

If there's one thing you do before the end of term, make it this!

Keep a record of your leave balances before SAP HR kicks in

Members are again reminded that prior to moving onto the new system it is important that you do two things:

1. Take a screen dump/capture of your current leave balances and,
2. Generate a full leave history via ESS.

Your leave history will not be imported into the new system and at some point, the old system will be retired and you will no longer be able to access your leave history. Unless you have a record of your leave balances and your leave history, if anomalies arise, it will be much harder for the PSA to ensure that any errors are corrected.

This issue has already impacted some members and the PSA has been working closely with HR to rectify them.

It's PSA pay rise time!

Don't forget your PSA-won pay rise of 2.5 per cent will be applied to the first full pay period after 1 July.

Schools Need Us Survey – closing tomorrow, don't miss out!

The **Schools Need Us** campaign survey is closing at midday tomorrow.

Don't miss out on sending your information to us.

It only takes a few minutes to send us the information we need to keep working to make it better for members in schools.

[CLICK HERE TO DO THE SURVEY](#)

If you know of a colleague who is not a member feel free to send them the survey.

SASS Recognition Week: 3-7 September

Recognition week is coming up soon and the PSA will be again promoting the wonderful work you do and give the school community the opportunity the chance to recognise you and thank you.

Keep your eyes out for the recognition week materials and let your organiser know if you're planning an event. Recognition week is the perfect time to get together and celebrate your contribution to the school you work in.

Enjoy your holidays and have a well-earned break!

