot recruit to the new range 1.  Where schools employ a person as part of a traineeship they should employ and remunerate the employee within the new range 1.

# Appointment of vacancies advertised at ES1 range 1 and 2

Recruitment managers are advised that as a result of the amalgamation of the ES1 Range 1 and 2 levels the appointment on eduPay for successful applicants is as follows:

## Vacancy advertised date\* was before 25/7/2022.

Vacancies advertised at the ***ES level 1, range 1*** level are to be appointed on eduPay at the translated ***ES level 1, range 2*** at step 1 unless prior eligible employment results in a higher step (to a maximum of step 3).

Vacancies advertised at the ES level 1, **range 2** are to be appointed on eduPay at the translated ***ES level 1, range 2*** at step 4 unless prior eligible employment results in a higher step (to a maximum of step 8).

## Vacancy advertised date\* is on or after 25/7/2022

All vacancies are to be advertised at the minimum of ***ES level 1, range 2***. Commencement on eduPay for all vacancies is to be the new ***ES Level 1, range 2*** at step 1 unless prior eligible employment results in a higher step.

Refer to the section *Classification Structure 13(6)(a)* of the VGSA 2022 (pages 13-14) for the translation of ESC ranges 1 and 2 available on the [Industrial Agreements - Resources](https://www2.education.vic.gov.au/pal/industrial-agreements/resources) page.

*\* The advertised date is the date the vacancy was published on ROL – not the actual/proposed commencement date of the successful applicant.*

# Special School Allowance and Intensive Care Allowance

As an outcome of the VGSA 2022 teachers, education support class and Assistant Principals are eligible for the Special School Allowance.

The Department is acting centrally to give effect to the entitlement for eligible special school employees, back dated to the first pay period on or after 24 December 2021. The allowance payments will be ceased for any employee that is no longer eligible for the payment.

## Intensive care allowance

The VGSA 2022 limits the payment of the intensive care allowance to education support class employees in receipt of the allowance immediately prior to 25 July 2022 as set out below. Where an employee not in receipt of the allowance prior to 25 July 2022 commences providing intensive care support, they will not be paid the allowance.

An education support class employee in receipt of the allowance immediately prior to 25 July 2022 remunerated at or above ES level 1, range 2, salary subdivision 4 following 25 July 2022 will continue to receive the intensive care allowance where they continue to provide intensive care support.

An education support class employee in receipt of the allowance immediately prior to 25 July 2022 and remunerated below ES level 1, range 2, salary subdivision 4 following 25 July 2022, will cease to receive the intensive care allowance from the date they are remunerated at ES level 1, range 2, salary subdivision 4 or higher.

The Department is acting centrally to give effect to the limitations on this entitlement.

# Change of Principal Class TRP to cash

All eligible principal class employees were translated from a Total Remuneration Package (TRP) to a cash salary as part of VGSA2022. This translation occurred in pay 2205 (commencing 28/8/2022) for all principal class who are members of an accumulation superannuation fund or a SMSF (self-managed superannuation fund).

This results in a reduction in the annual amount shown on the payslip, the removal of the SGC CONTRACT deduction from the payslip with SGC being paid instead ‘on top’ of their cash salary (shown on the super section on the payslip now). For most employees there is no variance to their net pay. However, in limited circumstances, where large amounts were salary sacrificed before tax, a small variation to the net pay may result.

Employees who are members of the ESSSuper Defined Benefit funds (New, Revised and SERBS) continue to be paid a TRP with their employer contribution being deducted from their fortnightly pay. Refer to the relevant section of the VGSA 2022 on the [Industrial Agreements - Resources](https://www2.education.vic.gov.au/pal/industrial-agreements/resources) page.

As part of this process all employees in receipt of Higher Duties to the principal class level that crossed pay 2205 were adjusted to reflect the change to cash salary from 28/8/2022. This includes any future dated HD entries. All new future dated higher duties allowances are calculated to the new cash salary. HD entries use the salary grade 07x when assigning HD.

