# Welcome

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Welcome to the 2024 school year!

HRM Online is a newsletter published regularly to principals, business managers and HR administrators. HRM Online provides news and information regarding human resources policy and operations and Hints & Tips for ensuring your use of eduPay and Recruitment Online is effective.

The [Policy and Advisory Library (PAL)](https://www2.education.vic.gov.au/pal) for schools is a comprehensive one-stop-shop for all department policy and related operational guidance and resources that apply to Victorian government schools. PAL is available directly at: <https://www2.education.vic.gov.au/pal>

Answers to many queries and issues can be found by using the extensive A-Z Topic Index and reviewing relevant webpages or associated documents. HRM Online items regularly refer you to the policy, procedures or further help available on PAL.

[HRWeb](https://www.education.vic.gov.au/hrweb/Pages/default.aspx) links for school-based policy will automatically redirect to the respective [PAL](https://www2.education.vic.gov.au/pal) topic page, where the policy is stored.

Feedback or suggestions for topics to be covered in HRM Online are welcome at any time. Send your comments or suggestions to hrweb@education.vic.gov.au.

# Time in Lieu Acquittal

Principals and Business Managers are reminded that 2023 Time in Lieu balances need action by **29 February 2024.** There are three options available**:**

* **Acquit** - The employee takes their TIL, and it is acquitted on eduPay
* **Defer** - The employee agrees to defer any TIL to be acquitted or paid out after 1 March 2024. This functionality has been in place since 2023 but as a refresher, the employee needs to access their eduPay homepage, click on My Time, click on Time in Lieu and confirm via the checkbox that they are agreeing to defer a decision about the acquittal of their TIL to after 1 March 2024.
* **Automatic payout** – The employee takes no action, and any outstanding TIL balance will automatically be paid at 150% of the normal rate of pay for the TIL balance in the next pay cycle.

Please ensure you have a conversation with your employee regarding the option they will take and whether this meets the operational needs of the school.

Remember that there are resources and supports to assist in navigating Time in Lieu accruals for school activities and camps, including an Activity Planner to support overnight on-call payments, available on the [Time in Lieu – Teaching Service](https://www2.education.vic.gov.au/pal/time-in-lieu-teaching-service/resources) page on PAL. The Policy, Workplace Relations and Initiatives Branch (Schools) are working on other tools and resources in support and acknowledge that TIL is a complex area.  Please refer any queries to the Branch at workplace.relations@education.vic.gov.au

# Temporary Transfer of an Ongoing Employee

Where a current ongoing teaching service employee is appointed to a fixed term vacancy in the teaching service that results in a temporary transfer, they are to be issued with a temporary transfer letter. This letter is to detail the terms of conditions of the temporary transfer, including the dates the movement is effective for. A fixed term contract is **not to be issued** in these circumstances, as the employee already has an ongoing contract.

For more information, contact Schools Recruitment Unit at schools.recruitment@education.vic.gov.au or on 1800 641 943 (Option for Recruitment).

# VIT annual registration – now required

A teacher cannot undertake teaching duties without current, valid VIT registration. For each teacher, principals are to ensure all VIT cards show current and valid registration status. Review the employee's card or check registration details on the public register.  If your employee has not yet renewed their VIT registration they cannot be engaged to teach until the VIT registration is completed. Encourage staff to renew immediately.

A current employee is to record and update their VIT Registration details through ESS following which the HR Administrator validates the entry on the Suitability for Employment page if required. Status of all VIT registrations on eduPay is visible on the HR Administrator *(HR Admin > Manage Staff > Suitability for Employment (then select VIT on the left-hand menu))* or the Principal's dashboard *(Manager > Manage My Team > VIT)*

**Action**: Schools can view the status of their teacher registration by viewing “My School” portal, available from the [VIT website](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vit.vic.edu.au%2Fhome&data=05%7C02%7CRob.Parfrey%40education.vic.gov.au%7C2a3820f8a90a4dd7c8c808dc17a5891f%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638411246936511372%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Bw51HKEhz1Oi5ybqAv6b5EYBDKDq%2Fa61L8OKsRfRFIo%3D&reserved=0).

# VIT registration Permission to Teach (PTT)

Permission to teach (PTT) is a VIT registration that is restricted to specific subjects and schools, and therefore cannot be used to undertake casual relief teaching. Approved PTT registration is not transferable across schools and PTT holders cannot teach additional subjects. Please ensure that all Casual Relief Teachers (CRTs) engaged at the school through the school council or CRT agencies hold provisional or full VIT registration.

