Classification of School Nurses

This Issue contains…

* Classification of School Nurses
* EduSafe Plus update
* Workers’ Compensation Team - Upcoming Training/Webinars 2024
* Youth Employment Scheme (YES) – 2024/2025 Expressions of Interest Open
* Assistant Principal Recruitment
* Excess Procedures – Teaching Service
* VIT Registration – Permission to Teach
* CRT Panel – Payroll Tax Exemption Form
* Superannuation – DOE and SLP payroll
* School Council Employment: Increase to Minimum Rates of Pay – Annual Wage Review
* Start of Term Checklist

The eduPay Way

* Overpayments Reimagined
* Data Insights

Where a school wishes to employ a nurse, schools are reminded that where the position requires the nurse to be registered, and they are the sole practitioner in the school, the position must be classified at Education Support Level 1, Range 4.

Classification at Education Support Level 1, Range 3 may occur where a registered nurse provides basic primary health care to students under guidance and support from registered nurses at higher levels located at the school. Where this structure is not available, the nurse should be appropriately classified at a Range 4.

It would be appreciated if schools could review their current nurse classifications to ensure their employment arrangements are consistent with the above information. Principals are welcome to contact the Workplace Relations team at [*workplace.relations@education.vic.gov.au*](mailto:workplace.relations@education.vic.gov.au) for assistance. Further information is contained within Schedule 3 – Roles and Responsibilities – Nurse within the [*Victorian Government Schools Agreement 2022*](https://content.sdp.education.vic.gov.au/media/vgsa-2022-pdf-1661).

eduSafe Plus update

The eduSafe Plus team welcomes you to Term 3, now with more training options than ever before. Take a look at the [training schedule](https://services.educationapps.vic.gov.au/$viewer.do?sysparm_stack=no&sysparm_sys_id=49ce01c5c39f8ad04c4b51ca0501318b) and enrol through LearnEd by searching for ‘eduSafe Plus’.

### **Workers’ Compensation**

In term 3, schools with an open workers’ compensation claim will be provided access to the Workers’ Compensation tile. This will be supported through an onboarding process with a 3-week training program. No action is required by schools, and principals will be sent an email directly with more information.

### **Term 2 Opt-in School**

We welcome our opt-in schools from term 2 to the full onboarding program in eduSafe Plus. Principals will be emailed directly with all the relevant information. Access to the OHS Records and Workers Compensation tiles will be granted, and the onboarding program will cover all aspects of the new functions in eduSafe Plus.

For assistance, email the eduSafe Plus team by selecting the relevant heading to generate an email request with relevant subject:

* [**Document upload assistance**](mailto:edusafe.plus@education.vic.gov.au?subject=Document%20upload%20assistance:%20school%20name)**:** Schools with the OHS and Workers Compensation tiles on their home landing page can request help from our admin team to upload their current safety documents by sending this email request.
* [**Term 3 Opt-in**](mailto:edusafe.plus@education.vic.gov.au?subject=Term3%20opt-in)**:** Schools interested in utilising the new eduSafe Plus features for OHS and Workers' Compensation management should send this email request.
* [**Further engagement**](mailto:eduSafe.plus@education.vic.gov.au?subject=Engagement:%20school%20name)**:** We welcome the opportunity to meet with your network to discuss an overview of eduSafe Plus or any specific questions you may have. If you’re interested, please email this request.

Workers’ Compensation Team -Upcoming Training/Webinars 2024

### **Workers’ Compensation Training and Webinars**

Several workers’ compensation free online training sessions are available during Term 3, 2024 and throughout the rest of this year! Please share this information with your return-to-work coordinators and staff responsible for workers’ compensation claims administration.

This [training](https://www2.education.vic.gov.au/pal/workers-compensation/resources) will help your school to meet your return-to-work obligations. It will also support workers to remain at work or help them return to work as soon and as safely as possible following an injury.

### **Workers’ compensation training**

This one-day training updates staff on regulatory and process changes and provides department- specific material on how to support injured staff to return to work safely.

Completion of this course addresses the return-to-work coordinator competency requirement in occupational health and safety audits.

