End of Year payroll processing

### Pay 202413

* Pay Finalise for pay 202413 - **Friday 20 December 2024** – System will be shut down **at 8pm** to begin pay finalise processing.
* Pay Day for pay 202413 is **Tuesday 24 December 2024**, brought forward due to Christmas Day and Boxing Day public holidays.
* All payments to Super Funds and other Recipients will also be processed on **Tuesday 24 December 2024**.
* Pay recalls for pay 202413 are to be sent as early as possible on **Monday 23 December 2024**, but **no later than 4pm on Monday 23 December 2024**.

### **Pay for 202414** and 202415

* No change.

### Other Processing:

* Education Support Processing of booking leave for Term 4 (non- teaching staff) was run on the weekend of **7-8 December 2024**. Entry dates are **23 December 2024 – 24 January 2025**.
* The Global Salary for Teaching Service, effective **12 January 2025** will be run on the weekend of **4-5 January 2025** and be paid on **Thursday 23 January 2025**.

VIT Annual Registration - Now overdue

This Issue contains…

* End of Year payroll processing
* VIT Annual Registration – Now overdue
* Performance and development process for school-based employees in 2025
* eduSafe Plus

The eduPay Way

* Overpayments reimagined
* Time in Lieu – defer, pay out and support
* Data Insights - updates
* Schools Recruitment Initiatives – Applicant Pool Auto-matching
* Multi-Factor Authentication (MFA)
* Business Manager (BM) Security course
* Vacation Leave Estimator
* Team Calendar
* My LearnED

End of Term Checklist

* Payroll reminders
* Leave reminders
* Recruitment reminders
* Other reminders

Invoices have been issued by the VIT for annual VIT registration renewal, and registration was due by 30 September 2024, and is now overdue.

Late payment fees may apply to registrations finalised after 30 September and before 31 December 2024. The VIT may also grant a three-month grace period permitting continued teaching until 31 December 2024.

Teachers who have not finalised registration by 31 December 2024 may be unable to undertake teaching duties at the commencement of the 2025 school year.

Schools can view the status of their teacher’s registrations by viewing the ‘My School’ portal, available from the [VIT website](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vit.vic.edu.au%2Fhome&data=05%7C02%7CMichael.DiClemente%40education.vic.gov.au%7Cb2f0b43b0e5e40021cfb08dcfe012415%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638664528054871418%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=GPGrCBEidq%2FSERiHdfkrxTaJKkoOYKypDU%2BzRd65EBQ%3D&reserved=0).

**Action**: Principals and HR staff are asked to bring this to their employees’ 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.

Performance and development process for school-based employees in 2025

For 2025, the performance and development process will remain unchanged. Both the Statement of Expectation and PDP will continue to be offered to school-based employees.

The Statement of Expectation will focus on each school’s Annual Implementation Plan (AIP). The PDP process will stay the same.

Principals should continue to communicate about their school’s AIP with all school-based employees, as soon as practicable in Term 1, 2025.

Further information is available in [School Update](https://eduvic.sharepoint.com/sites/schoolupdate/sitepages/school-update-29-october.aspx?web=1).

**Find out more**

For more information, contact the Projects and Initiatives team by email: [school.leadership@education.vic.gov.au](mailto:school.leadership@education.vic.gov.au)

eduSafe Plus

The eduSafe Plus team advise they are available over the break. If you have queries or would like your current safety documents uploaded just send the team an email to: [eduSafe.plus@education.vic.gov.au](mailto:eduSafe.plus@education.vic.gov.au).

Please note that there is an upgrade to eduSafe Plus occurring this weekend (6 - 7 December 2024) which will include some minor changes to colours and a button or two. There is no change to the way that eduSafe Plus operates; all the steps and records will work as it does now. Any queries on the upgrade, contact us at: [eduSafe.plus@education.vic.gov.au](mailto:eduSafe.plus@education.vic.gov.au)

Thanks again for your engagement and support throughout 2024 – we are excited about 2025 and look forward to continuing working with you!

**The eduPay Way by Tania Rann**



Overpayments reimagined Phase 1 is here, TiL Deferral Request is open for business, Applicant Pool auto-matching, updates to Data Insights (now) and Multi-Factor Authentication (MFA) soon, Business Manager (BM) Security Course launch and s’more friendly reminders for this time of year – phew!

Overpayments reimagined

*HR Admin > Payroll Management > Arrears & Overpayments*

From Monday 9 December, there’s a new tile in town for **HR Admin and Managers only** - with Phase 1 launching – Presentation layer including \*Arrears & Overpayments information page will be available to HR Admin, Managers now, and Employees later.

* This information will show **details of Arrears and Overpayments as well as Pay and Leave Adjustment**
* Access will be **available on personal devices and payslips**
* **Employees will get an email notification** when a new overpayment liability is generated or when there is an increase in overpayment liability (available early 2025).

