**This form should be used by central and regional employees requiring access to eduPay.**

eduPay is the department’s HR Management System that records all employees’ personal (including address and date of birth) and salary details. The Department has made a commitment to employees to protect their data and privacy. Employees have been advised that the information collected is required to undertake essential payroll and HR transactions and to meet the Department’s legislative obligations. The Department has adopted the Privacy Principles in the Victorian privacy laws as minimum standards in relation to handling employee personal information. For more information see: [Privacy Policy](https://www.education.vic.gov.au/Pages/privacypolicy.aspx)

In order to comply with this commitment, access to the system is to be restricted to employees who require the information to perform essential functions of the Department.

**The “eduPay Understanding & Compliance – Privacy Statement” must be signed by the employee and have both line manager and Executive/Regional Director’s endorsement prior to the decision of whether access will be granted.**

| Employee Details | | |
| --- | --- | --- |
| Employee Name: | | |
| Employee ID: | Job Title: | |
| Unit/Location Details | | |
| Location Name: | | Location Number: |
| Division/Branch: | | Telephone: |
| Address: | | |

**Access Required**

**Corporate Locations**

*(Please note: Access to central and regional locations will include all employees working within that location. Access cannot be restricted by employee type or classification)*

|  |  |  |
| --- | --- | --- |
| **All Central Groups** | **All Regional offices** | **All Schools** |
| **Division(s)** (*Please list)* | **Regional Office(s)** *(Please list)* | **Schools within a Region** *(Please list)* |

**Access Reason**

*(Please Note: eduPay access will not be provided until all sections of the form have been completed)*

What data do you require?

**Position Management Role** (please select one only)

Business Coordinator (read only access to position data, generate reports, receive notification for approved position changes)

Finance Manager (maintain position GL, read-only access to position data, generate reports)

Executive Assistants/Coordinators (maintain position data on behalf of their manager, generate reports)

**For this option please include:**

* + - * **Manager’s Name:**
      * **Manager’s employee ID:**

Other access (please specify):

(Include the data that is required for example: leave, salary information etc.)      

Why do you require this data?      

How will you be using the data?      

How often do you access eduPay to complete the work of the Division?      

**eduPay Understanding & Compliance – Privacy Statement**

I confirm I have read the Department’s [Information Privacy policy](https://www.education.vic.gov.au/Pages/privacypolicy.aspx) and understand my responsibilities as an authorised user of eduPay. I shall abide by the privacy principles when using eduPay. I also state that access to eduPay is essential to perform my role within the Department.

|  |  |
| --- | --- |
| Employee Signature: | Date: |

**Manager and Regional/Executive Director Endorsement**

When considering if any of your employees require broader access to **eduPay** the following should be considered:

* MSS enables managers to view the leave entitlements, absences and salary details for employees reporting to them. MSS will be given to managers who have been identified for the purposes of validating/certifying the payroll and/or for approving leave. For some this access level is all that is required, and no further action is needed.
* Is access essential in order to undertake the work of the Division and the information cannot be provided in any other way such as via eduGate or Outlook.
* Limit/restrict the number of people who can access eduPay within your Division. These people can provide information to other people as required to complete the work of the Division.
* Restrict access to only the information and locations essential for the work of the Division.
* Access can be restricted by location and some functions but not by category of employee. For example, access can be restricted to regional office and to personal details only. All employees’ personal details, irrespective of their classification working in that office or location will be viewable.
* The roles of Certifier and Validator must be performed by two different employees. Validation and Certification roles cannot be performed by the same person.

I have considered the above statements and it is essential for work of the Division for this employee to have access to eduPay. If the work currently performed by the employee no longer requires access to eduPay then I will arrange for access to be removed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Line Manager’s Name:** |  | **Signature:** | **Date:** |
| **Regional/Executive Director’s Name:** |  | **Signature:** | **Date:** |

|  |  |  |
| --- | --- | --- |
| Corporate Systems Use Only | | |
| Operator ID: | Security Class: | Date Advised: |
| Name: | Signature: | Date: |