Release from duty for Aboriginal and Torres Strait Islander employees to participate in the Yoorrook justice commission

**This Issue contains…**

* Release from duty for Aboriginal and Torres Strait Islander employees to participate in the Yoorrook justice commission
* Salary Progression Cycle
* eduSafe Plus training for Term 1
* Casual Relief Teacher (CRT) Panel – New Agencies
* Annual Translation to Ongoing process
* Temporary Transfer of an Ongoing Employee
* Victorian Institute of Teaching Events & Seminars
* Principal and Assistant Principal appointments
* Higher Duties
* HRWeb/PAL documents are moving

**eduPay Hints and Tips**

* Onboarding of employees – Banking, Tax and Superannuation, DOE and SLP payrolls
* Superannuation element – end date no longer recorded on termination.

**The eduPay Way**

* Time-in-Lieu – timely tips
* Principal Contract Renewals.

Please be advised the Department has approved one day of release from duty for any Aboriginal or Torres Strait Islander employee to engage with the Yoorrook Justice Commission.

Yoorrook is the first formal truth-telling process into historical and ongoing injustices experienced by First Peoples in Victoria. Established as a Royal Commission under the *Inquiries Act 2014*, Yoorrook is seeking to tell the stories of both past and ongoing injustices experienced by First Peoples in Victoria across all areas of life since colonisation. The Commission has been clear about the significant responsibility education has in truth-telling through the curriculum.

On that basis, an Aboriginal or Torres Strait Islander employee is to be granted one day release from duty upon application for the purposes of engaging with the commission. If an Aboriginal or Torres Strait Islander employee has taken leave for this purpose in the 2024 school year they may make application to have this leave reinstated and replaced with the day release from duty.

Please contact the workplace relations branch at [workplace.relations@education.vic.gov.au](mailto:workplace.relations@education.vic.gov.au) if you have any questions about the release from duty.

# Salary Progression Cycle

The [Schools Update](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Feduvic.sharepoint.com%2Fsites%2FSchoolUpdate%2FSitePages%2FSalary-progression-eduPay-online-PDP-cycle-Feb-2024.aspx&data=05%7C02%7CAngela.Pinero%40education.vic.gov.au%7C4b00f34cf6e543b7466908dc31c03efb%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638439948968823129%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=XRlpXkmq8LVVADU9RYk%2BQweiroYeuSXSfp3krIKRvDA%3D&reserved=0) communication on 20 February 2024 includes the process for employees who are not meeting salary progression requirements, and that they be advised in writing prior to 1 March 2024.

Principals should note that eduPay will automatically calculate eligibility and process salary progression for all eligible employees. No action is required by schools for the processing of salary progression for employees on eduPay.

# eduSafe Plus training for Term 1

eduSafe Plus is a consolidated online system for reporting and managing incidents, hazards, sick bay and first aid events, it also enables management of your Occupational Health and Safety (OHS) management system, OHS assurance actions, and workers' compensation claims.

Benefits of eduSafe Plus:

* reduces administrative burden in managing OHS activities.
* strengthens provision of serviced support.
* enables proactive OHS planning.
* provides data security, safeguarding sensitive health, safety, and wellbeing information.

Schools are invited to opt in for the Term 2 rollout of OHS and workers compensation functionality of eduSafe Plus by contacting the eduSafe Plus team at [edusafe.plus@education.vic.gov.au](mailto:edusafe.plus@education.vic.gov.au).

The following sessions are available to support schools using eduSafe Plus:

For all schools:

[Introduction to Staff Incident and Hazard Reporting](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=6972&LM_CI_ID=1916&NAV=URL)

For anyone who may need to report an incident or hazard.

This webinar is designed for new eduSafe Plus users, or a refresher for anyone who would like to sharpen their skills and provides an introduction to staff incident and hazard reporting in eduSafe Plus.

**When:** Wednesday 6 March 10 am – 11 am

[Incident and Hazard Q&A Session](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=6978&LM_CI_ID=1919&NAV=URL)

For anyone who may need to report an incident or hazard.

