



# EduPay Policy

Date of Policy:

Date of last major review:

Date of next major review:

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## Definition

EduPay is a self serve online payroll and staff leave system for all centrally paid employees.

Comprehensive Quick guides for EduPay and an interactive Help are available on HRWeb:

[http://www.eduweb.vic.gov.au/hrweb/hrms\\_help.htm](http://www.eduweb.vic.gov.au/hrweb/hrms_help.htm)

## Procedure

In order for the new EduPay Payroll System to work as it is intended, the following points will be of assistance to staff:

- All staff members will need to ensure that their personal details are correct – name, address, telephone number and emergency contact details etc. (Please note that staff cannot change their own names as a result of marriage)
- All staff members must ensure that their bank account and disposition details are correct. If the disposition details are not correctly entered (ie the distribution of funds into one or more bank accounts) then the pay will not process.
- All staff members will now access their pay advices through EduPay – there will no longer be a paper copy issued.
- Before requesting any leave – all staff members will need to check their leave forecast (ie available leave entitlement) and also refer to the Cudgee Primary School Leave Policy. NOTE – all leave is now calculated in hours not days.
- **All staff (teaching and non teaching) will need to notify the Principal, Fiona Selway (Ph:0438 659 095) if they are going to be absent from school.**
- On your return to work the HR administrator will email a reminder to you to enter your leave on the EduPay system within **TEN** working days of your return.
- If, after **TEN** working days your leave has not been entered (and no contact has been made with the HR administrator) leave without pay will be entered on your behalf until the appropriate documentation has been actioned.
- Where there is a medical certificate involved, please enter the leave as usual. On the completed entry screen please use the “Print Screen” button to attach to the medical certificate and

hand it in to the HR administrator immediately upon completion of entering the data.

## **OH & S/EduPay requirements**

### **ALL Staff - Sign Out Book**

For EduPay and OH & S requirements all staff, when leaving the school site during the school day, are required to sign "in and out" in the Staff Sign Out book located in the administration office.