# Superannuation – Stapling of super funds to employees

* *Superannuation – Stapling of super funds to employees*
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***This Issue contains …***

New Superannuation legislation commenced on 1 November 2021 which mandates employers investigate if a new employee has an existing super fund. This new legislation refers to stapling a fund to an individual to prevent employees being enrolled into a new fund each time they change employment.

* The legislation prevents the Department from continuing the automatic enrolment of employees into the default super fund VicSuper Future Saver if they have not recorded their super fund details in eduPay.
* Employees (hire or rehire) must record their superannuation details in eduPay Self-Service to avoid schools being required to investigate if their employee has an existing fund.
* Use the [*Schools Onboarding*](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-Schools-Onboarding-guide.pdf) process for new starters in self-service to record superannuation or for rehired employees the individual menu tiles to review/record their superannuation.
* Remind employees that a separate entry is required for each active employer: DOE and for each SLP location they are currently employed at
* Review the help document for assistance: [Enter or Update Superannuation Details](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/ESS-QRG-Superannuation.pdf)
* It is not necessary to send copies of choice forms to the Department.

**Action**:     Business Managers are asked to ensure new and rehired employees complete the process to record or check their superannuation choice.  The automated process to enrol employees into VicSuper Future Saver has been suspended for all new/rehired employees on/after 1 November 2021.

# Workers’ Compensation Leave for the 2021/2022 School Vacation Period

Under the *Workplace Injury Rehabilitation and Compensation Act 2013*, Workers’ Compensation recipients are to be paid their weekly compensation benefits in their normal fortnightly pay.

To ensure workers’ compensation recipients are paid their compensation entitlements over the 2021/2022 school vacation period, principals and/or business managers need to ensure certificates of capacity (COC) are processed prior to the end of Term 4, 2021 and emailed to Gallagher Bassett.

Gallagher Bassett have advised they will accept extended certificates over the 2021/2022 vacation period only.  Principals and/or business managers are asked to advise workers’ compensation recipients to obtain an extended COC prior to the end of Term 4 covering the absence up to 31 January 2022. On receipt of the COC leave is to be entered on eduPay before the end of 2021 to avoid under/overpayments during the vacation period reflecting any return-to-work program the employee was completing at the end of Term 4 2021. If the employee has no capacity to work in term 4 then record WorkCover leave for the entire vacation period.

Please note the extension of certificates over the 2021/2022 school vacation period is only accepted by Gallagher Bassett to minimise potential overpayments during this period.  Throughout the remainder of the year, certificates, unless otherwise approved by Gallagher Bassett, are no longer than 28 calendar days in duration.

Please ensure that where an employee is about to exhaust or has exhausted the make-up pay entitlement (leave code 641), the max rate payable amount is to be obtained from Gallagher Bassett and recorded in the compensation rate/week field on eduPay using leave code 636.

Further details on processing workers’ compensation leave can be found in the [WorkSafe and TAC User Guide](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/UGS-WorkCover-TAC-Absences.pdf) on HRWeb and the [Workers’ Compensation PAL Site](https://www2.education.vic.gov.au/pal/workers-compensation/resources).

**Action**:    Record workers’ compensation entries to cover the vacation period up to 31 January 2022 only where the Principal believes the employee will remain on workers’ compensation leave and an appropriate extended certificate has been received.
Record a ‘stop pay’ following the workers’ compensation entry.

## Workers’ Compensation Notification of Current Weekly Earnings (CWE’s)

Business Managers/HR Administrators are reminded of the requirement to report Current Weekly Earnings (CWE) to Gallagher Bassett when a worker is on a partial Return to Work program.  The CWE can now be generated on eduPay following these instructions: [Current Weekly Earnings Instructions](https://edugate.eduweb.vic.gov.au/edrms/EHSWD/WCU/Support_Materials/Current%20Weekly%20Earnings%20Instructions.pdf?Web=1).

It is highly recommended that Business Managers/HR Administrators generate the CWE report on a fortnightly basis, adding a reminder in your outlook for the Monday after pay day i.e., on 22 November generate the 2111 PAY PERIOD report and email.

Where schools have an employee who has exhausted their make-up pay entitlement and now on 636 POST MUP, generate the CWE for the **2112 PAY PERIOD** on 6 December 2021. Email the report to your employee’s case manager at Gallagher Bassett and confirm the max rate payable to ensure an accurate rate is used over the school vacation period.

If these details/documents are not submitted within a 3-month period, Gallagher Bassett can refuse reimbursement to the Department under Section 179 of the Workplace Injury Rehabilitation and Compensation Act 2013.