This interactive webinar is for eduSafe Plus users who have questions about incident and hazard reporting or management in eduSafe Plus.

Answers to frequently asked questions and any user submitted questions about incident and hazard reporting and management.

**When:** Wednesday 28 February 10 am – 11 am and Wednesday 20 March 10 am – 11 am

[Introduction to Sick Bay and First Aid Reporting and Management](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=6974&LM_CI_ID=1917&NAV=URL)

For anyone who may need to make a sick bay or first aid report.

This webinar is designed for new eduSafe Plus users, or a refresher for anyone who would like to sharpen their skills, and provides an introduction to sickbay and first aid reporting and management.

**When:** Thursday 7 March 10 am – 11 am

[Incident and Hazard Management and IRIS (Critical and Student) Reporting](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=6976&LM_CI_ID=1918&NAV=URL)

For principals and their delegates only.

This webinar is designed as an introduction for principals and their delegates to report IRIS (critical and student incidents) and how to manage all incident and hazard reports in eduSafe Plus. Delegates may include assistant principals, business managers and or staff with specific safety / emergency roles.

**When:** Wednesday 21 February 10 am – 11 am or Thursday 14 March 10 am – 11 am

[Sick Bay and First Aid Q&A Session](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=6980&LM_CI_ID=1920&NAV=URL)

For anyone who may need to make a sick bay or first aid report.

Answers to frequently asked questions and any user submitted questions about sickbay and first aid reporting and management.

**When:** Thursday 29 February 10 am – 11 am and Thursday 21 March 10 am – 11 am

For schools who have access to the workers’ compensation or OHS Tasks tile in eduSafe Plus:

[Using Workers' Compensation Functionality in eduSafe Plus](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=6319&LM_CI_ID=1891&NAV=URL)

For principals, return to work coordinators and their delegates, for example HR Managers and Assistant Principals.

This webinar is for schools who have access to the workers’ compensation tile in eduSafe Plus and demonstrates the workers' compensation functionality. This training is recommended for principals, return to work coordinators and their delegates, for example HR Managers and Assistant Principals.

**When:** Thursday 22 February 10 am – 11 am or Friday 8 March 10 am – 11 am

[Using OHS Functionality in eduSafe Plus](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=6318&LM_CI_ID=1890&NAV=URL)

For Principals and their delegates including, for example, assistant principals, business managers, facilities / safety staff and OHS committee members.

This webinar is for schools who have access to the OHS Tasks tile in eduSafe Plus and demonstrates how to use OHS management functions in eduSafe Plus. It covers the school profile, OHS calendar, safety registers, and OHS inductions, inspections and training. This session is recommended for Principals and their delegates including, for example, assistant principals, business managers, facilities / safety staff and OHS committee members.

**When:** Wednesday 13 March 10am – 12 noon

# Casual Relief Teacher (CRT) Panel – New Agencies

Please be advised that the following four CRT agencies have now joined the department’s CRT panel, and can be utilised by schools:

1. Collar Group
2. Nurture Education
3. Spark Relief Teachers
4. Your Teaching Agency

Schools that wish to engage an agency for the provision of Casual Relief Teachers (CRT) are required to engage with the 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 panel listed agencies.

# Annual Translation to Ongoing process

Communication regarding the central annual translation to ongoing process will be emailed to principals in the week commencing 18 March 2024. Principals are requested to provide a response to this communication prior to 26 April 2024 via [SR.Annual.Translation@education.vic.gov.au](mailto:SR.Annual.Translation@education.vic.gov.au). Where a response is not received by this date, action will be taken centrally to offer ongoing employment to the eligible employees.

In circumstances where the number of eligible fixed term employees exceeds the number of suitable positions, the principal should inform employees of their eligibility and conduct an internal merit-based process, including the establishment of a panel, to determine which eligible fixed term employee(s) is to be offered ongoing employment. Ongoing offers may be made by the principal to eligible employees outside of this process, and subsequently translated to ongoing in eduPay by the school. In these circumstances, principals are strongly encouraged to commence their internal merit-based processes as soon as possible.

