# Time in lieu – reminder to acquit accruals

Principals and business managers are reminded to plan for the acquittal of time in lieu balances for employees prior to 1 December 2025 to avoid the following:

* where time in lieu has not been acquitted by 1 December 2025, a teacher may vary their attendance on any school day prior to the end of the school year (equivalent to the time owed), if they provide the principal with at least 3 working days’ notice. The principal is then responsible for coordinating these requests to ensure that classes can run as normal.
* 2025 time in lieu balances not acquitted by 1 March 2026 will be paid out through eduPay at 150% of the normal rate of pay.

Please refer any policy queries regarding time in lieu to the Workplace Relations and Policy (Schools) Branch, at: [workplace.relations@education.vic.gov.au](mailto:workplace.relations@education.vic.gov.au)

# Paying VCE exam supervisors

Exam supervisors who supervise VCE exams should be employed via school local payroll as casual school council employees.

The applicable job code is ‘CASFLX’, and the hourly rate is entered under the ‘Salary Plan’ tab of ‘Job Data’.

The hourly pay rate for chief exam supervisors is currently $43.09, while the hourly pay rate for assistant exam supervisors is currently $38.64.

The exam payments for the supervisors should be entered via a timesheet, using the applicable number of hours as advised by Victorian Curriculum and Assessment Authority (VCAA) via the [Victorian Assessment Software System (VASS)](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vass.vic.edu.au%2F&data=05%7C02%7CAnnie.Molinaro%40education.vic.gov.au%7C23dc739aa8424f109cf308ddfef5945b%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638947052891599474%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=DZnci8QlTgrV4wARuGV3Qn4kThV892JQZrl6Vak7ci0%3D&reserved=0). For example, the English exam attracts a payment of 6 hours, which is a total of $258.54 for chief supervisors and $231.84 for assistant supervisors.

The chief supervisor is entitled to an additional administrative allowance, which increases depending on how many students attend each exam.

This Issue contains…

* Time in lieu – reminder to acquit accruals
* Paying VCE exam supervisors
* Casual Relief Teacher (CRT) panel arrangements – requirement to preference panel listed agencies
* School Local Payroll – repayment of overpayments
* Australian Taxation Office – changes to Study and Training Support Loans (STSL)
* eduSafe Plus
* Start of term 4 checklist

The eduPay Way

* Overpayments reimagined
* New data insights – available now
* Education support class (ESC) staff roles – available November 2025
* Working with Children Check (WWCC) automated validation – coming in January 2026

These additional payments should be entered via ‘Positive Input’ in [eduPay](https://edupay.eduweb.vic.gov.au) using the element name ‘SUPVR ADMIN’ and entering the appropriate payment amount under ‘Amount’.

# Casual Relief Teacher (CRT) panel arrangements – requirement to preference panel listed agencies

The department has approved 11 CRT panel listed agencies for schools to source temporary teaching staff. Schools must contact all panel listed agencies before considering non-panel options. Schools should also regularly review the [Rules of Use](https://eduvic.sharepoint.com/sites/SchoolsSecure/SitePages/Department-Managed-Categories.aspx?cid=62a29b44-a61d-4569-bd4b-c700d4a992fc&xsdata=MDV8MDJ8QW5uaWUuTW9saW5hcm9AZWR1Y2F0aW9uLnZpYy5nb3YuYXV8Yzk3YTU5MjcwZDg2NGIyNzc4NzQwOGRlMDA3Y2Q4ZWZ8ZDk2Y2IzMzcxYTg3NDRjZmI2OWIzY2VjMzM0YTRjMWZ8MHwwfDYzODk0ODczMzM4NTk2MjY3N3xVbmtub3dufFRXRnBiR1pzYjNkOGV5SkZiWEIwZVUxaGNHa2lPblJ5ZFdVc0lsWWlPaUl3TGpBdU1EQXdNQ0lzSWxBaU9pSlhhVzR6TWlJc0lrRk9Jam9pVFdGcGJDSXNJbGRVSWpveWZRPT18MHx8fA%3d%3d&sdata=WW94dlZlOGpFdk9GUGluc0pQMWl0ZkpIZHUxQVlnTGVBakZ2SXFiVERrbz0%3d) (RoU) for current terms, conditions and agency rates.