You’ll still receive your **automatic overpayments report** and then you’ll go into the new Arrears & Overpayments tile, search for the employee and you’ll see why they have an overpayment – yay! This will **reduce the amount of time spent explaining** pay adjustments to employees and you’ll no longer need to do a manual calculation or go into the summarised retro deltas – super yay!

***Please note:*** *Business Managers (BMs) won’t see any data until pay is finalised (20.12.24) but we wanted to get this in production and ready for you to start using in the new year. Don’t worry, we’ll remind you again then* 😊

For more information you can view the recent [BM Training](https://edugate.eduweb.vic.gov.au/edrms/IT-SSUP/AppManSup/ROL/REC_eduPay_New_Features_Term_4_2024.mp4) or refer to the [support guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-Overpayments.pdf). Phase 2 and 3 will be coming in the new year – *watch this space…*

\**Arrears* *has replaced Unders – note new terminology -* *more deets in the* [*guide*](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-Overpayments.pdf)👍

Time in Lieu – *defer, pay out and support*

The deferral request in eduPay is open from Monday 9 December – don’t forget to forward the easy [visual guide for teachers](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/eduPay%20on%20mobile%20for%20TiL%20Acquittal%20and%20more.pdf) and check out the options below…

Defer Time in Lieu Payout

*Employee homepage > My Time > Time in Lieu > Defer Automatic TIL Payout*

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

Pay out Time in Lieu

*Employee homepage > My Time > Time in Lieu > Request TIL Payout*

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

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

Please also refer to this year’s 1 Dec – 1 March [timeline](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/TIL%201%20Dec%20and%201%20Mar%20explained.pdf) and [key resources](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/TIL%20Key%20Resources.pdf) document too - including a Teacher attends Camp in November [one page step by step guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/TIL%20Scenario_Teacher%20attends%20camp%20in%20November.pdf). Plus lots of other handy TiL info available at your fingertips. We gotchu 😊

Data Insights – *updates…*

1. **Data Insights now supports Preferred Names in eduPay** - most of our Data Insights will now display either an employees preferred first or last name (or both!), if one has been put into eduPay.
2. **Time in Lieu Insights will now display an estimated cost for Accruals** - this is calculated by multiplying hours accrued by the employee's current hourly rate. This will allow you to re-assess viability and cost benefit of different TIL tasks & sub-tasks at your school.

For more information on Data Insights, please refer to our [Master Guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/Data%20Insights-Schools.pdf) for schools and hyperlinked ToC to jump to the section you’re after.

Schools Recruitment Initiatives *– Applicant Pool Auto-matching*

From Monday 9 December, an enhancement will be available that **only matches applicants whose profile meets a minimum completeness** standard. For example, ether a CV has been supplied or applicant has completed all resume sections. Benefits include:

* Reducing rework for school-based recruiters to chase missing information from matched applicants
* A greater incentive for applicants to maintain their profiles to a higher standard.

Multi-Factor Authentication (MFA) *– anywhere, anytime*

It’s coming – *soon*…

* Soon you will receive the **full eduPay experience, anywhere, anytime**. This means you will no longer be required to be on the department’s network to receive full eduPay access.
* We’ll be **increasing the time out period** at the same time. We’ve completed a Proof of Concept and we’re just awaiting sign off from our Security Department to extend the timeout period to ‘a couple of hours’.

We haven’t forgotten, and we’ll *keep on it* to get this for you asap…

Business Manager (BM) Security course *– available via LearnED from 1 January 2025*

We’re empowering you - **to report emails that raise your suspicions -** rather than just deleting them as you may be targetedby such attacks due to your involvement with school operations and finances.

* We’re preparing you to **effectively identify suspicious emails** will protect you from this style of cyber attack
* You’ll benefit more from **reporting rather than deleting** suspicious emails
* **Reporting helps train spam filters** so will protect more than just the BM who reports the email.

An **eLearning module that takes 20 minutes** to complete will be available from 1 Jan 2025 where we put you **in the shoes of cyber criminals** to better understand the tactics and information they use when trying to get around your defences. We’ll also show you how to report emails and share the value of reporting rather than just deleting. We’ve had a BM Working group providing feedback along the way and received the following feedback so far:

* *“I liked the opportunity to think like a criminal.”*
* *“The module was clear, short and to the point.”*
* *“The course was very engaging and fun.”*

More information will be available early January 2025. Watch this space…

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)

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)

Thank you again for your time, support and commitment to working with us in 2024 as we continue our partnership in 2025 to reduce your admin burden – that’s ***the eduPay way.***

# 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 in 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 PAL during the vacation period.
* ***Check for missing superannuation*** *– A*ll new or rehired employees are required to record a chosen superannuation 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 employees, 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 2024, or they may not be able to teach in 2025.
* ***Principal Class appointments, promotions or transfers.*** Principal and Assistant Principal appointments, promotions or transfers are completed by Schools HR 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 PAL 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. Ensure any Leave Without Pay has been end-dated prior to the transfer date.
* ***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](mailto:employee.conduct@education.vic.gov.au) 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 PAL topic – [Records Management](https://www2.education.vic.gov.au/pal/records-management/policy).