# Workers’ Compensation Leave for the Christmas School Vacation Period

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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 2023 and emailed to **Gallagher Bassett**.

Gallagher Bassett have advised they will accept extended certificates over the 2023-2024 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 26 January 2024.  On receipt of COC the leave is to be entered on eduPay before the end of 2023 to avoid under/overpayments during the holiday period reflecting the return to work the employee was completing at the end of Term 4 2023.  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 minimize 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 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 26 January 2024 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 (CWEs)

Business Managers/HR Administrators are reminded of the requirement to report Current Weekly Earnings (CWEs) to Gallagher Bassett when a worker is on a partial Return to Work program.  CWEs 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 **18 December 2023** generate the **2312 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 **2312 PAY PERIOD** on **18 December 2023**.  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

# Position Allowance

Assistant principals, teachers and education support class employees at level 2, level 1 ranges 3 to 5 or level 1 range 2 step 8 (step 1 to 7 are not eligible) 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.

Position allowance for eligible employees has been paid in Pay 2312 (pay day 14 December 2023) to reflect the provision of the VGSA 2022.

# Education Support Class Employees Common Start Date-29 January 2024

A provision within the VGSA 2022 provides education support staff with the same resumption date as teachers each school year. In 2024, the resumption date for teachers and education support staff is Monday 29 January 2024.

# Education Support Class Leave Purchase Arrangements

Applying for Leave

* Employees who receive the Regular Leave Purchase Allowance (LPA) are required to record ‘attendance days’ in eduPay during vacation periods. The leave code **SCHOOL HOL ATTEND** must be recorded for any days that these employees will be working. These employees are not eligible for the Ad-hoc LPA.
* School Council Employees who are not employed in the ES structure (e.g.: GSCFLX) will not have leave recorded.  Manual entry of leave for these employees is required – employee via ESS or HR Administrator directly at *HR Admin > Manage Leave > Update/View Absence Events (tile path in eduPay).*
* Principals are the leave approvers.

Attendance for duty

* ESC Not receiving the Regular Leave Purchase Allowance who agree/required to attend for duty may be eligible for the Ad-hoc LPA.
* Where attendance occurs, adjustment to recorded leave is required to reflect their attendance hours.
* Where the additional paid leave entitlements have a positive balance, action required is to record the Ad-Hoc LPA for the equivalent number of hours.
* Update is completed in the first pay period after the school vacation.
* Where an employee does not have sufficient leave for the entire school vacation period and have no further leave entitlements that can be accessed for the shortfall and are not eligible for the Ad-Hoc LPA, *and* they are required by the principal to attend for duty, they will resume duty and be paid their regular salary. If the employee does not work those days, they will remain on leave, and this may be unpaid
* The employee has the option of Applying for another form of leave if they would like to be paid such as LSL or TIL if there is a sufficient balance. Employees may also be able to access up to 38 hours of paid leave as a default within eduPay, if they have not previously had access to this.

Refer to the [eduPay User Guides](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/eduPay_UGuides.aspx) for Allowances and Annual Leave Automated Entry – ESC on eduGate

Refer to the [Annual Leave](https://www2.education.vic.gov.au/pal/annual-leave-teaching-service/overview), [Attendance and Working Hours](https://www2.education.vic.gov.au/pal/attendance-and-working-hours-teaching-service/overview) and [Allowances-Teaching Service](https://www2.education.vic.gov.au/pal/allowances-teaching-service/overview) on HRWeb for policy information

# VIT Annual Registration – now overdue

* Invoices have been issued by the VIT for annual VIT registration renewal, and registration was due by 30 September 2023, and is now overdue.
* Late payment fees may apply to registrations finalised after 30 September and before 31 December 2023. The VIT may also grant a three-month grace period permitting continued teaching until 31 December 2023.
* Teachers who have not finalised registration by 31 December 2023 may be unable to undertake teaching duties at the commencement of the 2024 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=05%7C01%7CAngela.Pinero%40education.vic.gov.au%7C704d90ecbc1f467c993108dbf1f0147c%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638369785674752960%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=EoWPcjUa8u9RFSq8T6N6Z8jNvouqXhYVrBWFec92Kbk%3D&reserved=0).