# Casual Relief Teacher (CRT) Panel – Rules of Use for schools

Schools that wish to engage an agency for the provision of Casual Relief Teachers (CRT) are required to engage with the panel listed agencies contracted through the department's CRT panel arrangement. Schools may only consider engaging with non-listed agencies in the event that the school has exhausted all available panel agencies.

Schools are encouraged to regularly check the CRT [Rules of Use](https://edugate.eduweb.vic.gov.au/sites/i/pages/production.aspx#/app/content/2986/support_and_service_(schools)%252Fprocurement,_funding,_travel_and_gifts%252Fprocurement%252Fdepartment_managed_categories) (RoU) for the most up to date information regarding the terms and conditions for CRT engagements through panel listed agencies. The RoU also outlines the rates and fees charged by each of the panel listed agencies.

# Assistant Principal appointments

Please note Assistant Principal Class vacancies are managed by schools and are tenured positions for periods of up to 5 years. Once a school has completed the selection process, the school must carry out the required employment checks and prepare the appointment in eduPay by taking the successful applicant to 'ready to hire' (RTH) in Recruitment Online (ROL). Schools **do not process the hire/transfer** in eduPay for the successful applicant.

For Assistant Principal vacancies, schools are responsible for:

* advertising the vacancy on ROL
* recording of the selection process outcome and
* preparing the hire on ROL to show the applicant at RTH status, this will trigger the Provisional Period (if applicable).

Schools Recruitment Unit (SRU) will receive an alert regarding the successful applicant and will resume the process by sending out a letter and contract to the principal of the school.

The eduPay hire in Manage Appointments is completed by the Schools HR team.

For enquiries regarding the Assistant Principal appointment process, please contact Schools Recruitment on 1800 641 943 or email School Recruitment - Principal and Executive Class at SR.PCE.Exec@education.vic.gov.au.

# Workers’ compensation and return-to-work coordinator training and webinars

Return to work coordinators and staff responsible for managing workers’ compensation claims can register for training available in 2024. A return-to-work coordinator helps someone injured at work to remain at, or return to, work as soon as safely possible.

This training helps fulfil our obligations under Victorian workers’ compensation legislation, to appoint return to work coordinators with appropriate level of seniority and training.

Different training sessions are offered based on your workplace needs. Principals, SEILS, Directors and Executives are encouraged to ensure this information is shared with return-to-work coordinators and staff responsible for workers’ compensation claims management. Free online courses and webinars to help staff support injured workers to return to work safely are available below.

Workers’ compensation one-day training

This one-day training updates staff on regulatory and process changes and provides department-specific material to help with supporting injured staff to return to work safely.

Completing this course addresses the return-to-work coordinator competency requirement in occupational health and safety (OHS) audits.

This course is best suited for new as well as experienced return-to-work coordinators.

For available dates, and to register, refer to [Workers’ compensation (one-day course)](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=1717&LM_CI_ID=1306&NAV=URL&PortalActualURL=https%3a%2f%2fedupayelm.eduweb.vic.gov.au%2fpsc%2fELMPPRD1%2fEMPLOYEE%2fPSFT_LM%2fc%2fLM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL%3fPage%3dLM_CRS_DTL_FL%26Action%3dU%26LM_ACT_ID%3d1717%26LM_CI_ID%3d1306%26NAV%3dURL&PortalRegistryName=EMPLOYEE&PortalServletURI=https%3a%2f%2fedupay.eduweb.vic.gov.au%2fpsp%2fEDUPPRD1%2f&PortalURI=https%3a%2f%2fedupay.eduweb.vic.gov.au%2fpsc%2fEDUPPRD1%2f&PortalHostNode=HRMS&NoCrumbs=yes&PortalKeyStruct=yes) in LearnED.

Return-to-work coordinator roles and responsibilities training

This 2-day WorkSafe-accredited course covers the OHS processes, roles and information return-to-work coordinators need to help workers return to work.

Completing this course addresses the return-to-work coordinator competency requirement in OHS audits.

This course is best suited for new return-to-work coordinators.