# Temporary Transfer of an Ongoing Employee

Where a current ongoing teaching service employee is appointed to a fixed term vacancy in the teaching service that results in a temporary transfer, they are to be issued with a temporary transfer letter. This letter is to detail the terms of conditions of the temporary transfer, including the dates the movement is effective for. A fixed term contract is **not to be issued** in these circumstances, as the employee already has an ongoing contract.

Additionally, in these circumstances where the fixed term position is at a higher remuneration range than the employee’s substantive classification, their Job Code in Job Data must remain to reflect their substantive classification, and a higher duties assignment can be actioned.

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

Victorian Institute of Teaching Events & Seminars  
VIT will be offering free webinars and events for principals to understand the importance of teacher registration and employer obligations, as well as provide clarity on important processes, such as moving to full registration or becoming a teacher mentor. The webinars will include information for using the Employer portal, Permission to teach (PTT) requirements and other useful resources.

Available events:

Provisionally Registered Teacher (PRT) seminars Face to face & online

Effective Mentoring Program Face to face

Codes of Conduct webinars Online

Employer webinars Online

Registration and additional information of events can be found via:

[Events and seminars | Victorian Institute of Teaching (vit.vic.edu.au)](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vit.vic.edu.au%2Fnews%2Fevents%3Futm_source%3Demail%26utm_medium%3Dcircular%26utm_campaign%3Dprincipals%23employer&data=05%7C02%7CAnthony.Baranyay%40education.vic.gov.au%7C84d778285713494272af08dc2c4aa7a1%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638433946358716699%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=vKY%2FeWFxA8W%2Ftreb%2FkxzDt%2FwS16zWzMrRH6R3FO1Foo%3D&reserved=0)

# Principal and Assistant Principal appointments

Business Managers and HR Administrators are advised that the appointment or promotion of a principal class employee (Principal/Assistant Principal) is not completed by the school.  All appointments for principal class are completed centrally by Schools HR Services on receipt of their signed contract of employment.

# Higher Duties

Principals and business managers are reminded that periods of higher duties may be assigned for more than five days and up to twelve months.  Assignments of more than three months are to be determined by a merit-based process as a result of an expression of interest.  This ensures transparency and equity and that the position is open to competition.

Refer to the [Higher Duties – Teaching Service](https://www2.education.vic.gov.au/pal/higher-duties-teaching-service/resources) page on PAL for further information including higher duties form that is used to document and approve the decision.  Use the updated method of applying higher duties, now available in eduPay – [Help document here](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/Higher%20duties%20-%20School%20Allowances%20QRG.pdf)

**Action**:      Principals and business managers are to ensure the department policy for assigning higher duties, record management and documentation is followed and available for audit.

# HRWeb/PAL documents are moving!

The Department is currently moving all documents available on PAL from the previous HRWeb document library to the PAL document location.  Individual document updates are being progressively completed over the next 2 months.

If you have saved a direct link to a document, that link will eventually break when the move has been actioned.  To find the document again, navigate to the associated PAL webpage and access the document from its new location.  During this transfer process, before the webpage refreshes with updated resource links, the documents may be temporarily unavailable (up to 30 minutes) while the process finalises.

eduPay Hints & Tips

# Onboarding of employees – Banking, Tax and Superannuation

All employees on commencement must complete the onboarding steps on eduPay. To ensure a new or returning employee is paid correctly, their Banking, Taxation and Superannuation must be completed before the first pay day. A new/rehired employee can access employee self-service prior to their actual commencement date on provision of their login and temporary password provided to the Business Manager/Recruiter following the appointment process.

This applies to employees on both the DOE and SLP payrolls including where an employee on SLP is hired/rehired but not necessarily engaged immediately.

**Action:** Ensure all new/returning employees are provided their log in details and ask that they complete their banking, tax and superannuation requirements prior to their actual commencement date. For returning employees, this may only require confirmation that previously held information remains valid.