For further queries please contact the Return to Work and Compensation Team by telephone on (03) 7022 0780 or by email workers.compensation.advisory@education.vic.gov.au

# Criminal Record Checks

Schools are reminded that non-teaching employees in schools who are not registered with the Victorian Institute of Teaching are required to hold a current Working With Children Clearance.

Principals must also consider if a criminal record check conducted by the Department should be required in addition to a WWC Clearance. Such circumstances include the need to consider whether any offences exist that may be relevant to the duties to be performed, such as dishonesty offences or driving offences, that are not considered by the WWC Clearance. It is encouraged that all employees with a financial delegation should undergo a criminal record check. Only Criminal Record checks undertaken through the Department are acceptable.

# Working With Children Check Clearance

Education Support employees must demonstrate their suitability for employment by providing evidence of a WWC Check Clearance.

DET has been advised by Working With Children Check Victoria (WWCV) that applications can now take between 3-12 weeks to process. This is due to the time taken in obtaining information from the National Criminal History Check.

The Department has also observed a number of practical issues, which have impacted on the processing and renewal of individual employee clearances including:

* applying to renew the WWC Clearance only a few days prior to the expiration date despite being able to commence renewal up to 6 months before the expiry date
* failure to provide acceptable photographs for identity purposes; and
* delays in providing additional information required by the WWCV due to failure in checking for notifications and/or keeping personal and work details up to date.

As such it is important to ensure new applications and those for renewal are properly completed and submitted within a reasonable timeframe for processing.

Failure to provide evidence of a current WWWC when required can lead to cessation of employment.

**Action**: Business Managers are asked to ensure that employee WWCC records are recorded, confirmed and current with employee type cards at all times.

Recruitment Online Hints and Tips

# VIT annual registration – now overdue

* Invoices were issued by the VIT for annual registration renewal in August. Registration is now overdue.
* Teachers who have not finalised registration by 31 December 2021 may be unable to undertake teaching duties at the commencement of the 2022 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).
* Education Support Class employees who hold VIT Registration in lieu of a Working With Children Check must have renewed and updated eduPay by now.  If not renewed a WWC Check card is required instead.
* **Further information**: contact [VIT](https://www.vit.vic.edu.au/home) or the Schools Recruitment Unit – 1800 641 943 / schools.recruitment@education.vic.gov.au

**Action**: Principals are asked to bring this to their employee’s attention and encourage renewal now. HR Administrators are asked to review entries and update the suitability page after validating the recorded entries.

School Local Payroll Hints and Tips

# 2022 School Local Payroll calendar

The 2022 SLP Pay calendar is now available on the [SLP portal on eduGate](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/slp.aspx) or directly: [2022 SLP Calendar](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/SLP-cal2022.pdf).

# Setting up the School Local Payroll for your school

For new schools: Where a school council wishes to set up the School Local Payroll (SLP) in eduPay to employ CRTs, casual Education Support and other SLP employee classifications, review the [Direct Debit Service Agreement](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/SLP-DDR-Service-Agreement.pdf) and submit the [Bank Account Direct Debit](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/SLP-Change-Bank-Account.pdf) form and return via a logged call to your Schools People Services team in the [Services Portal](https://services.educationapps.vic.gov.au/dp?id=sc_category&catalog_id=e0d08b13c3330100c8b837659bba8fb4&sys_id=4e8eb0dadb279890e8ad456a3a961962). This will enable our Systems area to activate the school for SLP processing and advise the Australian Taxation Office, Westpac and the superannuation Clearing House with Aware Super (VicSuper).

For current schools: Where a change needs to be made to the school bank account their SLP is debited from, the [Bank Account Direct Debit](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/SLP-Change-Bank-Account.pdf) form is to be submitted. Although updates are processed on receipt of the revised bank account form, where possible, provide at least 5 working days prior to pay finalisation in the pay period the change is to be effective.

More information, including the required forms are available on the [SLP portal on eduGate](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/slp.aspx).

eduPay Hints and Tips

# Offering Ongoing employment

A number of issues have been identified recently where offers of ongoing employment, separate to the central process each year, have been completed resulting in errors on the employee’s record.

Business Managers/HR Administrators are asked to ensure the process included in the [Offer of Ongoing Employment](https://www.education.vic.gov.au/hrweb/Documents/Ongoing_Offer.docx) guide available on the [Recruitment in Schools](https://www2.education.vic.gov.au/pal/recruitment-schools/resources) page is followed. This will ensure the ongoing offer is correctly processed including the removal of the future dated termination row.

# Education support class employees-leave and employment arrangements-2021/2022

The resumption date for Education Support Class employees for the start of the 2022 school year is as follows:

A full-time education support class (ESC) employee accrues 20 days annual leave and 30 days additional paid leave, a total of 50 days of leave each year.