For available dates and to register, refer to [Return-to-work coordinator roles and responsibilities](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=1723&LM_CI_ID=1307&NAV=URL&PortalActualURL=https%3a%2f%2fedupayelm.eduweb.vic.gov.au%2fpsc%2fELMPPRD1%2fEMPLOYEE%2fPSFT_LM%2fc%2fLM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL%3fPage%3dLM_CRS_DTL_FL%26Action%3dU%26LM_ACT_ID%3d1723%26LM_CI_ID%3d1307%26NAV%3dURL&PortalRegistryName=EMPLOYEE&PortalServletURI=https%3a%2f%2fedupay.eduweb.vic.gov.au%2fpsp%2fEDUPPRD1%2f&PortalURI=https%3a%2f%2fedupay.eduweb.vic.gov.au%2fpsc%2fEDUPPRD1%2f&PortalHostNode=HRMS&NoCrumbs=yes&PortalKeyStruct=yes) in LearnED.

Workers’ compensation webinars

Workers’ compensation webinars are suitable for return-to-work coordinators, principals, business managers and HR administrators. The webinars are 1 to 1.5 hours in length.

You can register through the LearnED links below.

[New work-related injury/claim process](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=3188&LM_CI_ID=1487&NAV=URL&PortalActualURL=https%3a%2f%2fedupayelm.eduweb.vic.gov.au%2fpsc%2fELMPPRD1%2fEMPLOYEE%2fPSFT_LM%2fc%2fLM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL%3fPage%3dLM_CRS_DTL_FL%26Action%3dU%26LM_ACT_ID%3d3188%26LM_CI_ID%3d1487%26NAV%3dURL&PortalRegistryName=EMPLOYEE&PortalServletURI=https%3a%2f%2fedupay.eduweb.vic.gov.au%2fpsp%2fEDUPPRD1%2f&PortalURI=https%3a%2f%2fedupay.eduweb.vic.gov.au%2fpsc%2fEDUPPRD1%2f&PortalHostNode=HRMS&NoCrumbs=yes&PortalKeyStruct=yes)

Date & Time: Wednesday 7 February 2024, 10 am to 11 am

Platform: online

This webinar helps new and experienced return-to-work coordinators to better understand the new claims process including lodging a claim, liability, initial planning, leave entry and consultation.

[Return-to-work obligations and responsibilities](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=3217&LM_CI_ID=1488&NAV=URL&PortalActualURL=https%3a%2f%2fedupayelm.eduweb.vic.gov.au%2fpsc%2fELMPPRD1%2fEMPLOYEE%2fPSFT_LM%2fc%2fLM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL%3fPage%3dLM_CRS_DTL_FL%26Action%3dU%26LM_ACT_ID%3d3217%26LM_CI_ID%3d1488%26NAV%3dURL&PortalRegistryName=EMPLOYEE&PortalServletURI=https%3a%2f%2fedupay.eduweb.vic.gov.au%2fpsp%2fEDUPPRD1%2f&PortalURI=https%3a%2f%2fedupay.eduweb.vic.gov.au%2fpsc%2fEDUPPRD1%2f&PortalHostNode=HRMS&NoCrumbs=yes&PortalKeyStruct=yes)

Date & Time: Thursday 22 February 2024, 10 am to 11 am

Platform: online

This webinar takes new and experienced return-to-work coordinators through employer obligations and responsibilities, worker rights and obligations, return-to-work planning, and funding support.

[Mental Health Claims Management](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=3224&LM_CI_ID=1494&NAV=URL&PortalActualURL=https%3a%2f%2fedupayelm.eduweb.vic.gov.au%2fpsc%2fELMPPRD1%2fEMPLOYEE%2fPSFT_LM%2fc%2fLM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL%3fPage%3dLM_CRS_DTL_FL%26Action%3dU%26LM_ACT_ID%3d3224%26LM_CI_ID%3d1494%26NAV%3dURL&PortalRegistryName=EMPLOYEE&PortalServletURI=https%3a%2f%2fedupay.eduweb.vic.gov.au%2fpsp%2fEDUPPRD1%2f&PortalURI=https%3a%2f%2fedupay.eduweb.vic.gov.au%2fpsc%2fEDUPPRD1%2f&PortalHostNode=HRMS&NoCrumbs=yes&PortalKeyStruct=yes)

Date & Time: Wednesday 28 February 2024, 10 am to 11:30 am

Platform: online

This session is designed for return-to-work coordinators and introduces practical strategies to support employees in returning to safe and sustainable work following a mental health claim.

