# Executive Class Principals

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Updates to salary increases and back pay resulting from the updates to the [Ministerial Order No. 1388](https://www2.education.vic.gov.au/pal/ministerial-orders-employment/overview) after the VGSA2022 was approved, are currently being confirmed. All affected employees will receive personal notification explaining the changes before they occur in edupay which is scheduled for payment in November 2022.

# Time in Lieu reminder to acquit accruals

Principals and Business Managers are reminded to check Time in Lieu balances for employees and plan for the acquittal in 2022. Reports can be generated using the ‘absence entitlement report’ while the edupay system continues to build increased functionality for time in lieu and reports. Balances from 2022 that are not acquitted by 1 March 2023 will be paid out through edupay at 150%.

# Position Allowance

Assistant principals, teachers and education support class employees at level 2, level 1 ranges 3 to 5 or level 1 range 2 subdivision 2-8 are entitled to be paid in December each year, a position allowance equivalent to one per cent of the total salary to which the employee is normally entitled as at 1 December of the year in which the allowance is paid. The allowance will be allocated pro rata for part time employees and will be discounted for times when unpaid leave was taken throughout the year. This allowance is scheduled for payment in December 2022.

# Education Support Common Start Date-27 January 2023

A provision within the VGSA 2022 provides education support staff with the same resumption date as teachers each school year. In 2023, the resumption date for teachers and education support staff is Friday 27 January.

Principals may request education support staff to return earlier than this date and arrange for appropriate compensation through leave purchase allowance for those required to attend during their paid leave time or by resuming early (up to a maximum of 2 days) those employees who do not have sufficient leave balance to use through to 27 January. For employees not required, or unable to attend, for duty before 27 January and who do not have sufficient leave to cover this absence from duty, other leave options could be considered, including time in lieu acquittal, long service leave and leave without pay.

Principals may contact workplace.relations@education.vic.gov.au for further advice.

# Intensive Care Allowance

Education Support staff who increment to ES 1-2-4 after the implementation of the VGSA 2022 and approval of the Ministerial Orders, are no longer eligible to receive the Intensive Care Allowance. Action will be taken centrally for the end date to be updated in eduPay, and the allowance will cease on 19 November 2022 for employees who are no longer eligible to receive it.

# The Victorian Sick Pay Guarantee for casual workers

In March 2022, the Victorian Government launched the [Victorian Sick Pay Guarantee](https://www.vic.gov.au/sick-pay-guarantee) (SPG) for casual and contract workers.

Casual workers, including students, who are working more than 7.5 hours a week in jobs such as cleaning, retail, security, hospitality and supermarkets may be eligible to receive up to 38 hours sick or carer’s leave per year. The SPG is fully funded by the Victorian Government at no cost to employers.

You can find [more information about the Sick Pay Guarantee](https://www.vic.gov.au/sick-pay-guarantee), and [how to sign up](https://www.service.vic.gov.au/services/sick-pay-guarantee/apply) at these links, as well as links to resources and information in languages other than English. Please share this information with students, staff and your networks.

If you have questions, please contact sickpayguarantee@ecodev.vic.gov.au or call the SPG hotline on 1800 979 641.

# Maxxia – our new Salary Packaging and Novated Lease Provider

Following a recent tender process, Maxxia won the contract as our new salary packaging and novated lease provider. **We transitioned to Maxxia on 1 November.**

Salary packaging is an employee benefit that lets you pay for a [range of expenses](https://www.maxxia.com.au/?utm_source=email+marketing+Mailigen&utm_campaign=OperationalSchools13Jul2022&utm_medium=email) with your pre-tax salary, potentially reducing your taxable income and increasing your disposable income. For more information:

* [Webinar registration](https://forms.office.com/pages/responsepage.aspx?id=5W6Ipx5O1EWHgfi-lKgvD-HUQ8ML2sFDmjjUIvPysf5UMktEMFJTUENaSUlLSkRCOEhUMEdGNloyUy4u)
* [What can I package](https://educationvic.maxxia.com.au/salary-packaging/what-can-I-package) and [salary packaging](https://educationvic.maxxia.com.au/salary-packaging)
* [How does novated leasing work](https://educationvic.maxxia.com.au/novated-lease) and novated leasing
* [Maxxia Rewards](https://educationvic.maxxia.com.au/rewards)
* [Competition](https://educationvic.maxxia.com.au/win)

**If you have an existing salary packaging or novated lease account with Smart Salary,** your account will be automatically transferred to Maxxia. You are not required to take any action unless Maxxia has contacted you directly. For more information on this transition phase, please refer to the [transition](https://www.maxxia.com.au/transition) site.

**If you are interested in establishing a new salary packaging or novated lease,** please refer to the [information webinars](https://forms.office.com/pages/responsepage.aspx?id=5W6Ipx5O1EWHgfi-lKgvD-HUQ8ML2sFDmjjUIvPysf5UMktEMFJTUENaSUlLSkRCOEhUMEdGNloyUy4u) for more information or contact Maxxia via email transitions@maxxia.com.au or phone 1300 123 123.

