End of Financial Year processing dates

### **Salary and Wages - final payment**

* Final payment of salary and wages for the 2024 tax year will be made on Thursday 27-June 2024. Pay Finalise for pay 2023-26 will be on Friday 21-June 2024.
* Recalls for pay 2023-26 close at **4pm on Tuesday 25-June 2024**.
* The last day for processing of any adjustments, emergency or off system payments that need to be included in the 2023 -2024 Income Statements will be on Tuesday 25-June 2024.
* Term 2 school vacation leave for non-teaching staff will be automatically updated on the weekend of 22/23 June and be available in eduPay on Tuesday 25-June 2024.
* ESSS Super rate changes for defined benefit fund employees will be loaded in eduPay for pay 2024-01.
* Teaching service pay increase, effective 01 July-2024 will be run in eduPay on the weekend of 29/30 June 2024.

### **Pay Period 2024-01**

* Due to end of year processing restrictions, pay 2024-01, will not be identified or calculated until the weekend of 29/30 June 2024. This means that:
  + For pay 2024-01 between 24-June 2024 and 28 -June 2024 (inclusive), there will be no payroll results, draft pay advises or certification pages.
* Pay finalise for pay 2024-01 will be on Friday 5-July 2024 with payday on Thursday 11-July 2024.
* Reports run by users that rely on current period pay results will return no data for pay 2024-01 between 24-June 2024 and 28-June 2024 (inclusive).

This Issue contains…

* End of Financial Year processing dates
* Youth Employment Scheme (YES) – Placements Available 2023/2024
* CRT Panel Agreement
* Fill your workforce gaps with Pre-service Teachers
* Recording Superannuation – DOE payroll
* End of Financial Year 2023/2024 – employee name and address changes - Reminder
* Recording Superannuation – SLP payroll
* Action Now: SLP WorkCover Remuneration Report
* End of Term Checklist

The eduPay Way

* VIT Changes
* Overpayments
* Data Insights - updates
* LearnEd
* Other timely support guides
* School Local Payroll approvers will be unable to approve timesheets between 24 June 2024 and 28 -June 2024.

Super Guarantee Contributions (SGC) rate will increase from 11 to 11.5%, effective 1 July 2024. Pay 2401, pay day 11 July will be calculated at the new 11.5% rate.

The individual income tax rates and thresholds will change from 1 July 2024. This means from 1st July 2024 all taxpayers will pay less tax.

A tax calculator to give you an estimation of the savings is available at:  [Tax cut calculator (taxcuts.gov.au)](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftaxcuts.gov.au%2Fcalculator&data=05%7C02%7CAngela.Pinero%40education.vic.gov.au%7C1bbb7fb04e0a4557bf8e08dc8a95e158%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638537623533000075%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=D7G8jL2caLxp4%2BCAy5lXKVRjepgVewTezYO0B9jjpFU%3D&reserved=0)

### **Income** **Statements**

Employees can access their income statement year-to-date information at any time through their *ATO Online Services-View My Income Statement via MyGov.* Employees need a MyGov account linked to the ATO to access the *ATO Online Services*.

The Department will advise the ATO (prior to 1-July 2024) when our 2023/24 data is complete. Thereafter the ATO will send a message to employees myGov Inbox when their Income Statement is **'tax ready"**. Employees or their registered tax agent can then lodge their tax return.

Youth Employment Scheme (YES) – Placements Available 2023/2024

There are still placements available for the 2023/24 YES program for trainees who have commenced a traineeship within this financial year and meet the placement criteria.

This program offers young people facing barriers the opportunity to work for 12 months while studying for a Certificate III or IV qualification.

**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 hrs p/w
* 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.
* 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](mailto:youth.employment.scheme@edumail.vic.gov.au.%20For%20further%20information%20on%20the%20YES%20placements%20please%20contact%20%20%20): [youth.employment.scheme@education.vic.gov.au](mailto:youth.employment.scheme@education.vic.gov.au)

CRT Panel Agreement

A reminder that schools that wish to engage an agency for the provision of Casual Relief Teachers (CRT) must consider and engage with the 12 panel listed agencies contracted through the department's CRT panel arrangement:

* Anzuk Education
* Collar Group
* Emergency Teacher Agency
* Free Agency
* Nurture Education
* Randstad
* Spark Relief Teachers
* Staffing Organisation Services
* The Teaching Initiative
* Top Notch Teaching Agency
* Tradewind Australia
* Your Teaching Agency

Schools may only consider engaging with non-listed agencies if the school has exhausted all available panel agencies.