Benefits of using a panel listed agency include:

* the department has ensured agencies meet departmental compliance and insurance requirements
* vetting all educators for child safety.

Non-panel listed agencies may only be engaged when a school has contacted and fully exhausted all options through every panel listed agency.

Before engaging a non-panel listed agency, schools must ensure the agency complies with departmental polices and meets the mandatory insurances and child safety checks prior to engaging a CRT, such as:

* professional indemnity
* public liability
* workers’ compensation
* child protection coverage
* labour hire licence.

Where a non-panel listed agency does not meet any of the above requirements, schools should not use CRTs from that agency as there are considerable risks associated with doing so. If you require any further information, please email [sr.crt.panel@education.vic.gov.au](mailto:sr.crt.panel@education.vic.gov.au)

School Local Payroll – repayment of overpayments

Schools are reminded, when an overpayment occurs on the Schools Local Payroll, the employee’s personal repayment of the overpayment must be paid directly to the schools’ bank account.

Once the employee’s repayment to the school bank account is confirmed, complete and email a [Repay an overpayment for School Local Payroll employees form](https://content.sdp.education.vic.gov.au/media/1235) to [payrollservices@eduction.vic.gov.au](mailto:payrollservices@eduction.vic.gov.au). Payroll Services will then remove the overpayment liability in eduPay.

For further information on overpayments, see the HRWeb topic, [Overpayments](https://www2.education.vic.gov.au/pal/overpayments/overview).

# Australian Taxation Office (ATO) changes to Study and Training Support Loans (STSL)

The Australian Taxation Office (ATO) has changed Study and Training Support Loans (STSL) repayment arrangements.

These changes include:

* a new minimum STSL repayment income threshold of $67,000 (from $54,435 in last financial year 2024-25)
* a 20% loan reduction to all study and training support loans (STSL) that existed on 1 June 2025.

As part of these changes, effective 24 September 2025 the ATO updated the STSL tax tables used to calculate the amount of tax deducted for STSL repayments.

School staff with STSL repayments in place may notice differences in their tax deducted and net pay due to these updates.

As the ATO were unable to provide the updated STSL withholding schedules and tax tables until 24 September 2025, the ATO have advised:

* there is no requirement for employers to recalculate the STSL withholding amounts from payments made between 1 July and 23 September
* employers should only apply the updated STSL withholding rates for all payments made on or after 24 September 2025.
* any additional amounts already withheld may be refunded when the employee with STSL lodges their 2026 tax return.

ATO will start processing the 20% loan reductions once their systems are set up to deliver the changes. Employees with STSL’s don't need to do anything for the reduction to be applied. The ATO will directly notify employees with an STSL when the 20% reduction is applied to their loan account.

Refer to the ATO’s [study and training loans - what's new](https://www.ato.gov.au/individuals-and-families/study-and-training-support-loans) page for more information about changes to study and training loans.

If an employee has repaid their STSL in full, they can update their [tax details](https://eduvic.sharepoint.com/sites/eduPay/SitePages/Employee-tax-data.aspx) via [eduPay](https://edupay.eduweb.vic.gov.au) Employee self-service (ESS).

# eduSafe Plus

### Reporting incidents in EduSafe Plus – a friendly reminder

eduSafe Plus is the online portal for managing occupational health, safety and wellbeing. eduSafe Plus allows the management of all incidents, hazards and sick bay/first aid activity and assurance actions.

School staff have a responsibility to report injuries, incidents, near-misses or hazards on [eduSafe Plus](https://services.educationapps.vic.gov.au/edusafeplus) (staff login required).

Reporting hazards, incidents and near misses supports schools and the department to:

* effectively assess and control risks to prevent workplace injury
* ensure injury does not reoccur or is minimised
* ensure support is provided to injured and recovering staff members.

Reporting is everyone’s responsibility.

For more information please see [PAL](https://www2.education.vic.gov.au/pal/occupational-health-safety-wellbeing-management/guidance/edusafe-plus).

### Supporting your school with reporting

**Need a hand with reporting and managing the reports in eduSafe Plus?**

Reach out to the OHS Services team.