# Panel listed CRT agencies cancellation clause

Please note that the arrangements for the panel listed CRT agencies now includes a cancellation clause for school CRT bookings as follows:

*A School Council may only cancel CRT services by 12:00 pm the day before the CRT’s shift is to commence (****Cancellation Time****)**by providing written notice to the Agency. If the School Council cancels CRT services after the Cancellation Time, then the relevant CRT rate for the cancelled CRT services will be payable by the School Council (****Cancellation Fee****). A Cancellation Fee will not be payable where an alternative shift is provided to the affected CRT.*

This change is now reflected in the respective [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). Please also note that recent updates have been made to certain agency’s CRT rates and placement fees. Schools are encouraged to regularly check the [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) for the most up to date information regarding the terms and conditions for CRT engagements through panel listed CRT agencies. Schools may wish to contact the CRT agencies for further information.

# Permission to Teach (PTT) for final year pre-service teachers for 2023

The VIT has announced that PTT (COVID-19) for casual support has been extended into 2023. Notification of this and full details are available on the [VIT website](https://www.vit.vic.edu.au/news/ptt-covid-19-has-been-extended-2023).

This extension for 2023 will allow final year pre-service teachers to apply for VIT PTT registration that will enable them to be employed as a casual paraprofessional through local payroll. It continues to be the case that PTT attained for this purpose will not suffice for appointment to a teaching service position on central payroll, and where that is desired, the school and employee must follow standard PTT processes.

# Youth Employment Scheme (YES) – 2022/2023

The 2022-23 financial year sees the continuation of the YES program. This program offers young people facing barriers the opportunity to work for 12 months while studying for a Certificate III or IV qualification. DET has placements available for YES Trainees, including a limited number of Disability stream placements. Further information is available from contact Schools Recruitment Unit youth.employment.scheme@education.vic.gov.au

**Note:** Subsidies for YES placements are currently under review. Once finalised, schools will be notified of the amounts. Principals/Managers are advised that in placing a YES trainee, they will be responsible for meeting the non-subsidized portion of the salary costs (including on-costs and administration), estimated to be around $40,000.

This year further support will be provided by the Schools Recruitment Unit, and YES trainees will be eligible to attend additional training sessions designed to prepare YES trainees for future employment prospects. Information will be sent to the trainee and school at the commencement of each placement.

**Eligibility:** To be eligible for a YES placement, participants must:

* be aged 15-29 at the commencement of the traineeship
* be unemployed or not working more than 15 hours per week
* not be currently engaged in tertiary education; and
* not possess a university-level qualification (excluding certificate level 1-4 courses).

Preference is also given to YES applications which identify ‘disadvantaged’ young people, including those who are:

* Long-term unemployed
* Resident in a rural or remote area of Victoria
* Have a disability or mental illness
* Aboriginal or Torres Strait Islander Person.

For further information on YES placements and to reserve placement/s for your school please email: youth.employment.scheme@education.vic.gov.au.

# Workers’ Compensation Leave for the Christmas 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 Christmas school vacation period, principals and/or business managers need to ensure certificates of capacity (COC) are processed prior to the end of Term 4 2022 and emailed to Gallagher Bassett.

Gallagher Bassett have advised they will accept extended certificates over the 2022-2023 holiday 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 2023. On receipt of COC the leave is to be entered on eduPay before the end of 2022 to avoid under/overpayments during the holiday period reflecting the return to work the employee was completing at the end of Term 4 2022. If the employee had no capacity to work in term 4 then Workcover leave is required to be entered for the entire holiday period.

Please note the extension of certificates over the Christmas school vacation is only accepted by Gallagher Bassett to minimise potential overpayments during this break.  Throughout the remainder of the year certificates should be no longer than 28 calendar days in duration unless otherwise approved by Gallagher Bassett.

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

Please refer to the [make-up pay entitlement balance instructions](https://edugate.eduweb.vic.gov.au/edrms/EHSWD/WCU/Support_Materials/Make%20Up%20Pay%20Entitlement%20Balance%20Instructions.pdf) for checking balances. Further information 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 2023 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’s) to Gallagher Bassett when a worker is on a partial Return to Work program.  CWE’s 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 Current Weekly Earnings report on a fortnightly basis, adding a reminder in your outlook for the Monday after pay day i.e., on 5 December generate the 2211 PAY PERIOD report and email.

Where schools have an employee who has exhausted their make-up pay entitlement, now in 636 POST MUP, generate the CWE’s for the **2211 PAY PERIOD** on 5 December 2022. Email the report to your employee’s case manager at Gallagher Bassett and confirm the max rate payable (important if change in working hours) to ensure an accurate rate is used over the school holiday 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

Recruitment Hints & Tips

# VIT annual registration – now overdue

* Invoices were issued by the VIT for annual VIT registration renewal in August. Registration was due by 30 September 2022 and is now overdue.
* 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://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vit.vic.edu.au%2Fhome&data=04%7C01%7CCathie.Nind%40education.vic.gov.au%7C84b787d61a4c48df52ac08d98919eb61%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C637691566829175176%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=ld3%2B21F4PcdaCATD9JdzI%2Fqspulmt8mZ50UfpiAK5vo%3D&reserved=0).
* Education Support Class employees who hold VIT Registration in lieu of a Working with Children Clearance must have renewed and updated eduPay by 30 September 2022.  If not renewed by now a WWC Clearance card is required instead.
* Employees are to update their renewed VIT and/or WWC Clearance information using Employee Self Service on eduPay.  HR Administrators then review the entries and if valid, mark them as Registered/Card presented on the Suitability for Employment page.