Schools are encouraged to regularly check the CRT [Rules of Use](https://eduvic.sharepoint.com/sites/SchoolsSecure/SitePages/Department-Managed-Categories.aspx?xsdata=MDV8MDJ8QW5nZWxhLlBpbmVyb0BlZHVjYXRpb24udmljLmdvdi5hdXwyOTgzNzY0ZjUwMTM0MDgyODRiNzA4ZGM4OWQ3NTNkNHxkOTZjYjMzNzFhODc0NGNmYjY5YjNjZWMzMzRhNGMxZnwwfDB8NjM4NTM2ODA1MTE3MTg2NjA5fFVua25vd258VFdGcGJHWnNiM2Q4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazFoYVd3aUxDSlhWQ0k2TW4wPXwwfHx8&sdata=RUNDUjYzNU5MWEVucUxtbCtVVDdhQ213RWJzYU10VVVrVkNmZ1d1dWRUYz0%3d) (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.

Fill your workforce gaps with Pre-Service Teachers

We have over 300 pre-service teachers (PSTs) available now and ready to go. These PSTs can work as education support staff or paraprofessionals while completing their post-graduate degree and can start in your school as early as Term 4 2024.

We’ve partnered with eight initial teaching education (ITE) providers to offer a range of employment-based programs that give schools the flexibility to support staffing shortages without the hassle of advertising. These programs are open to all primary, secondary and specialist schools state-wide.

More about employment-based degrees

These PSTs are studying a post-graduate accelerated teaching degree for the next 18-24 months with support from an ITE provider mentor and a nominated school-based mentor.

Schools will receive 6 days of CRT funding for each PST hosted to release school-based mentors from the classroom.

Targeted funding packages are available to eligible schools and priority will be given to schools experiencing the most serious challenges.

How do I get involved?

You can register your school through the ‘recruiting’ tile in eduPay by [creating an ITE employment-based job opening](https://www.education.vic.gov.au/hrweb/Documents/Creating%20an%20ITE%20Employment-based%20Job%20Opening%20School%20Guide.pdf).

For more help, follow the step-by-step guide below:

* [Step-by-step guide to creating an ITE employment-based Job Opening](https://content.sdp.education.vic.gov.au/media/1753" \t "_blank)

Register your interest today to take advantage of the pre-service teacher workforce ready and willing to join your school.

More Information

For further information and enquiries, contact the Pre-service teacher Projects and Initiatives team by email: [teach.today.teach.tomorrow@education.vic.gov.au](mailto:teach.today.teach.tomorrow@education.vic.gov.au)

Recording Superannuation – DOE payroll

To meet legislated Superannuation Guarantee requirements, it is important that when a person is hired/rehired on the Department (DOE) payroll that they log in and enter or check their superannuation to make sure it is recorded and correct – including where the department default – Aware Super, is selected.  This is part of their onboarding process.  This applies to all employees.

The previous process to auto enrol employees into the department default – Aware Super, no longer applies.

A certification message: *315 No Super calculated. Check SGC Element Assignment exists*, is now included for active employees who do not have SGC recorded.  It is important that the messages not be ignored but addressed by following up with the employee and asking them to record their superannuation through Employee Self Service immediately.  Once the super is recorded, following overnight system processing, the certification message will no longer appear.

Whilst recording of superannuation is the employee’s responsibility, where a department employee has not recorded their superannuation, we will attempt to “staple” their super fund with the ATO after approximately 2 pays.  This is not always successful and cannot be relied upon to identify and record superannuation.

In the following instance the certification message may appear where:

* a super contribution has been rejected by the fund and HR Systems & Services (HRSS) have temporarily ended the SGC element to avoid further rejections.  The employee is emailed by the team referencing the error received from the fund with a copy to the Business Manager.  We ask the employee to obtain corrected/updated fund information and provide it back to us by return email and record the corrected information on eduPay using self-service. Please encourage the employee to promptly investigate and provide corrected information back to the team at which point the team will then redirect the returned super contribution to the updated fund details on eduPay.