**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.

# VIT Registration: Permission to Teach (PTT) holders must be employed as Paraprofessionals

Permission to teach (PTT) VIT registration is **not sufficient** for employment in a classroom teacher job classification (classroom teacher, leading teacher, learning specialist). Where an individual attains PTT in response to an advertised classroom teacher vacancy, the school **must** provide an offer of employment within the paraprofessional classification on a fixed term basis for the period of the vacancy or a maximum period not exceeding 3 years subject to any restrictions imposed by the VIT, and subsequently employ them with a paraprofessional job classification.

As per Division 1 Clause 3.1.2 of Ministerial Order 1388, to be eligible for employment, transfer or promotion to a position in the principal class or the teacher class a person must satisfy the requirements of, and be registered under, Part 2.6 of the Education and Training Reform Act 2006 (the Act) in addition to having completed an approved course of teacher training.

You can find salaries for paraprofessionals and other teaching service classifications on the department’s [Salary Rates](https://www2.education.vic.gov.au/pal/salary-rates/overview) policy page.

If you have any uncertainty regarding a preferred candidate for a teacher vacancy, you are strongly encouraged to contact Schools Recruitment for advice prior to taking any further action at schools.recruitment@education.vic.gov.au or on 1800 641 943 (Option for Recruitment).

# 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 11 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 11 panel listed agencies.

# Daily rate for Final Year Pre-Service teachers who hold PTT (COVID-19 pre-service teacher workforce shortage)

Casual Final Year Pre-Service teachers (PSTs) who hold Permission to Teach (PTT) may continue to be engaged for the remainder of 2023 as part of the Support Your School Initiative (SYSI).

Schools can employ a Final Year PST with PTT (*COVID-19 pre-service teacher workforce shortage*) to fill short-term vacancies due to absences or impacts to staffing when qualified teachers are not available.

To ensure a Final Year PST is paid correctly schools must:

* Use the Job code **SSIFLX** available in the ES Job Family
* Enter a casual rate of **$321** per day / **$53.50** per hour, minimum 3 hours

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

# Vacancy guidelines for Integration Aide positions

As per the [Victorian Government Schools Agreement 2022, page 24, clause 21(2)(ii)](https://www2.education.vic.gov.au/pal/industrial-agreements/resources) it states:

*When a person is employed in an education support class position and such employment is specifically linked to Student Support Funding (or any successor program such as Disability Inclusion funding) that person will be employed on an ongoing basis.*

When advertising Integration Aide positions, the following clause must be included in the Conditions of Employment section of the job posting available through the template ‘Student Support Positions (SSP)’:

*This vacancy is specifically linked to Student Support Funding and is ongoing. If the funding reduces or ceases during the first seven years of employment, employment may cease subject to the provision of at least 12 weeks’ notice.*

Fixed term integration aide positions may only be advertised where they are a leave replacement. If a position is not directly funded as per the above clause, it cannot be titled ‘Student Support’ or ‘Integration Aide’ or reflect the roles and responsibilities of an Integration Aide.

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

# Youth Employment Scheme (YES) – 2023/2024

In anticipation of the continuation 2023-24 YES program, the department invites schools to express their interest in hosting a YES trainee.

The YES program offers young people facing barriers the opportunity to work for 12 months while studying for a Certificate III or IV qualification. DE has limited placements available for YES Trainees, including, Disability stream placements.

Disability places require preapproval; for further information, contact Schools Recruitment Unit youth.employment.scheme@education.vic.gov.au.

**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.

# 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 are not to process the hire in eduPay.

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, 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 to 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.

eduPay Hints & 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
* 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 Aware Super Future Saver fund.

The eduPay way

With T4 rapidly coming to a close, we’re sharing some handy hints to assist you with your eoy wrap, plus a little teaser of what our eduPay elves will be delivering later this month 🎁

**Vacation Leave Estimator:** *HR Admin Homepage > Manage Leave > Vacation Leave Estimator*

* **A great tool to keep track of ES staff** who are estimated to not have enough leave to cover the upcoming break with data refreshed after each pay finalisation
* **VLE delivers a visual representation** of the likelihood of each employee to have sufficient leave to cover term break – easily identifiable by a colour coded icon
* **You can search by a specific employee, view online, download** the information to excel and sort by column headers