The Statewide OHS Services team has been established to support schools in meeting their OHS requirements. The team will complete OHS and Emergency Management tasks on behalf of schools and provide hands on support with any aspect of a school’s OHS Management System. Examples of services include compiling OHS registers, supporting with WorkSafe interactions and response, and management of eduSafe Plus reports.

For more information see [PAL - Useful Contacts](https://www2.education.vic.gov.au/pal/occupational-health-safety-wellbeing-management/guidance/useful-contacts) or check out the [OHS Services one-page flyer (DOCX)](https://content.sdp.education.vic.gov.au/media/ohs-services-one-page-flyer-3038).

### Heads up - eduSafe Plus ‘code freeze’

**What is happening?**

No changes will be implemented to eduSafe Plus whilst ServiceNow, the system that eduSafe Plus is built on, is upgraded. This is essential to maintaining the functionality and security of eduSafe Plus.

During this time schools can continue to use eduSafe Plus and enhancement requests continue to be accepted, prioritised and developed.

**Good to know!**

System outage. When the eduSafe Plus system upgrade is implemented, eduSafe Plus will become unavailable for a short period of time. Currently this is scheduled from COB Friday 14 November to 11:59pm to Sunday 16 November. This will be confirmed closer to the date.

### Using eduSafe Plus

Specific support using eduSafe Plus is available to schools - please reach out to the Statewide OHS Services team and the Return to Work and Workers’ Compensation teams (refer to PAL: [Useful contacts](https://www2.education.vic.gov.au/pal/occupational-health-safety-wellbeing-management/guidance/useful-contacts)).

Remember that the [Statewide OHS Services team](https://www2.education.vic.gov.au/pal/occupational-health-safety-wellbeing-management/guidance/useful-contacts#:~:text=vic.gov.au-,Statewide%20OHS%20Services%20Team,-The%20Statewide%20OHS) is available to work with you onsite. For more information about their services please email your [region](https://www2.education.vic.gov.au/pal/occupational-health-safety-wellbeing-management/guidance/useful-contacts#:~:text=Regional%20OHS%20Services%20contacts). Here is their [charter](https://content.sdp.education.vic.gov.au/media/ohs-services-charter-3035) on how the team can assist schools with OHS.

Please log eduSafe Plus issues and queries via the [service portal](https://services.educationapps.vic.gov.au/dp).

# Start of term 4 checklist

### Payroll reminders

|  |  |
| --- | --- |
|  | **Entering dates:** Check the correct date has been entered. Be especially careful on work schedule changes and deduction start/end dates. |
|  | **Avoid incorrect pays for returning employees:** For employees who are scheduled to return from unpaid leave, check that:   * they have actually resumed * they will be paid correctly. |
|  | **Avoid overpayments:** Ensure leave is approved and recorded for employees who are to commence or continue unpaid leave. |
|  | **Banking, tax and superannuation:** Ask employees to update their banking and taxation details directly on eduPay using Employee Self Service (ESS). Where the employee cannot access eduPay, record their banking and tax details. Do not overwrite banking or tax data or change the effective date. Add a new row with the correct effective date and new information.  Employees are to record their Choice of Superannuation requirements directly on eduPay using ESS. The Choice form is not required where the employee has completed the update directly on eduPay. Taxation and superannuation can be updated from home, however, banking changes can only be completed where the computer is connected to the school network. |
|  | **Higher duties and special payments:** Complete any higher duties assignments and special payment assignments commencing this term that have been approved by the principal. Place details on the employee’s personnel file.  See [Higher Duties - Teaching Service](https://www2.education.vic.gov.au/pal/higher-duties-teaching-service/overview) for further information including higher duties form that is used to document and approve the decision. To process higher duties in eduPay, see [School Allowances Guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/Higher%20duties%20-%20School%20Allowances%20QRG.pdf). |
|  | **Ceasing employees:** Ensure a copy of the employee’s written notice of cessation of employment which has been accepted by the principal is placed on the personnel file. |
|  | **Payroll validation and certification:** Validate and certify any outstanding pay periods. |