[Workers’ compensation eduPay management](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=3218&LM_CI_ID=1490&NAV=URL&PortalActualURL=https%3a%2f%2fedupayelm.eduweb.vic.gov.au%2fpsc%2fELMPPRD1%2fEMPLOYEE%2fPSFT_LM%2fc%2fLM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL%3fPage%3dLM_CRS_DTL_FL%26Action%3dU%26LM_ACT_ID%3d3218%26LM_CI_ID%3d1490%26NAV%3dURL&PortalRegistryName=EMPLOYEE&PortalServletURI=https%3a%2f%2fedupay.eduweb.vic.gov.au%2fpsp%2fEDUPPRD1%2f&PortalURI=https%3a%2f%2fedupay.eduweb.vic.gov.au%2fpsc%2fEDUPPRD1%2f&PortalHostNode=HRMS&NoCrumbs=yes&PortalKeyStruct=yes)

Date & Time: Wednesday 6 March 2024, 10 am to 11.30 am

Platform: online

This webinar is for human resource administrators with access and responsibility for entering WorkCover leave into eduPay.

[Workers Compensation disputes and conciliation](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=3816&LM_CI_ID=1556&NAV=URL&PortalActualURL=https%3a%2f%2fedupayelm.eduweb.vic.gov.au%2fpsc%2fELMPPRD1%2fEMPLOYEE%2fPSFT_LM%2fc%2fLM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL%3fPage%3dLM_CRS_DTL_FL%26Action%3dU%26LM_ACT_ID%3d3816%26LM_CI_ID%3d1556%26NAV%3dURL&PortalRegistryName=EMPLOYEE&PortalServletURI=https%3a%2f%2fedupay.eduweb.vic.gov.au%2fpsp%2fEDUPPRD1%2f&PortalURI=https%3a%2f%2fedupay.eduweb.vic.gov.au%2fpsc%2fEDUPPRD1%2f&PortalHostNode=HRMS&NoCrumbs=yes&PortalKeyStruct=yes)

Date & Time: Wednesday 13 March 2024, 10 am to 11 am

Platform: online

This session includes important information for managers and return-to-work coordinators, stepping through the litigation process for a workers’ compensation claim.

[Determining Liability](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=3660&LM_CI_ID=1537&NAV=URL&PortalActualURL=https%3a%2f%2fedupayelm.eduweb.vic.gov.au%2fpsc%2fELMPPRD1%2fEMPLOYEE%2fPSFT_LM%2fc%2fLM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL%3fPage%3dLM_CRS_DTL_FL%26Action%3dU%26LM_ACT_ID%3d3660%26LM_CI_ID%3d1537%26NAV%3dURL&PortalRegistryName=EMPLOYEE&PortalServletURI=https%3a%2f%2fedupay.eduweb.vic.gov.au%2fpsp%2fEDUPPRD1%2f&PortalURI=https%3a%2f%2fedupay.eduweb.vic.gov.au%2fpsc%2fEDUPPRD1%2f&PortalHostNode=HRMS&NoCrumbs=yes&PortalKeyStruct=yes)

Date & Time: Wednesday 20 March 2024, 10am to 11am

Platform: online

This session covers the claim lodgement process and the requirements of the WorkSafe agent, Gallagher Basset, to determine a claim’s liability. It also includes guidance on submitting information and how to prepare for investigations relating to the claim’s liability.

# Available training sessions post-Term 1

[Workers’ compensation records management](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=3219&LM_CI_ID=1491&NAV=URL&PortalActualURL=https%3a%2f%2fedupayelm.eduweb.vic.gov.au%2fpsc%2fELMPPRD1%2fEMPLOYEE%2fPSFT_LM%2fc%2fLM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL%3fPage%3dLM_CRS_DTL_FL%26Action%3dU%26LM_ACT_ID%3d3219%26LM_CI_ID%3d1491%26NAV%3dURL&PortalRegistryName=EMPLOYEE&PortalServletURI=https%3a%2f%2fedupay.eduweb.vic.gov.au%2fpsp%2fEDUPPRD1%2f&PortalURI=https%3a%2f%2fedupay.eduweb.vic.gov.au%2fpsc%2fEDUPPRD1%2f&PortalHostNode=HRMS&NoCrumbs=yes&PortalKeyStruct=yes)

Date & Time: Wednesday 29 May 2024, 10 am to 11 am

Platform: online

Learn about the principles of effective records management.

