# Annual Translation to Ongoing process

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Principals are reminded that responses to employee lists sent in the week commencing 18 March 2024 require a response provided by 26 April 2024. Please ensure where you have received lists containing eligible employees that a response has been provided to the department prior to 26 April 2024.

Responses or any queries regarding the translation to ongoing process can be directed to sr.annual.translation@education.vic.gov.au.

# 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 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.

# Validation and Certification

Validator and Certifier roles and responsibilities

The Certifier is always the Principal (or Acting Principal) in a school.  The validator role would normally be completed by the Business Manager or HR Administrator.  A school may have more than one validator.

To ensure a separation of duties and an independent review of the payroll each fortnight the roles of validator and certifier are to be performed by two different people, therefore the Principal cannot complete the validation role for their school.  eduPay has been updated to ensure the two roles cannot be the same person.

The payroll must be validated each fortnight by the Business Manager/HR Administrator and subsequently certified by the Principal of the school.  The certification messages should be checked each day for any variations that occur prior to pay finalisation and appropriate action taken to correct any issues.  Check your transactions following the 12noon, 3pm or overnight processing to ensure the results are as expected.

The validation process is to ensure that all employees are being paid correctly.  This includes an employee who has been transferred to your location from another school.  A large number of enquiries are received where unpaid leave has been recorded for an employee who has transferred between schools.  This simple step ensures your transferred employee and other employees are paid correctly.

Action:     Check your certification messages daily and transactions after system processing (12 noon, 3pm or overnight) to ensure the outcome is as expected.

# Personnel Files

Recent audit results have identified that an employee’s personnel file held by the school must hold the required information.  Principals and Business Manages/HR Administrators are reminded that documentation which is not part of eduPay’s electronic records must be kept securely on the employee’s personnel file at the school and available for auditor review as required.

For further information including the types of information to be kept on the personnel file, refer to the PAL topic: [Records Management – Employee Information](https://www2.education.vic.gov.au/pal/records-management-employee-information/overview).  A [Personnel File Documentation Checklist](https://content.sdp.education.vic.gov.au/media/1701) is also available to assist with this process.

eduPay Hints & Tips

# Annual Leave

Principals and Business Managers/HR Administrators are reminded that:

* all principal, teacher and education support class employees’ annual leave entitlements accrue for every hour worked
* education support class employees (excluding those in receipt of leave purchase allowance) have annual leave automatically uploaded to eduPay for the term breaks
* all principal, teacher and education support class employees (including those in receipt of leave purchase allowance) have annual leave credits automatically deducted through eduPay during the term breaks

Where an employee has permission from their principal to attend in any term break, such attendance needs to be entered in eduPay (see School Holiday Attendance code below) and notified to the principal. Annual leave will not be deducted for those periods of attendance.

# Education Support Employees in Receipt of Leave Purchase Allowance

Education support class employees who attend for duty during the term breaks and are in receipt of the leave purchase allowance will need to enter the days they will be on duty during the term breaks in eduPay. This is to be done via Employee Self Service to ensure annual leave is not deducted/acquitted on the days the employee attends for duty.

An employee can check their leave balances by accessing the self-service functionality on eduPay. If an employee does need to attend during the term break period, they can enter the Leave Code **School Holiday Attendance** for the days/hours that they attended during the term break. The new School Holiday Attendance code can be found in employee self-service: ***Employee Homepage > My Leave > Apply for Leave***



The eduPay way

Oh Time in Lieu - *phew* - we made it to 1 March! And no *Pink,* we’re not gonna *get that party started* again any time soon - as Tay Tay says we’re gonna *shake it off* for a while 😉

But on a serious note, don’t forget to ask your prin to delegate TIL authorisation over to you – *you’ve got this and we’ve got you* – here is the [full guide](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-Time-in-Lieu.pdf) (yes with deets on how the prin can delegate to you) and a new [camp scenario](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/TIL%20Scenario_Teacher%20attends%20camp%20in%20November.pdf) to assist. And while you can’t enter TIL for an employee, here’s a mobile [mini visual guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/eduPay%20on%20mobile%20for%20TiL%20Acquital%20and%20more.pdf) to assist your colleagues - *or you can sit next to them and assist them too* - tell the others...

Principal Contract Renewals (PCR)

The all new automated PCR arrived on Monday 26 February, and 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. While we know BMs aren’t involved in the process, we know your Prin is going to call you when they need some assistance with this new process. So here’s something we prepared earlier – aka the Prin [Support Guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-Principal%20Contracts-Principal.pdf) to support you, support your prin – *you’re welcome* 😊

New Data Insights – Leave (arriving late March)

Following feedback from BMs as to what’s next on our Data Insights roadmap, you’ll shortly have access to some amazing employee leave insights for your school including:

* *Leave Without Pay*
* *Long Service Leave*
* *Family Leave*
* *Leave taken*
* *Sick Leave*
* *Family Leave*
* *Maternity Leave*
* *Staff movements*

And lots more… thanks to all the BMs who joined us for this working group to inform the priorities of this feature.

Keep an eye out on the Announcement tile in eduPay after Easter for a support guide and more information about this exciting new feature.

\*\*\*System Maintenance – eduPay & ROL offline for 2 days over Easter\*\*\*

We need to conduct some system maintenance over the Easter break so eduPay and ROL will be unavailable from 11.59 pm on Friday 29 March to 8.00 am on Monday 1 April, 2024. As both the recruitment and applicant portals will not be available during this time, you may choose to extend your job opening and recruiters should accept any direct applications during this period.  We posted a pop up on both the Applicant and Recruitment portals last week too…

Overpayments reimagined – are you joining us?

You asked, so we’re on it. Overpayments is being reimagined and we want to hear from you! If you’re interested in partnering with us - *and 130 of your BM colleagues* - to redesign this function in eduPay by joining our upcoming working group – drop us an email with ‘overpayments’ in the subject line and you’re invited to the party. *Yes, it’s that easy.* We can’t wait to bring you a better version of this feature.

**I think that’s all folks** – T1 is nearly over and while we’ve presented at lots of conferences already (email the team if you’re keen on an eduPay update at you’re next AGM/network meeting/conference), we’ve also got our very popular Q&A with the eduPay experts coming up. Keep an eye on Announcements in eduPay to book your virtual seat and we look forward to seeing you IRL or online at an eduPay event soon.