### Leave reminders

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| --- | --- |
|  | **Record/process leave:** For employees commencing or extending unpaid or half pay leave, ensure ‘539 LWOP APPRV’ is used for leave without pay entries where leave has been approved by the principal. Encourage employees to apply for leave using ESS wherever possible. |
|  | **Review all stop pay entries:** A stop pay is not leave. Stop pay is used as a temporary measure to ensure an employee is not overpaid following workers’ compensation absence or long-term unpaid leave. Determine the correct leave type for these employees (if applicable) and adjust their records accordingly. |

### Recruitment reminders

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|  | **VIT registration:** A teacher cannot undertake teaching duties without current and 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](https://aus01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.vit.vic.edu.au%2Fsearch-the-register%2F_nocache&data=05%7C02%7CAnnie.Molinaro%40education.vic.gov.au%7C5e6fee6993f64ae9d21208ddc04c3046%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638878155642049781%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=JhQbxJMo4AQRE%2BMQNXJI0hGg8fPtKxYnFjZh%2BqpX170%3D&reserved=0). |
|  | 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 page (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). |
|  | Permission to teach (PTT) VIT registration is not sufficient for employment in a teacher job classification (classroom teacher, leading teacher, learning specialist). Where the preferred applicant for a teacher class vacancy attains PTT, they must be employed as a paraprofessional as detailed in the [Recruitment in Schools guide](https://www2.education.vic.gov.au/pal/recruitment-schools/policy-and-guidelines/advertising-vacancies#paraprofessional-class).  VIT cards (physical/digital) for PTT holders include relevant details required for employment purposes that are not on the VIT register, such as the specifics for what the PTT has been granted for (location, subject etc.). A copy of the PTT registration (physical/digital) must be recorded by the school. |
|  | **Working with children check (WWCC):** It is an employment requirement for education support class employees (ESC) to hold a valid Working with Children Check (WWCC) except where they hold current VIT registration. It is also an offence for a person to be engaged in child-related work in a school without a valid WWCC. As a result, eduPay will not allow the employment of the person without valid WWCC data entered. Prior to employing any ESC or other non-teaching employee, ensure they have a valid and current employee type WWCC card, and the card details are recorded on eduPay at the time of their hire/rehire.  A current employee can record their renewed or new card details using ESS and the HR Administrator then validates this entry on the Suitability for Employment page (HR Admin > Manage Staff > Suitability for Employment). |
|  | **Principal class appointments, promotions or transfers**: Principal and assistant principal appointments, promotions or transfers are completed by Schools People Services on return of the signed Contract of Employment. School operators **must not** complete Job Data transactions for principal class employees. |
|  | **Employment Offers:** Ensure all employment offers for this year have been accepted in writing and the school’s copy of the employment offer is placed on the employee’s personnel file. |
|  | **Complete the hire/rehire of staff as appropriate:** After completing the hire/rehire of an employee, remember to include the banking and taxation details, or ask the employee to update directly in ESS, including their superannuation.  For fixed term teacher positions ensure the correct employment end date is used on eduPay – refer to the [Fixed Term Ready Reckoner](https://www2.education.vic.gov.au/pal/calculators-and-ready-reckoners/resources).  The Employment Hire/Rehire Checklist should be used to assist in the hire/rehire process, available on the Recruitment in Schools PAL page at: [Recruitment in Schools](https://www2.education.vic.gov.au/pal/recruitment-schools/resources). |
|  | **Promotion and transfer of teachers and ESC employees:** Ensure any promotions and transfers (except for principal class employees, principals and assistant principals) of ongoing employees have been processed and any documentation in relation to the promotion or transfer is placed on the employee’s personnel file. |

### Other reminders

|  |  |
| --- | --- |
|  | **WWCC and volunteers:** Ensure all volunteers have a valid WWCC card in accordance with the school’s visitor policy. An employee card can be used to volunteer but a volunteer card cannot be used for paid employment. |
|  | **WWCC and contractors**: Ensure the assessment of the suitability of contractors to be on school premises is consistent with the department’s [Suitability for Employment Policy](https://www2.education.vic.gov.au/pal/suitability-employment-checks/overview) and your school policy. Contact the [Conduct and Integrity Division](mailto:employee.conduct@edumail.vic.gov.au) if advice is required. |
|  | **Personnel files:** For previous employees who transfer to or are rehired at the school, request the personnel file from their previous school. Where another school requests the personnel file for an employee, make sure all documentation has been securely included and send it to the new school by registered mail. For further information on personnel files, see the HRWeb topic – [Records Management](https://www2.education.vic.gov.au/pal/records-management-employee-information/overview). |