[Workers’ compensation litigation](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=3941&LM_CI_ID=1563&NAV=URL&PortalActualURL=https%3a%2f%2fedupayelm.eduweb.vic.gov.au%2fpsc%2fELMPPRD1%2fEMPLOYEE%2fPSFT_LM%2fc%2fLM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL%3fPage%3dLM_CRS_DTL_FL%26Action%3dU%26LM_ACT_ID%3d3941%26LM_CI_ID%3d1563%26NAV%3dURL&PortalRegistryName=EMPLOYEE&PortalServletURI=https%3a%2f%2fedupay.eduweb.vic.gov.au%2fpsp%2fEDUPPRD1%2f&PortalURI=https%3a%2f%2fedupay.eduweb.vic.gov.au%2fpsc%2fEDUPPRD1%2f&PortalHostNode=HRMS&NoCrumbs=yes&PortalKeyStruct=yes)

Date & Time: Thursday 13 June 2024, 10 am to 11 am

Platform: online

This session includes important information for managers and return to work coordinators, stepping through the litigation process for a workers’ compensation claim.

[Temporary Return to Work Placements](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=3941&LM_CI_ID=1563&NAV=URL&PortalActualURL=https%3a%2f%2fedupayelm.eduweb.vic.gov.au%2fpsc%2fELMPPRD1%2fEMPLOYEE%2fPSFT_LM%2fc%2fLM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL%3fPage%3dLM_CRS_DTL_FL%26Action%3dU%26LM_ACT_ID%3d3941%26LM_CI_ID%3d1563%26NAV%3dURL&PortalRegistryName=EMPLOYEE&PortalServletURI=https%3a%2f%2fedupay.eduweb.vic.gov.au%2fpsp%2fEDUPPRD1%2f&PortalURI=https%3a%2f%2fedupay.eduweb.vic.gov.au%2fpsc%2fEDUPPRD1%2f&PortalHostNode=HRMS&NoCrumbs=yes&PortalKeyStruct=yes)

Date & Time: Monday 12 August 2024, 10 am to 11 am

Platform: online

Learn about the temporary return to work process including hosting someone on a return to work.

[Workers’ compensation Questions and Answers](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=3220&LM_CI_ID=1492&NAV=URL&PortalActualURL=https%3a%2f%2fedupayelm.eduweb.vic.gov.au%2fpsc%2fELMPPRD1%2fEMPLOYEE%2fPSFT_LM%2fc%2fLM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL%3fPage%3dLM_CRS_DTL_FL%26Action%3dU%26LM_ACT_ID%3d3220%26LM_CI_ID%3d1492%26NAV%3dURL&PortalRegistryName=EMPLOYEE&PortalServletURI=https%3a%2f%2fedupay.eduweb.vic.gov.au%2fpsp%2fEDUPPRD1%2f&PortalURI=https%3a%2f%2fedupay.eduweb.vic.gov.au%2fpsc%2fEDUPPRD1%2f&PortalHostNode=HRMS&NoCrumbs=yes&PortalKeyStruct=yes)

Date & Time: Wednesday 28 August 2024, 10 am to 11:00 am

Platform: online

This session covers key topics and frequently asked questions.

# Return-to-work coordinators

Return-to-work coordinators with the appropriate level of seniority are appointed in all work areas.

For more information about the return-to-work coordinator role requirements, refer to WorkSafe’s [Return to Work Coordinator Compliance Code](https://www.worksafe.vic.gov.au/resources/compliance-code-2-4-return-work-coordinators).

We should all know who our return-to-work coordinators are. Work areas should share this information through team meetings and any relevant workplace policies, records, or notices, such as the ‘[If you are injured at work](https://www.education.vic.gov.au/PAL/workers-compensation-if-you-are-injured-at-work-poster.pdf)’ poster.

# Policy, guidance and resources

The Policy and Advisory Library includes all related policy information, guidance, and resources under the relevant menu tab: [Workers’ Compensation](https://www2.education.vic.gov.au/pal/workers-compensation/policy).

# Find out more!

For more information, contact the Return to Work and Compensation Team:

• phone: 03 7022 0780

• email: workers.compensation.advisory@education.vic.gov.au

eduPay Hints & Tips

# Onboarding of employees – Banking, Tax and Superannuation

All employees on commencement must complete the onboarding steps on eduPay. To ensure a new or returning employee is paid correctly, their Banking, Taxation and Superannuation must be completed before the first pay day. A new/rehired employee can access employee self-service prior to their actual commencement date on provision of their login and temporary password provided to the Business Manager/Recruiter following the appointment process.

This applies to employees on both the DOE and SLP payrolls including where an employee on SLP is hired/rehired but not necessarily engaged immediately.

**Action:** Ensure all new/returning employees are provided their log in details and ask that they complete their banking, tax and superannuation requirements prior to their actual commencement date. For returning employees, this may only require confirmation that previously held information remains valid.