View available dates and register for [Workers’ compensation (one-day course)](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=1717&LM_CI_ID=1306&NAV=URL) in LearnED.

### **Return-to-work coordinator roles and responsibilities training**

This 2-day WorkSafe-accredited course covers the OHS processes, roles and information return to work coordinators need to help workers return to work.

Completing this course addresses the return-to-work coordinator competency requirement in OHS audits.

Due to the increasing demand, we have added additional sessions this year! For available dates and to register, refer to [Return-to-work coordinator roles and responsibilities](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=1723&LM_CI_ID=1307&NAV=URL) in LearnED.

### **Workers’ Compensation Webinars**

The below free, 1 hour to 1.5 hours workers’ compensation webinars are suitable for business managers, return-to-work coordinators, and human resource administrators. These are available through LearnED.

* [New work-related injury/claim process](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=3188&LM_CI_ID=1487&NAV=URL): Wednesday 24 July 2024 10 am to 11:30 am. This webinar helps new and experienced return-to-work coordinators better understand the new claims process, including lodging a claim, liability, initial planning, leave entry and consultation.
* [Mental health claims 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=3224&LM_CI_ID=1494&NAV=URL): Wednesday 31 July 2024, 10 am to 11:30 am. This online session is for return-to-work coordinators and introduces practical strategies to support employees to return to safe and sustainable work following a mental health claim.
* [Return-to-work obligations and responsibilities:](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=3217&LM_CI_ID=1488&NAV=URL) Wednesday 7 August 2024, 10 am to 11 am. This webinar takes new and experienced return-to-work coordinators through employer obligations and responsibilities, worker rights and obligations, return-to-work planning, and funding support.
* [Temporary Return to Work Placements](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=3221&LM_CI_ID=1493&NAV=URL): Monday 12 August 2024, 10 am to 11 am. This online session takes the Return-to-Work Coordinator through temporary return to work process including hosting someone on a return to work.
* [Workers’ compensation eduPay 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=3218&LM_CI_ID=1490&NAV=URL): Wednesday 14 August 2024, 10 am to 11:30 am. This online session is for human resource administrators with access and responsibility for entering WorkCover leave into eduPay.
* [Workers’ compensation Questions and Answers](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=3220&LM_CI_ID=1492&NAV=URL): Wednesday 28 August 2024, 10 am to 11 am. The online session covers key topics and frequently asked questions, designed for Return-to-work coordinators.
* [Workers’ compensation Disputes and Conciliation](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&ForceSearch=Y&LM_CI_ID=1556): Wednesday 4 September 2024, 10 am to 11 am. This webinar steps managers and return-to-work coordinators through the disputes and conciliation process for a workers’ compensation claim.

### **Policy, guidance, and resources**

The department’s Policy and Advisory Library (PAL) includes all related policy information, guidance, and resources under the relevant menu tabs:

* [Workers’ Compensation.](https://www2.education.vic.gov.au/pal/workers-compensation/policy)

### **Find out more**

For further enquires, contact the Return to Work and Compensation team:

* email: [workers.compensation.advisory@education.vic.gov.au](mailto:workers.compensation.advisory@education.vic.gov.au)
* phone: 03 7022 0780.

Youth Employment Scheme (YES) – 2024/2025 Expressions of Interest Open

2024-25 sees the continuation of the 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](mailto: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
* 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).

Assistant Principal Recruitment

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). However, **schools do not process the hire on 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 recommence the process by sending out a letter and contract to the principal of the school.

The eduPay hire/promotion in Manage Appointments is completed by the relevant Schools People Services 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](mailto:SR.PCE.Exec@education.vic.gov.au).

Excess Procedures - Teaching Service

An excess staff situation arises where a school has a greater number of employees than is necessary as identified in the school's preferred staffing profile.

For comprehensive policy and procedure information concerning managing excess staff situations, refer to [Management of Excess — Teaching Service Policy and Guidelines](https://www2.education.vic.gov.au/pal/excess-procedures-teaching-service/policy-and-guidelines)

Principals can only identify employees as excess to workplace requirements in term 1 or term 4. In the event a principal seeks to identify an employee in either term 2, or term 3, they are required to make an application to the Executive Director, Schools Human resources Division for consideration with consultation with the relevant union(s).  
  