**The eduPay Way**

Overpayments reimagined phase 2 launched last month with email notifications now being sent to employees when a Pay and Leave Adjustment occurs. This month sees the launch of new and improved leave data insights providing better visibility and navigation. New position titles for education support class (ESC) staff is on the way in November 2025, and schools can now start preparing for an upcoming WWCC change scheduled for January 2026 – more information below.

As always keep an eye out for real time eduPay updates on the announcement tile in eduPay.

Overpayments reimagined

The department’s 3 phased approach to reimagining overpayments is up to phase 2 which provides pay and leave adjustment notifications to employees as follows:

* pop up messages at all leave entry points to notify the employee (or manager/business manager entering the leave on the employees’ behalf) that retrospective entry of unpaid or half pay leave may result in a Pay & Leave Adjustment
* immediate email notification to employee when a retrospective unpaid or half pay leave record is entered which may result in a Pay & Leave Adjustment
* email notification to employee after pay finalise to advise that a Pay & Leave Adjustment was processed in the pay.

Phase 2 is included in the [Overpayments Support Guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-Overpayments.pdf). Phase 3 will improve the overpayment recovery process and is now launching midway through term 1 2026.

New data insights – available now

The new and improved leave insights now include:

* better visibility of maternity/long service leave
* better visibility of pushed back leave
* easier navigation
* reporting on employee balances (low/no balances).

The existing [Data Insights Master Support Guide for Schools](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/Data%20Insights-Schools.pdf) will be updated to include the new leave insights.

Education support class (ESC) staff roles – available November 2025

The department is mandating job titles for ESC staff to provide more granularity of the ESC workforce for reporting and analytical purposes.

A new categorisation system with 5 key categories and 68 position titles is in development, including a ‘general’ option to provide a catch all for rare roles and vacancies.

These new groupings capture 99% of ESC staff job titles and 95% of vacancies. Benefits include:

* stronger organisational reporting
* enhanced school operations
* better career tracking for employees
* improved role accuracy in department systems
* ability to use Job Titles to drive GL overrides.

Where they exist, the department will use existing eduPay position titles or the most recent School Jobs Vic posting titles to map employees to the new position titles.

This will relieve schools from the administrative burden of entering this themselves. Post the mapping process, schools are welcome to review the changes and amend them to a title they believe is most appropriate. There will be cases where there aren’t any values to assist with the mapping process. These employees will remain as ‘Education Support’ and require the schools assistance in updating these to the most appropriate title.

Working with children check (WWCC) automated validation – coming in January 2026

The WWCC validation project will implement a systemised solution for daily automated validation of WWCC credentials for all relevant department staff. This means from early 2026, eduPay will validate staff WWCCs daily, alerting managers to changes and auto-updating expiry dates.

The initiative will strengthen compliance by improving the monitoring and management of WWCC credentials across the workforce.

eduPay will integrate with the Department of Government Services (DGS) to reduce the administrative burden of maintaining WWCC information.

The integration will allow automatic updates of expiry dates where credentials remain valid and are marked ‘valid-to-work’ by DGS.

**Business Managers** - your mission is to prepare your school for January 2026. This applies to all staff who require a WWCC.

Remember, if they have a VIT registration recorded in eduPay then they don’t need a WWCC.

Activities to prepare the change include:

* all ES staff and persons of interest to validate their last name and WWCC number in eduPay
* whatever they have on the WWCC register/physical WWCC card, must match the details they have in eduPay, for example WWCC number and surname
* while they are updating details in eduPay, ask them to check and ensure all their personal details are up to date in eduPay too.

Here is the [Support Guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/WWCC%20Check%20eduPay%20details.pdf) for employees and business managers to complete this mini check in eduPay. There is also a [visual Mobile Phone version](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/WWCC%20check%20eduPay%20details%20using%20mobile%20phone.pdf) that can be shared with colleagues who may not be familiar with eduPay.