# Superannuation element – end date no longer recorded

A recent update to the eduPay termination process no longer records an end date for all superannuation entries (previously only Aware Super remained open). Where a previous entry has been ended, these will remain closed and will require a rehired employee to record their superannuation. Where the end date is not recorded by the system, the employee, should still check their super entries in ESS and make updates if their choice of super fund has changed.

The eduPay way

Happy New Year and welcome to 2024.

The eduPay team has another big year planned with exciting enhancements ready to relieve some more admin burden for you, that’s *the eduPay way* 😉

For now, it’s all about Time in Lieu, so we’re sharing some reminders below - *but before TIL steals the show as usual* - here is the updated BM one-stop-support-shop [document](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/eduPay%20Support%20for%20BMs.pdf) which includes all the key features we’ve reimagined over the last 4 years, all in a one page handy document. Save this popular doc - *at last count it’s had 2,092 views* – so it’s a keeper 😊

Time in Lieu – handy hints

March 1 payout will be here before we know it, so remember we have lots of [resources](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-Time-in-Lieu.pdf) to assist you and [teachers](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/eduPay%20on%20mobile%20for%20TiL%20Acquital%20and%20more.pdf) with this [timeline](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/TIL%201%20Dec%20and%201%20Mar%20explained.pdf), as well as some information sessions with our eduPay experts ready to answer any questions you have. In addition to the TIL advice provided above, here are a few timely tips:

* **In December each year, teachers only need to give 3 days’ notice** to take TIL, subject to Prin reviewing student coverage
* **Deferral Request is now available** – if employee and prin agree that TIL will be taken after 1 March 2024, employee can request deferral of the payout. Must be approved prior to 1 March 2024
* **Automatic payout in 1 March pay at 150% if not deferred, acquitted or paid out prior to 1 March** – all TIL acquittal payout and deferral requests should be approved before 1 March 2024
* **Approved deferrals processed** – Employees with approved deferral request will have the outstanding 2023 TIL balance combined with the 2024 TIL balance to allow them to take the TIL in 2024

**Information sessions are scheduled** as follows, all the same sesh, just save the link in your calendar at the date and time you’ve chosen (or email the team for an invite):

* [Monday 12 Feb – from 11.00-12.00 noon](https://eduvic.webex.com/eduvic/j.php?MTID=m776fcc135290fb87aa3b9da57662ec24)
* [Tuesday 13 Feb – from 1.30-2.30 pm](https://eduvic.webex.com/eduvic/j.php?MTID=m43ee008f326a19a870b7584ef95bf0a6)
* [Wednesday 14 Feb from 1.00-2.00 pm](https://eduvic.webex.com/eduvic/j.php?MTID=ma5c1ece545608b2017fdede2b89f25ca)

**Defer Time in Lieu Payout -** Employee homepage > My Time > Time in Lieu > Defer Automatic TIL Payout (new)

Don’t forget to check out the new tile **Defer automatic TIL Payout**:

* **All you need to do is ‘tick’ the check box to confirm** *‘…I have discussed taking my Time in Lieu balance after 1 March with my Principal and we have agreed to extend my deadline for using the Time in Lieu until after 1 March. Please do not pay out my last years’ Time in Lieu balance on 1 March.’*
* **Then click on the blue ‘submit’** button.

**Pay out Time in Lieu -** Employee homepage > My Time > Time in Lieu > Request TIL Payout

The neighbouring **Request TIL Payout** tile still shows your current TIL balance (as of last finalised pay) as a Fact on Tile. You still use this tile to request to have your TIL paid out.

* **Use the slider to nominate** whether or not to pay out all the current remaining balance.
* **If no, you are required to enter** in the requested amount manually.
* **Then click on the blue ‘submit’** button.

**Principal Contracts - *reimagined***

While we know BMs aren’t formally involved in the Prin Contract process, we also know that your Prin might head your way when they hear there’s a new Prin Contract process in town 😊 So just a heads up we are launching the all new Principal Contracts in late Feb which will reduce the total number of steps from 50 to 14, and automate the process in eduPay to ensure one single point of truth for visibility. We’re also introducing dashboard reporting using our Data Insights visualisation tool to make the whole process more efficient for all involved. *We’re excited!*

All the usual Change Management support will be provided so watch this space - *and Announcements* - for more deets closer to launch…

*Thank you again for your support and adoption of our new features in 2023 and we can’t wait to work with you again in 2024 to make eduPay even better for you.*