Please contact Schools Recruitment Unit on [1800 641 943](tel:1800641943) or [schools.recruitment@education.vic.gov.au](mailto:schools.recruitment@education.vic.gov.au) for further information, advice or assistance on any matters related to the management of excess.

VIT Registration - Permission to Teach

Permission to teach (PTT) is a VIT registration that is restricted to specific subjects and schools, and therefore cannot be used to undertake casual relief teaching. Approved PTT registration is not transferable across schools and PTT holders cannot teach additional subjects. Please ensure that all Casual Relief Teachers (CRTs) engaged at the school through the school council or CRT agencies hold provisional or full VIT registration.

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](mailto:schools.recruitment@education.vic.gov.au) or on 1800 641 943 (Option for Recruitment).

CRT Panel – Payroll Tax Exemption Form

CRT Panel agencies supplying schools with CRTs may request a school to complete a Payroll Tax exemption form. We recommend schools complete the form as requested by the agency, should you wish to secure the daily rate quoted. If the form is not completed it may lead to a higher charge rate incurred to the school by the agency.

Should you have any concerns about this requirement under the CRT Panel arrangement, we ask you to contact the CRT Panel mailbox ([SR.CRT.Panel@education.vic.gov.au](mailto:SR.CRT.Panel@education.vic.gov.au)) for further advice.

Superannuation – DOE and SLP Payroll

HR Administrators/Business Managers are reminded that employees are to record or check superannuation for both the DOE and your SLP payroll:

* Advise your employee to update/check their superannuation immediately following Hire or Rehire.  This is part of their onboarding steps.
* A superannuation entry is required for DOE and each active SLP employer as follows for:
* those who have been employed but not actively engaged each fortnight (SLP).
* those who are part of a department initiative and their payments may not always attract superannuation
* persons who are employed on eduPay but are not paid directly by the department or the school council (eg: paid by an Agency), and
* employees who elect the Department’s default super fund, Aware Super Future Saver. (There is no automatic enrolment to the default fund).
* An entry is required for every active employer (DOE and each SLP location).
* Act on any certification message regarding superannuation by contacting the employee and having them record their super immediately on eduPay. If the super has been recorded and the message continues to appear email details to [payrollservices@education.vic.gov.au](mailto:payrollservices@education.vic.gov.au) for investigation.

School Council Employment: Increase to Minimum Rates of Pay – Annual Wage Review

On 3 June 2024 the Fair Work Commission issued the Annual Wage Review 2023-24 decision, including an increase to minimum award wages of 3.75%. Increases to the minimum award rates for school council employees in Victorian Government Schools are effective from 1 July 2024.

Updated salary rates have been published in the awards below:

* [Victorian Government Schools Award 2016](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fwc.gov.au%2Fdocument-search%2Fview%2F2%2FaHR0cHM6Ly9zYXNyY2RhdGFwcmRhdWVhYS5ibG9iLmNvcmUud2luZG93cy5uZXQvYXdhcmRzL01vZGVybkF3YXJkcy9NQTAwMDE1NS5kb2N40&data=05%7C02%7CAngela.Pinero%40education.vic.gov.au%7Ccb215916c87d4bc3351308dca00f617b%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638561235133693316%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=PY8b9B2%2Br22YHbEhB5WZYuELNNR5sdylMML0gLEOGaM%3D&reserved=0)
* [Victorian Government Schools – Early Childhood – Award 2016](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fwc.gov.au%2Fdocument-search%2Fview%2F2%2FaHR0cHM6Ly9zYXNyY2RhdGFwcmRhdWVhYS5ibG9iLmNvcmUud2luZG93cy5uZXQvYXdhcmRzL01vZGVybkF3YXJkcy9NQTAwMDE1Mi5kb2N40&data=05%7C02%7CAngela.Pinero%40education.vic.gov.au%7Ccb215916c87d4bc3351308dca00f617b%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638561235133706133%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=0anQcWqXXcob7IqDU7%2F4XgRiBJPNU0SbYVqlH485ODw%3D&reserved=0)

Further information regarding school council employment is available on PAL at: [School Council Employment](https://www2.education.vic.gov.au/pal/school-council-employment/overview).