A help document to record/update superannuation is available if required: [Enter or Update Superannuation Details](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/ESS-QRG-Superannuation.pdf)

If you have any questions regarding the recording of superannuation, please contact the HR Systems and Services Super team at [payrollservices@education.vic.gov.au](mailto:payrollservices@education.vic.gov.au)

End of Financial Year 2023/2024 – employee name and address changes - *Reminder*

As we approach the end of the financial year, the ATO has recommended that for an employee that has had a name change or change of address, please ask these employees to ensure they have also updated their myGov accounts.

Recording Superannuation – SLP payroll

To meet legislated Superannuation Guarantee requirements, it is important that when a person is hired/rehired on School Local Payroll (SLP) that they log in and enter or check their superannuation to make sure it is recorded and correct.  This is part of their onboarding process – including where the department default – Aware Super, is selected.  This applies to all employees, including those employees who may only be engaged for one day or on eduPay but not being actively employed each fortnight.

The previous process to auto enrol employees into the department default – Aware Super, no longer applies.

Whilst the department makes the super payments on behalf of the school council each fortnight based on what is recorded on eduPay, it is the school’s responsibility to ensure that their local payroll is correct, including super payments that are due, for any/all employees each fortnight.

If superannuation is not included in your SLP payroll reports, then the employee needs to be asked to record their choice of fund immediately to ensure SG is paid promptly.  Where super is entered retrospectively, the system will calculate and pay arrears, in subsequent pay periods.

The certification message: *315 No Super calculated. Check SGC Element Assignment exists*, is now included for active employees who do not have SGC recorded.  It is important that these messages not be ignored but addressed by following up with the employee and asking them to record their superannuation through Employee Self Service immediately.  Once the super is recorded, following overnight system processing, the certification message will no longer display.

Currently, there are more than 1000 missing super entries across SLP payrolls.  It is imperative that action be taken to chase up these employees (based on the certification message) and have them record their super – Now.  The HRSS team are currently attempting to assist by ‘stapling’ these with the ATO, however this is not always successful.  Failure to pay SG by relevant dates may result in interest and fines levied by the ATO to the School Council, therefore it is imperative that action be taken to resolve missing super entries.

Rejected Super Contributions

The HR Systems and Services team does not end date open SGC elements where a rejection of super contributions from the fund is received by the school.  Funds are returned to the school bank account directly.  On receipt of that rejection, immediately contact your employee and have them update their superannuation on eduPay to correct the error reported via your Clearing House reports.  Once eduPay has been updated you may complete a redirection of those returned funds through the Clearing House which will then debit your bank account and pay the contribution to the right super fund.  Note: while eduPay is not updated, further rejections will be returned to your bank account which will add to your processing.

For assistance in recording an ad-hoc payment to complete this process, contact the Aware Super Employer’s Clearing House help line on 1300 878 737.

Super load errors

Where the department is unable to lodge the super payment on the school’s behalf through the SuperStream file load process (Wednesday before pay day), the entry will be removed from the file as it cannot be paid to the fund.  This means your payroll reports will not balance.

HRSS will end date the SGC element to avoid further errors and advise the HR Administrator/Business Manager of the removal, the reason for removal and include actions to be taken to resolve the issue. Once the employee has corrected their super entries on eduPay, the redirection of contributions can be completed through your Aware Super clearing house – this is completed by the HR Administrator/Business Manager at the school.

For assistance in recording an ad-hoc payment to complete this process, contact the Aware Super Employer’s Clearing House help line on 1300 878 737.

A help document to record/update superannuation for employees is available if required: [Enter or Update Superannuation Details](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/ESS-QRG-Superannuation.pdf)

If you have any questions regarding the recording of superannuation, please contact the HR Systems and Services Super team at [payrollservices@education.vic.gov.au](mailto:payrollservices@education.vic.gov.au)

Action Now: SLP WorkCover Remuneration Report

*Article updated with amended dates.*

As communicated via eduPay announcement in June 2023, the WorkCover Remuneration Report for the 2022-23 financial year is required to be run to provide totals of salary and superannuation to your SLP Workers’ Compensation agent.