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

eduPay Hints and Tips

# Superannuation through Self Service

* Employees are to update Superannuation requirements via Employee Self Service following Hire or Rehire, including where a termination/rehire is on the same day.
* Use [*Schools Onboarding*](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-Schools-Onboarding-guide.pdf) process for new starters, individual menu tiles for current or rehired employees
* A separate entry is required for each employer: DOE and for each SLP a person is 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)
* New Superannuation ‘Stapling’ process from 1 November 2021 means employees must indicate their choice of fund as automated load process cannot be relied upon

**Action**: Business Managers are asked to remind new and rehired employees to complete the process to record or check their superannuation choice. Do not rely on the automated process to globally enrol employees into the default VicSuper FutureSaver fund.

The eduPay way


# The eduPay Way

As we all run to the end of the year, we invite you to stop by and join us for a live virtual panel discussion with our eduPay experts.

Offered as a thank you to our BM business working group contributors for being with us every step of the way in 2022 as we make eduPay work for you as you need it to, as designed by you. But as you know, back at eduPay HQ, we don’t do exclusive, so everyone is welcome. No FOMO here😊

**You’re invited to join a one hour panel discussion** where we’ll have all our eduPay designers on the virtual stand for you to ***ask them anything!*** We ran these discussions last year and they were a hit - *over 1000 BMs attended* - so they’re back by popular demand 😉

All you need to do is – choose the session you want to attend from the list below, copy the link and paste it in your calendar on the date and time you’ve chosen (I recommend dropping the link in your location field). No registration required. Of course – if you’re not sure – email me the sesh you’re keen on and I can send you an invite – either/or – they’ll both work! They’re all the same session, just offered on different days at different times to accommodate everyone - so you only need to attend one…

* [Tuesday 28 November – 1.00-2.00 pm](https://eduvic.webex.com/eduvic/j.php?MTID=mabc98c7970084577175531f6b6b7ed8b)
* [Wednesday 30 November – 11.30-12.30 pm](https://eduvic.webex.com/eduvic/j.php?MTID=m52fa0e6cdca6a358ee9e6873b37ea63f)
* [Thursday 1 December – 12.30-1.30 pm](https://eduvic.webex.com/eduvic/j.php?MTID=mb649ad1103b9d483d7e70fed3d07190f)
* [Friday 2 December – 11.00-12.00 pm](https://eduvic.webex.com/eduvic/j.php?MTID=m0aeaf834fba398bd5346bb47611db65f)

We look forward to seeing you at one of these soon, and now over to our regular update of recently launched features and some coming very soon!

## Recruitment Reimagined Initiative

**Currency of applicants and data integrity in the Job Opportunity Pool**

A new process is now live that reviews applicants Job Opportunity (JO) records for their currency.

* **Applicants who haven’t updated their JO record within a specified timeframe, will have their record withdrawn.** Applicants who meet this criteria will be advised via an email notification, and will need to update their JO record within 14 days, or it will be withdrawn
* **Applicants with an active JO record who have recently been hired, will have their JO record withdrawn**. They will be advised via an email notification.
* **Employees who are finishing up a current fixed term employment** will be notified in advance about submit or resubmit a JO application to advise they are becoming available for roles

***Coming soon…***

* Job Opportunity pool search changes
* Placing applicants for advertised jobs into the Job Opportunity Pool automatically

## Time in Lieu - Phase 3

An interim arrangement via a query to retrieve all TIL Accrual Requests is now available in eduPay.

* **Provides schools with information** about increases in liability for their budget and resource planning for the next school year
* **Both BMs and Principals** can access the query
* **Leverages** existing absence entitlement

**Please refer to the updated** [**TIL Quick Reference Guide**](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-Time-in-Lieu.pdf) **for support in running this query. And while we’re here – don’t forget our top 3 tips when it comes to TIL:**

* *Is the activity required by the school?*
* *Is the attendance required by the Prin?*
* *Has the attendance resulted in more than 38 hours or pro rata for the attendee?*

## Other VGSA items coming soon…

* **Reporting facility** that will enable visibility of current TIL liability and assist with planning for next year
* **Executive Principals** – salary increase and backpay - processed and in next pay
* **Progression payment for ES staff** – processed and in next pay
* **Position allowance** – in progress and will be in second pay in Dec

We look forward to seeing you at the upcoming BRAG, Norther Peninsula, Whittlesea and Dandenong conferences.