*\*Amendments for Executive Class employees have been excluded from these changes and will be progressed following the making of new Ministerial Orders.*

# Overpayment recovery

Where an overpayment has been identified for an active continuing employee, Business Managers/HR Administrators must 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 with employee agreement.

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

The Overpayment letters have been updated to recommend recovery through the payroll as the preferred option wherever possible. Refer to the [Overpayments](https://www.education.vic.gov.au/hrweb/employcond/Pages/opay.aspx) page on HRWeb for further information.

# Update to pay day and pay finalisation calendars

It was recently identified that the Grand Final public holiday on the pay day and pay finalisation calendars on HRWeb included an incorrect date. This has now been updated to the confirmed date of ***Friday 23 September 2022***. Updated calendars are available on the [Calendars](https://www.education.vic.gov.au/hrweb/Pages/resources/calend.aspx) page. eduPay, for leave purposes, has the correct date recorded.

Recruitment Hints & Tips

# VIT annual registration for 2023 school year

* Annual VIT registration renewal is now due, and invoices have been issued by VIT.
* Teachers are encouraged to finalise registration matters by 30 September 2022.
* Late payment fees may apply to registrations finalised after 30 September and before 31 December 2022.
* Teachers who have not finalised registration by 31 December 2022 may be unable to undertake teaching duties at the commencement of the 2023 school year.
* Schools can view the status of their teacher registration by viewing “My School” portal, available from the [VIT website](https://www.vit.vic.edu.au/home).

Action: Principals are asked to bring this to their employee’s attention and encourage renewal on time.

School Local Payroll Hints & Tips

# VGSA 2022 – Ministerial Order and SLP employees

Employees on the School Local Payroll are employed under a Ministerial Order and at this time, not yet eligible for the pay increases provided for in the VGSA 2022, until the Ministerial Order is signed and published. Once this has been finalised, further central adjustments will be completed to translate and amend the salary rates for all eligible SLP employees.

SLP Education Support employees have been placed on a temporary salary grade (70*x*) which holds the original salary rates.

# CRT updated pay rates from 3 July 2022 – to be processed in pay 2207

The increased pay rate for CRT employees identified in [Ministerial Order 1039](https://www.education.vic.gov.au/hrweb/employcond/Pages/tso.aspx) effective from 3 July 2022 will be processed and included, with arrears, for eligible CRT employees and included in pay 2207, pay day 6 October 2022.

eduPay Hints & Tips

# Education Support Class employees-leave and attendance-Term 3 school vacation

The automated leave entry process for the Term 3 school vacation for education support class (ESC) employees not in receipt of the fortnightly Regular Leave Purchase Allowance was run last weekend.

Where leave could not be entered for an employee, for example, where an employee has paid parental absence 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.

**Note**: eduPay has been updated with the public holiday on 22 September for the National Day of Mourning following the passing of Queen Elizabeth II. Employees who had leave booked on, or spanning this date, have been recalculated and accruals adjusted accordingly. This includes the automated leave recorded for the term 3 vacation period. The exception report referenced above will not be reissued. Employees who are listed as ‘on duty’ on or after 22 September will be ‘on duty’ a day later, those who are listed as ‘on duty’ prior to 22 September, will resume as indicated, but will not be required to attend on the public holiday.

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.

# Bank Accounts – returned pays

With the National Day of Mourning and Grand Final public holidays on 22 and 23 September 2022, employees whose pays are returned to the Department due to incorrect bank account details cannot be resolved until Monday 26 September 2022.

Business Managers are asked to remind employees to ensure that correct banking details are recorded in eduPay prior to pay confirm on 16 September 2022 so payments can be received into their bank accounts on payday 22 September 2022.