***Instructions:***

1. Navigate via the HR Admin home page to **My Reports** > **GL Analytics**
2. In **Pay Entity** choose **SLP**
3. Under **GL Report Type** choose **By GL Expense Type**
4. Under **GL Report Range** choose **Previous Financial Year**
5. Click **Send Data** and the report will be emailed to you

**Action:** If you have not done so already, you will need to extract the required information from eduPay as soon as possible, as this information will not be available after 21 June 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 employees’ leave/payroll records*** *–* Ensure ALL employees’ leave/payroll records are correct prior to the end of term, ensuring employees are paid correctly in accordance with relevant policy during the term break.

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 term break.
* ***Process all outstanding leave entries*** – record and process any outstanding leave entries through ESS, MSS or EDM.
* ***Process/approve*** School Holiday Attendance leave code for ESC employees who have been approved to work during the term break. See [HRM Online 05-2024](https://www.education.vic.gov.au/hrweb/Documents/HRM-Online-5-2024.docx) for details on updated annual leave process for ESC employees.

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.

* ***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 Hire or Rehire Checklist 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. Check their payroll records to confirm that any Leave Without Pay has been updated from Transfer/Promotion date if necessary.
* ***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-employee-information/policy-and-guidelines).

**The eduPay way**



Wowsers - *the year is flying by* - another small update and some friendly reminders from the team back at eduPay HQs as this month our key focus is still on VSL and VCAA.

***So what’s new?***

VIT Changes

We’ve just launched some VIT changes which will enhance your user experience. While all the changes are minor and intuitive - a few special callouts:

* **Compassionate Transfer** – you no longer need to add an attachment
* **VIT information** – is now stored in eduPay which increases the controls in eduPay for both the department and schools
* **Manage Appointments** – new code - Permission To Teach (PTT) - available in step 2

Overpayments

***PSSST*** – with Overpayments reimagined our next big ticket item on our roadmap, a tidy up exercise has commenced. A clean up at eduPay HQs will shortly take place to offset 1 cent, 2 cents and under $1 amounts for active employees. I can’t share any more deets atm and if I told you how many there were – I might get in trouble – but suffice to say this will sort out oodles of issues and we’re super excited that we’ve started. So watch this space – yay! 😊😊😊

Data Insights – updates

Key Data Insights tiles are now available within Workforce Insights grouping similar Data Insights together to reduce the number of tiles as follows:

1. **Recruitment Insights** – Data Insights that support Recruitment will be stored here – Such as Job Opportunity Pool Insights or Recruitment Insights
2. **Staff Insights** – Data Insights that report on the workforce – Such as WWCC/VIT Insights or Flexible Work Insights
3. **Leave Insights** – Data Insights that report on Leave/Absence data will be stored here – Such as Absence Event Insights or Time in Lieu Insights

For more information regarding these changes, please refer to the [DI Updates Guide.](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG_DataInsights_TileOrg.pdf)

### *Some friendly reminders…*

LearnED – at your fingertips

[Completing Mandatory Learning](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-Completing-Mandatory-eLearns.pdf) – for details on what mandatory eLearning you need to complete

[Monitor Learning in your school](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-LearnED-Completion-status.pdf) – BMs and Prins have automatic access to monitor learning in their school and can see the learning status of all their school’s employees

Other timely support guides

Just in case 😉

[**Vacation Leave Estimator**](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/_layouts/15/WopiFrame.aspx?sourcedoc=/Services/IT/eduPay/Customer/FAQs-Vacation-Leave-Estimator.docx&action=default)– view ES staff and estimate if they have sufficient leave to cover the break

[**Team Calendar**](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/_layouts/15/WopiFrame.aspx?sourcedoc=/Services/IT/eduPay/Customer/QRG-Team-Calendar.docx&action=default)– a weekly view of your team’s scheduled hours, work location, any absences including approved, pending approval and pushed back

[**Apply for Leave**](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-Apply-for-Leave.pdf)– includes recent updates to Leave

[**Personalise eduPay Tiles**](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/_layouts/15/WopiFrame.aspx?sourcedoc=/Services/IT/eduPay/Customer/QRG-eduPay%20design%20refresh%20and%20ROL%20to%20eduPay.docx&action=default)– head to page 3 for ‘personalisation’

[**One.Stop.Support.Shop**](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/eduPay%20Support%20for%20BMs.pdf) **- All our key eduPay Transformation changes** – including navigation, support guides and FAQs are in this handy place

We look forward to seeing you online or in real life at an eduPay sesh soon 😊