Increase to Minimum Rates of Pay

The Global Salary Increase (GSC) for employees paid under the Awards mentioned in the above article ‘***School Council Employment – Increase to Minimum Rates of Pay – Annual Wage Review’*** will be recorded through a central process to increase all eligible employees’ minimum rates of pay on the School Local Payroll (SLP).

The central process will insert a Global Salary Change (GSC) row effective from 1 July 2024 and increase the rate to the new minimum rates of pay as follows:

* where the current rate is below the new minimum – insert new GSC row and increase the rate to the new minimum OR
* where the current rate is above the new minimum – insert new GSC row and not change the current rate.

The central updates will be processed for pay period 2024-02 (pay date 25 July 2024).

Action for schools: Review salary effective 1/7/2024 – if salary needs to be updated this can be done by the school under the Salary Plan tab in Job Data.

Where a Hire or Rehire has been recently completed with a commencement date prior to 1/7/2024, check the entry to ensure the GSC row is included. Manually record the GSC row from 1/7/2024 if necessary.

Start of Term Checklist

### Payroll reminders

* ***Entering Dates*** – Check you have entered the correct date – be especially careful on work schedule changes and deduction start/end dates.
* ***Avoid incorrect pays for returning employees*** *–* Check employees who are scheduled to return from unpaid leave that
  + (a) they have actually resumed and
  + (b) they will be paid correctly.
* ***Avoid Overpayments***. Ensure leave is approved and recorded for employees who are to commence or continue unpaid leave.
* ***Banking, Tax and Superannuation***. Ask employees to update their banking and taxation details directly on eduPay using Employee Self Service. Where the employee cannot access eduPay record their banking and tax details. Do not overwrite banking or tax data or change the effective date – **ADD** a new row with the correct effective date and new information.  
  Employees are to record their Choice of Superannuation requirements directly on eduPay using Employee Self Service. The Choice form is not required where the employee has completed the update directly on eduPay.  
  Taxation and superannuation can be completed from home; however, banking can only be completed where the computer is connected to the school network.
* ***Higher Duties and Special Payments***. Complete any higher duties assignments and special payment assignments commencing this term that have been approved by the principal. Place details on the employee’s personnel file – see [Higher Duties - Teaching Service](https://www2.education.vic.gov.au/pal/higher-duties-teaching-service/overview) for further information including higher duties form that is used to document and approve the decision.  Applying higher duties, available in eduPay – [Help document here](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/Higher%20duties%20-%20School%20Allowances%20QRG.pdf)
* ***Ceasing Employees***. Ensure a copy of the employee’s written notice of cessation of employment which has been accepted by the principal is placed on the personnel file.
* ***Payroll Validation and Certification*** – validate and certify any outstanding pay periods.

### Leave reminders

* ***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 leave. 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.