For more information, refer to the [support guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/_layouts/15/WopiFrame2.aspx?sourcedoc=/Services/IT/eduPay/Customer/QRG-Vacation-Leave-Estimator.docx&action=default)

**Team Calendar:** *HR Admin Homepage > Team Calendar*

* A handy feature to see a weekly view of your school’s staff scheduled hours, work location and any absences including approved, pending and pushed back absences
* You can navigate to a staff member’s leave history, leave balance, request leave on behalf of their DR, and approve leave

For more information, refer to the [support guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/_layouts/15/WopiFrame2.aspx?sourcedoc=/Services/IT/eduPay/Customer/QRG-Team-Calendar.docx&action=default)

**Time in lieu:** *Employee Homepage > My Time > Time in Lieu*

A few BMs called out some confusion around the 1 December and 1 March dates so please keep this handy [timeline](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/TIL%201%20Dec%20and%201%20Mar%20explained.pdf) nearby for the upcoming important dates. *And…*

* **Wondering why your TIL isn’t being processed when it’s been approved?** The TIL requested is probably greater than the TIL hours available. Be sure to check the employee has enough hours to enable the payout of the request. You can check their balance when you are approving the request
* **Wondering why your staff member isn’t being paid out when you have approved it?** TIL doesn’t know which balance you want to pay out from, so the Prin/delegate hasn’t entered that information before they approved it

For more information, refer to the [support guide](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-Time-in-Lieu.pdf) (and use the links in the introduction to jump to the section you require)

**My LearnED:** *NavBar > Administer LearnED > Learning Reports > Learning Status*

* **BMs and Prins have automatic access to monitor learning** in their school and can see the learning status of all their school’s employees
* **Once you’ve viewed the information you can change the focus** based on the learning type, learner type and enrolment dates
* **You can select more options which will provide additional learning classifications** for example, when you want to focus on a particular course

For more information, refer to the [support guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-LearnED-Completion-status.pdf)

**MFA update – SSO is here…**

* **Saturday 2 December is cutover** – which means from this point onwards, only MFA is required when on the schools HR Admin network for [privileged users](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-MSS-Security-Management.pdf) (no username and password)
* **If you know someone who hasn’t yet registered,** they will receive a ‘more information is required’ message before they can access eduPay. They need to register MFA and will be automatically activated, so that they can continue using eduPay seamlessly. The [information pack](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/MFA%20and%20SSO%20for%20eduPay%20Information%20Pack.pdf), [support guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-Registering-MFA-for-eduPay.pdf) and [video reference guide](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvimeo.com%2F828865366%2Fb7cb243069%3Fshare%3Dcopy&data=05%7C02%7CAngela.Pinero%40education.vic.gov.au%7C5efa9b58de78407067d008dbf9ce46be%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638378436577948790%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=wxJuVo7u6XjZwrzGZ7tiNWSkYufFc6Xf4ifJUBI4kqI%3D&reserved=0) is available and only takes 15 minutes to set this up.
* **If a colleague is on extended leave,** please pop this [handy poster](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/MFA%20SSO%20Set%20Up%20Poster%20and%20FAQs.pdf) on their desk for when they return and save this information for them to access later

Please note, with the upcoming summer break, if you need to access eduPay and eduMail from overseas, **you need to set up MFA prior to leaving Australia.**

***Pssst!* New features coming soon…**

The eduPay elves made a list and checked it twice, so that BMs would have a few more gifts under the tree before the big day 😉 Look out for the following later in the month and keep an eye on the announcement tile in eduPay for more deets:

* **TIL – March Payout Deferral improvements** – we’re making navigation easier and improving the process to keep it simple for you
* **TRI – in the Manage Job Opening Page -** candidates with a Cover Letter and CV will be sorted to the top of the list (after priority status candidates). New ‘VIT Status’ and ‘Right to work’ columns are arriving too
* **TRI – internal applicants or active employee applicants** - will have an option to be included/excluded in the matching TRI vacancies by their school. They’ll also be able to specify if they want to be seen/hidden in the JO search page when their school recruiters search for applicants

**2024 planning is underway** and we’ll reach out to you in T1 for your suggestions of features you’d like us to reimagine, what new data insights you’re keen on, and how we can further assist with recruiting. We’ll also update our [One.Stop.Shop](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/eduPay%20Support%20for%20BMs.pdf) ready for the start of T1 – *with ~2,000 views* – this one’s a keeper 😉

Until then, thank you for your ongoing support, suggestions and adoption of our new features in 2023 and from all the eduPay team – we wish you a safe, happy and healthy summer break.