# Superannuation element – end date no longer recorded on termination

A recent update to the eduPay termination process no longer records an end date for all superannuation entries (previously only Aware Super remained open). Where a previous entry has been ended, these will remain closed and will require a rehired employee to record their superannuation. Where the end date is not recorded by the system, the employee, should still check their super entries in ESS and make updates if their choice of super fund has changed.

The eduPay way



With March 1, 2024 knocking - *it’s still all about Time in Lieu* – so we’re diving straight in.

But if you’ve got this covered, we have a new business working group starting up soon – **Overpayments** ***reimagined*** – ah, we hear the crowd roar 😉. You know what to do – send the team an [email](mailto:tania.rann@education.vic.gov.au) with Overpayments in the subject and you’re in!

…and while I did a call out for a LearnED working group last week - *this piece is bigger than we first thought* - so we’re moving it to mid-year. Don’t worry, if you’ve nominated for this, I’ve got you!

Time in Lieu – timely tips…

Remember we have lots of [resources](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-Time-in-Lieu.pdf) to assist you and your [teachers](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/eduPay%20on%20mobile%20for%20TiL%20Acquital%20and%20more.pdf) with this [timeline](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/TIL%201%20Dec%20and%201%20Mar%20explained.pdf) as well as some popular Q&A and a camp scenario below (check out the updated [FAQs section](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-Time-in-Lieu.pdf) – with new ones added last week) with the most popular question at our TIL Q&A last week …

***Can I enter TIL on behalf of an employee****?* No, the employee must enter it into eduPay themselves, but you can sit next to them and guide them 😊 There’s a handy one page [mobile phone guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/eduPay%20on%20mobile%20for%20TiL%20Acquital%20and%20more.pdf) to make it super easy for teachers on the move…

**Also here’s a popular scenario that is assisting BMs atm:**

1. Camp Scheduled for late November
2. Teacher attends Camp
3. On return from the Camp, the Teacher needs to enter a TIL Accrual request at the earliest possible opportunity
4. Principal or their authorised representative checks the accrual request and approves it
5. If at all possible, plans are made to acquit the TIL between November and the end of February
6. If the TIL is unable to be acquitted before the end of February, plans should be discussed to take the TIL after the end of February
7. If the TIL will be taken after the end of February, the Teacher needs to enter a TIL Deferral request before the end of February and a Leave request for TIL Taken for the agreed dates.
8. Both the TIL Deferral request and the TIL Taken request need to be approved.   The TIL Deferral request must be approved before finalisation of the 1 March pay to avoid payout.
9. Any outstanding balances without a TIL Deferral request will be automatically paid out in the 1 March pay.

**And a little bit more that might assist…**

**Defer Time in Lieu Payout -** Employee homepage > My Time > Time in Lieu > Defer Automatic TIL Payout (new).

Don’t forget to check out the new tile **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.

Principal Contract Renewals

**From Monday 26 February,** eduPay will substitute the briefings and correspondence system, and the SharePoint database in supporting the workflow and dashboard reporting functions for the Principal Contract Renewal process. This standardised process will enable eduPay to be the single point of truth for contracts providing organisation wide visibility.

The workflow for Central and Regional admins has been streamlined to allow for more efficient and accurate processing. Data Insights will be available in eduPay to allow admins and executives to track contract renewals to ensure Principals get their renewals on time, every time. eduPay notifications and automated emails will prompt all involved in the process that there is an action awaiting their attention, like other functions in eduPay.

This will provide Principals with an automated and streamlined contract execution process,enabling them to view their renewal offer letters and accept their contract in eduPay, with a simple click of a button.

Training has been scheduled for support teams and regional staff involved in the new automated process with an easy-to-follow [Support Guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-Principal%20Contracts-Principal.pdf) created for Principals.

A [Full Guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-Principal%20Contract%20Renewals.pdf) is also available showing steps for each assignee in the whole end to end process in eduPay.