### Recruitment Reminders

* ***VIT Registration***.A teacher cannot undertake teaching duties without current, valid VIT registration. For each teacher, principals are to ensure all VIT cards show current and valid registration status. Review the employee’s card or check registration details on the [public register](http://www.vit.vic.edu.au/search-the-register/_nocache).
* A current employee is to record and update their VIT Registration details through ESS following which the HR Administrator validates the entry on the Suitability for Employment page if required. Status of all VIT registrations on eduPay is visible on the HR Administrator *(HR Admin > Manage Staff > Suitability for Employment (then select VIT on the left-hand menu))* or the Principal’s dashboard *(Manager > Manage My Team > VIT)*
* Permission to teach (PTT) VIT registration is **not sufficient** for employment in a classroom teacher job classification (classroom teacher, leading teacher, learning specialist). VIT cards for Permission to Teach (PTT) holders includes relevant details required for employment purposes that are not on the VIT register, such as the specifics for what the PTT has been granted for (location, subject etc). A copy of the PTT card must be recorded by the school.
* ***WWCC Check***. 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 WWCC data entered. Prior to employing any ESC or other non-teaching employee ensure they have a valid and current employee type WWCC 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 using Employee Self Service (ESS) and the HR Administrator then validates this entry on the Suitability for Employment page *(HR Admin > Manage Staff > Suitability for Employment)*
* ***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 this year 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, remember to include the banking and taxation details, or ask the employee to update directly in Employee Self Service including their superannuation. For fixed term teacher positions ensure the correct employment end date is used on eduPay – refer to the [Fixed Term Ready Reckoner](https://www2.education.vic.gov.au/pal/calculators-and-ready-reckoners/resources). The Employment Hire/Rehire Checklist should be used to assist in the hire/rehire process, available The Recruitment in Schools PAL page 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 (except for Principal class employees, Principals and Assistant Principals) of ongoing employees have been processed and any documentation in relation to the promotion or transfer is placed on the employee’s personnel file.

### Other Reminders

* ***WWCC and Volunteers***. Ensure all Volunteers have a valid WWCC 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.
* ***WWCC 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@edumail.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 an 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](https://www2.education.vic.gov.au/pal/records-management-employee-information/overview).

**The eduPay way**



June has been mostly about audit items, EOFY items, Victorian School of Languages moving onto eduPay, VIT Validation Changes and getting ready for VCAA and ELV to move onto eduPay. We also improved the Data Insights tile layout and [support guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/Data%20Insights-Schools.pdf) and commenced a few activities for Overpayments reimagined to get this started for you.

### Overpayments Reimagined

We have implemented a few changes over the last couple of weeks as follows:

* **Underpayments/Backpay will no longer automatically offset existing Overpayment Liability.** So if an employee gets a backpay for some reason, they get to keep it and not have it automatically taken away to chip away at an existing overpayment.
* **Existing 1 and 2 cent Overpayment Liability amounts** have been cleared out and from now on, 1 and 2 cents are now rounded out to not generate an overpayment.

### Data Insights

**Workforce Insights have been reorganised across three locations** – Manager, HR Admin and Workforce Insights homepage.

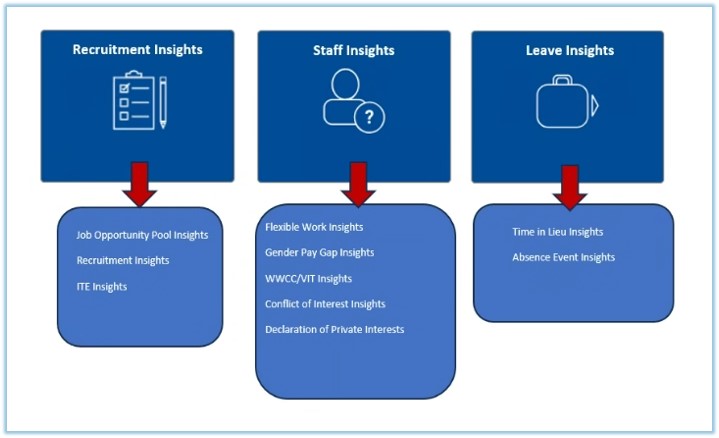
**Consolidation of grouped insights will enhance your user experience** by providing a more intuitive tile layout and accessing information more efficiently.

**Data Insights - Time in Lieu update**

BMs advised that the TIL Balance was being rounded up. So we’ve fixed this 😊

For example, Insights were showing an employee balance of 26 hours, when the actual balance for the employee in the review TIL page was 25.75.

The correct balance is now being displayed.



The new consolidated [Data Insights Support Guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/Data%20Insights-Schools.pdf) is your one.stop.shop for all Data Insights support information across all available Data Insights features. Save this handy link as we’ll add to this along the way (Staff insights coming soon!).

The new layout shares general information on access, navigation and FAQs along with a detailed step by step guide for using Time in Lieu, Job Opportunity Pool, WWCC and VIT, Recruitment and Absence Event (Leave) Insights. At.your.fingertips. You’re welcome 😊