We can’t wait to see you IRL or online in 2024 🤩

# End of Term checklist

Payroll reminders

* ***Avoid incorrect pays for returning employees*** *–* Be aware of any employees returning from long term leave next term and make a note to check:
	+ (a) they actually resume and
	+ (b) they will be paid correctly.
* ***Avoid Overpayments***. Ensure leave is approved and recorded for employees who are to commence unpaid leave.
* ***Ceasing Employees***. Ensure all terminations have been processed on eduPay and where applicable a copy of the employee’s written notice of cessation of employment which has been accepted by the principal is placed on the employee’s personnel file.
* ***Unused Long Service Leave on Termination***. Adjust the *‘payout LSL on termination’* checkbox on Job Data on eduPay as required.  Eligible employees will be paid out for LSL unless the box is unchecked.  Employees can now make this adjustment in Self Service – encourage them to do so.  Long Service Leave that has been paid out cannot be reversed and reinstated.
* ***Payroll Validation and Certification*** – validate and certify any outstanding pay periods.
* ***Check/Review all employee’s leave/payroll records*** *–* Ensure ALL employees leave/payroll records are correct prior to the end of term 4 ensuring employees are paid correctly in accordance with relevant policy on HRWeb/PAL during the vacation period.
* ***Check for missing superannuation –*** all new or rehired employees are required to record a chosen super fund or check any previously recorded super is correct.

Leave reminders

* ***Complete*** *all ESC Annual Leave exception report entries*
* ***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 Employee Self Service wherever possible.
* ***Review all Stop Pay entries****.* A Stop Pay is not an official leave type.  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.
* ***Record workers’ Compensation Certificates*** *–* record Certificates of Capacity over the vacation period.  See article included in this issue on covering the vacation period
* ***Process all outstanding leave entries*** – record and process any outstanding leave entries through ESS, MSS or EDM

Recruitment Reminders

* ***WWCC Check***. Review the WWCC Status page (***Manage Staff > Suitability for Employment – select WWCC Status***) and take action on pending, invalid or expiring Working with Children Check records.  It is an employment requirement for education support class employees (ESC) to hold a valid Working with Children (WWC) Check 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 WWC Check.  As a result, eduPay will not allow the employment of the person without valid WWC Check data entered.  Prior to employing any ESC or other non-teaching employee ensure they have a valid and current employee type WWC Check 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 through Employee Self Service (ESS) and the HR Administrator then validates this entry on the Suitability for Employment page.

* ***VIT Registration***.  Remind all employees that their VIT Registration renewals must be completed by 31 December 2023, or they may not be able to teach in 2024.
* ***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 any hires or rehires 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, ask the employee to update their taxation and superannuation details directly in ESS (this can be done in advance of actual commencement and completed from home).  For fixed term teacher positions filled by fixed term teachers (i.e. not ongoing teachers on temporary transfer) ensure the correct employment end date is used on eduPay – refer to the [Fixed Term Teacher Vacancy Ready Reckoner](https://www2.education.vic.gov.au/pal/recruitment-schools/resources) on PAL. The Employment Task List should be used to assist in the hire/rehire process, available on HRWeb 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 of ongoing employees have been processed and any documentation in relation to the promotion or transfer is placed on the employee’s personnel file.
* ***Record Higher Duties*** – Ensure all higher duties assignments commencing next term are approved by the principal, processed on eduPay and a copy of the approved Higher Duties form placed on the employee’s personnel file.

Other Reminders

* ***WWC Check and Volunteers***. Ensure all Volunteers have a valid WWC Check card in accordance with your school’s visitor policy. An employee card can be used to volunteer but a volunteer card cannot be used for paid employment.
* ***WWC Check 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* and your school policy.  Contact the Employee Conduct Branch if advice is required.
* ***Personnel Files***. For previous employees who transfer to or are rehired at your school, request the personnel file from their previous school.  Where another school requests the personnel file for a previous 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](http://www.education.vic.gov.au/hrweb/workm/Pages/recmgt.aspx).