·       **Friday 21/1/2022** Last day of Annual and Vacation leave.

·       **Monday 24/1/2022** ESC resume duty unless other arrangements have been agreed.

·       **Friday 14/1/2022** Earliest an employee can be required to attend at the commencement of 2022 (6 days prior to resumption date).

Further information about hours of work and attendance is available on HRWeb at: [Attendance and hours of work](https://www2.education.vic.gov.au/pal/attendance-and-working-hours-teaching-service/overview).

HRWeb Updates

[HRWeb](https://www.education.vic.gov.au/hrweb/Pages/default.aspx) is regularly updated therefore it is important that principals, business managers and HR Administrators ensure they are accessing the latest policy, procedural information and forms as required.

Check the [Recently updated PAL topics](https://www2.education.vic.gov.au/pal/recently-updated) which include both HRWeb policy updates and other updates for content held on PAL.

eduPay My Way - *November Update*

*Eeek - Can you believe it’s November*? While Christmas is coming, our eduPay elves are busier than ever as they gear up to deploy some great time saving features before the silly season is upon us. But first, let’s reminisce a little on all the good gifts we’ve shared recently, in case you missed them 😉

# Recently launched

The following features arrived on your homepage recently so here’s a little reminder with support links…

## School Allowances

Last year we reimagined School Allowances including [Extra Hours](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/Extra%20Hours%20-%20School%20Allowances%20QRG.pdf), [Special Payments](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/Special%20Payments%20-%20School%20Allowances%20QRG.pdf) and [Higher Duties](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/Higher%20duties%20-%20School%20Allowances%20QRG.pdf). And we recently offered a [refresher](https://edugate.eduweb.vic.gov.au/Services/bussys/cases21/CASES21%20Support%20Videos/Training%20and%20Support%20Videos/eduPay/DET-599%20eduPay%20My%20Way%20SAV%20and%20School%20Allowances%20session%20recording.pdf) session as part of the October eduPay training.

We recently expanded the type of school allowance now available to be paid to eligible employees. We’ve reimagined Special School, First Aid and Intensive Care school allowances. These latest additions are fixed allowances, so there is no amount required to be entered. Payroll will automatically calculate the amount to be paid. Access - *HR Admin homepage > Manage Staff > Allowances > Request Schools Allowance*

As with previously reimagined School Allowances, we’ve included the familiar step-by-step process that the requestor can follow to enter the relevant data, and then submit to the approver to action as follows:

1. Select Employee/Assignee
2. Select Type of Allowance
3. Enter Pay Details
4. Attach Supporting Documents
5. Submit for Approval

The employee will also receive an automated email when the request has been approved.

Don’t forget we’ve also got an [Approving Allowance Requests](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/Approvals%20-%20School%20Allowances%20QRG.pdf) user guide if your principal needs a little reminder, and a guide for [Updating Allowances](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/Update%20Allowance%20-%20School%20Allowance%20QRG.pdf) too.

We trust you’ll find our complete suite of School Allowances now much easier to complete and submit, enabling more efficient turnaround times.

## School Assisted Vacancies

School Assisted Vacancies (SAV) are no longer manual and available online via the following:

* Recruitment Homepage > Recruiting/Tutor/CRT > Create Folder > Create Non-Adv/Tutor Job Opng

This new feature will enable you to create and progress a SAV using an easy-to-use optimised screen, link an applicant to the SAV Job Opening and create an offer. The offer is sent to the principal as the first approver, and then to Schools Recruitment Unit as the final approver.

Once approved, you can progress the applicant to prepare for hire and hire stage, as you currently do.

Please refer to the SAV [Support Guide](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fedugate.eduweb.vic.gov.au%2FServices%2FHR%2FDocuments%2FROL-SAV-Process-Guide.pdf&data=04%7C01%7CTania.Rann%40asggroup.com.au%7Ce4c543f97f34451cf69908d9890e3989%7Cf8b399f718b7448fae4e720e0347caf3%7C0%7C0%7C637691516456817724%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=xWtsO61vvAcEDdk0EjTIPj7iVoSYND52aHVan1i1Y3o%3D&reserved=0) and some [Frequently Asked Questions](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fedugate.eduweb.vic.gov.au%2FServices%2FIT%2FeduPay%2FCustomer%2FA%2520-%2520School%2520Assisted%2520Vacancies%2520(SAV)%2520FAQs.docx&data=04%7C01%7CTania.Rann%40asggroup.com.au%7Ce4c543f97f34451cf69908d9890e3989%7Cf8b399f718b7448fae4e720e0347caf3%7C0%7C0%7C637691516456827725%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=z84wCxrfAgIGzV0mXWfOhMxRv220ogdUJvcbPe9DpAs%3D&reserved=0) and in case you missed the training last month, we’ve got a handy [recording](https://edugate.eduweb.vic.gov.au/Services/bussys/cases21/CASES21%20Support%20Videos/Training%20and%20Support%20Videos/eduPay/DET-599%20eduPay%20My%20Way%20SAV%20and%20School%20Allowances%20session%20recording.pdf) for you.