The eduPay way


# The eduPay Way

With the VGSA 22 in full swing – *read all about it* [*here*](https://www.education.vic.gov.au/hrweb/Documents/HRM-Online-08-2022.docx) – the eduPay design studio is abuzz juggling lots of new and enhanced features for you, including…

## Recruitment Reimagined

This is HUGE – and super fab! We know you need close to 2000 teachers ASAP, so we are reimagining recruitment to ***improve the candidate pool, improve the candidate search*** and ***optimise onboarding*** to enable:

* ***Better user experience*** *for recruiters*
* ***Streamlining the process*** *to reduce both complexity and turnaround times*
* ***Make recruiting as easy as possible*** *for both candidates and recruiters*
* ***Understand what candidates are looking for***
* ***Sophisticated sorting of*** *candidates*
* ***More filters*** *to assist narrowing down suitable candidates*
* ***Candidate availability*** *better clarity on when and if they are available*

To that end, we’ve held 2 working sessions with BMs where we asked for feedback and suggestions to make applying for jobs easier for the candidate and sifting through applications easier for you and shared a snapshot of our proposed solution. Here’s a [sneak peek](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/RR%20BM%20BWG%2028.7.22.pdf) of what your colleagues kindly shared with us to inform the new design. We’ll be holding our next session shortly so if you’re interested in being a part of this exciting initiative email the team now.

## Time in Lieu

Time in Lieu (TIL) is being rolled out in a 3 phased approach as follows:

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

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

**With the new TIL Implementation Guide (***published Monday 12 September***), the eduPay team have scheduled a new TIL information session that will cover the following:**

* Share the recent TIL changes in eduPay
* Walkthrough the Implementation Guide
* Q&A session supported by Employee Relations, HR Support, DET Training and eduPay team

The following 4 sessions have been scheduled to accommodate busy schedules at the end of Term 3 and start of Term 4 as follows (same session offered 4 times – just choose 1 session) and you may have already received these via other avenues, but sharing just in case 😊

**Term 3**

* Tuesday 13 September – 1.30-2.30 pm – [session link](https://eduvic.webex.com/eduvic/j.php?MTID=m80dbb22f0379b28cbf02c9e6fabb7f77)
* Wednesday 14 September – 11.00-12.00 noon – [session link](https://eduvic.webex.com/eduvic/j.php?MTID=m6f46bf946a2cdfbace1d9ecb0a6b94ae)

**Term 4**

* Wednesday 5 October – 1.00-2.00 pm – [session link](https://eduvic.webex.com/eduvic/j.php?MTID=mfc3f8d8dd8918bcd98780f2412b52e88)
* Friday 7 October – 11.00-12.00 noon – [session link](https://eduvic.webex.com/eduvic/j.php?MTID=me9e7f1311136e98d6c0611b1e62013a8)

Decide which session you want to attend then **copy the session link and drop it in your calendar at the designated time** – too easy 😊 (but if you need some help email Tania Rann)

### A few friendly reminders before completing your TIL request 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
* **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.**

Close to 600 BMs attended training recently with a recording of Phase 1 training available in [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%2FeduPay%20New%20Features%20Term%203%202022&FolderCTID=0x0120006399E25BF18E6543AE5AEEA429D4647B&View=%7B61670E16%2D13AA%2D4280%2D9FDF%2D76E7015CEE14%7D) (eduPay New Features Term 3 2022) which includes the all new [Change of Hours](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-Change-of-Hours-school.docx) too. A TIL [Support Guide](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-Time-in-Lieu.pdf) including Frequently Asked Questions is also available.

We have some more exciting features coming soon - so if you’d like to be part of our next round of working groups – you know what to do 😉 but just in case – email the eduPay team now. No FOMO here 😊

## eduPay team out meeting BMs IRL\*

It was great to meet new friends of eduPay at the Northwest Regional PD Day and the Hume City Conference, and see old friends online for the Yarra Ranges Virtual PD. Please keep the eduPay team in mind for any conferences and meetings in T4 – always happy to share an update and tips and tricks to our BM friends of eduPay.

\*IRL – In Real Life 😉