

EDUPAY POLICY



Rationale

EduPay is the Department of Education and Training's online payroll program. The rationale behind this policy is to inform staff of their responsibilities related the use of eduPay.

Policy Statement

Oberon Primary School Staff are responsible for updating, either on eduPay or via the school's Business Manager, all aspects of their personal information, including banking details, pay disbursement and leave applications.

Implementation

In order for the eduPay payroll system to work as it is intended, it is necessary for staff to be aware of the following important points:

- It is the responsibility of each staff member to ensure their personal details are correct – e.g. name, address and telephone number etc. Staff cannot change their own names (e.g. after marriage). This process needs to be completed by the Business Manager and legal evidence of name change must be provided.
- It is the responsibility of each staff member to ensure their emergency contact details are correct.
- It is the responsibility of each staff member to ensure their bank account and disposition details are correct. If disposition details are not correctly entered (i.e. distribution of pay into one or more bank accounts) then the pay cannot be processed.
- It is the responsibility of each staff member to access their payslips through eduPay.
- It is the responsibility of each staff member to check their leave forecast (i.e. available leave). If you have insufficient leave for a planned or unplanned absence, staff members must see the Business Manager.
- It is the responsibility of each staff member to correctly enter their Personal Leave information after returning to work following an absence. Staff will be given five working days in which to enter Personal Leave (e.g. sick leave, carers leave etc.). If leave has not been entered within five working days, the Business Manager will be instructed to enter Leave Without Pay for the period of the absence. All prospective leave must be approved by the Principal (e.g. LSL, LWOP).
- Medical certificates are to be forwarded to the Business Manager within five working days of leave taken.
- It is the responsibility of each staff member to check their leave forecast for Long Service Leave purposes, prior to applying for leave.
- Comprehensive quick guides to eduPay and interactive help is available at: <http://www.education.vic.gov.au/hrweb/Pages/eduPay-help.aspx>

Evaluation

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by the Oberon Primary School Council on: 02/08/2016

NEXT REVIEW DATE: August 2019