We’ve received great feedback on the ease of use and efficiency of approval with the new version. So be sure to ditch that old manual form (if you haven’t already) as it will be retiring very soon 😉.

## CAREERS.VIC

The new CAREERS.VIC link in now available which means when you create a job opening for your school, it is now posted on the Recruitment Online Applicant Portal and CAREERS.VIC within the hour. Posting on two job boards enhances the applicant pool for you. To search your school-based jobs, go to [CAREERS.VIC](https://careers.vic.gov.au/jobs/education-and-training/schools-government).

# Coming Soon

It’s the silly season soon so we’re super excited to announce that we’ve just announced a live launch with live support session to assist you with the upcoming changes – all in one neat package! If you’re already part of our working groups, you’ll automatically receive an invite. If not, and you’re keen to join one of our one-hour **eduPay Matters** sessions, just drop the eduPay team a quick email to let us know. No FOMO here 😊

Don’t worry if you can’t attend though, with the following new features arriving later this month, we’ll ensure everyone is in the loop with our pop-up messages and announcements, equipped with links to support documents for these new features landing soon!

## Vacation Leave Estimator

The all-new Vacation Leave Estimator will allow Business Managers to keep track of Education Support staff who are estimated to not have enough leave to cover the upcoming Term Break. The estimates are based on the number of pay periods between now and the end of the next term break.

This new feature in eduPay has been designed in consultation with Business Managers via our Business Working Group session and they’ve given this new feature a big thumbs up! It will be available via the following navigation:

* HR Admin homepage > Manage Leave > Vacation Leave Estimator

This information is represented in a table format with key headings as per the image below and icons which show at-a-glance who has enough leave (green tick), who is borderline (orange exclamation mark) and who is estimated to not have enough leave (red cross) to assist you with conversations with your team and planning for the upcoming break.

This data can be exported to excel or viewed online, with both options allowing you to sort by any of the column headers and to search by a specific employee name.

The data is refreshed after each pay is finalised and regenerated based on the latest pay results, current employee attributes and the next upcoming Term Break dates.

*Here’s a quick look-see, but we’ll have support information for you when we launch* 😉



Employee Self Service

We’ve fixed some issues with **Superannuation and Tax Data** that some of your new staff had identified during onboarding. In addition to this, we are currently redesigning these two pages for all employees with our new look Superannuation available shortly, and Tax Data in December with both features available for your new employees via Schools Onboarding.

The revamped **Superannuation** page for employees via Employee Self Service will enable employees to view their existing Employer and Employee Superannuation Contributions. It will also be optimised for mobile devices. The navigation will be more intuitive with two separate grids – one for the Employer Contributions and one for Voluntary Additional Contributions. We’ve also improved the Add, View, Edit and Cease actions for ease of usability. *Navigation – Employee Homepage > My Pay > Superannuation*

If you have a niggling Tax Data issue, please email the eduPay team to ensure we’ve addressed this for you.

Both these features will be available for your new employees via Schools Onboarding.

## Health Declaration

As part of the onboarding process, we’ll soon be launching a new self-service feature in eduPay for your new employees to record their health declaration online.

Business Managers will be able to check whether this task has been completed via the following:

* HR Admin Homepage > Manage Onboarding > Onboarding Status

## Team Calendar

We’ll shortly be unveiling the all-new Team Calendar.

The new Team Calendar tile is accessible via both the Manager and HR Admin homepages and will provide a weekly view of your school’s staff scheduled hours, work location and any absences including approved, pending approval and pushed back absence.

You will also be able to navigate to a staff members’ leave history, leave balances, request leave on behalf of their direct report, and approve leave via the dropdown action button next to their name.

*Here’s a sneak peek but rest assured, we’ll have support information available at the time of launch* 😊



As you can see, we’ve got some more features bubbling away to appear on a homepage near you very soon. Keep an eye out for our pop-up messages and announcements where we’ll take you directly to the supporting information for our new features. Like we always do, you know we’ll look after you!

And hope to see some friends of eduPay at the upcoming Bendigo BM Conference 😊