

20 September 2017

## SAS Staff – Pay leave simplification for long-term temporary employees

As has been previously reported to members, the Department of Education (DoE) is in the process of simplifying pay and leave entitlements for long-term temporary (LTT) SAS Staff to “smooth” wages over school terms and vacation periods. This change will bring LTTs in line with the permanent SAS Staff.

Permanent SAS Staff went through the same process back in 1986 where the DoE proposed all SAS Staff would be remunerated under the new system providing for the payment of a constant weekly rate throughout the year. The system was based on the general principle that, on the whole, no SAS Staff member would either be advantaged or disadvantaged in terms of total remuneration. The system would remove the present fluctuations between the rate paid during school terms and that during school vacations.

**This will mean that like permanent SAS Staff, LTT employees will receive the same pay whether they are on duty during school terms or off duty during student vacation periods.**

The pay and leave simplification change will be implemented once the new HR/Payroll system has been rolled out across the DoE and into schools.

### New HR/payroll system

The DoE and the PSA met on 25 August 2017. This meeting provided an overview of how the new HR/payroll system will be rolled out across the state.

### Key information

- » Rollout will be phased over four releases. Release one is for DoE Corporate and a small sample of 32 schools. System testing before go live is approximately 98 per cent complete.
- » In the lead up to Release 1, live testing of the system will be undertaken from August to October 2017. The DoE intends to run parallel systems for a defined period so any bugs in the new system can be readily identified and eliminated.

Release dates are as follows:

1. 23 November 2017 – 5%
  2. March 2018 – additional 10%
  3. April 2018 – additional 35%
  4. May 2018 – 50% (all remaining schools)
- » Release 1 has some sample high schools and primary schools which have been selected based on staffing stability.
  - » As part of the move to the new system, the majority of HR/payroll functions that take place in schools will transition from manual forms to online. The DoE believes this should allow for greater flexibility and efficiency in schools.
  - » The DoE has advised no additional HR/payroll responsibilities will be devolved to schools as part of the move to SAP. Only existing HR processes in schools will be required under the new system, such as leave applications and HDA process, remain the same.



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Schools will not need to undertake the payroll function; this will still be processed by HR as has always been the case.

- » The DoE is developing posters, FAQs and other learning materials for the training. A manager's toolkit is also being prepared.

### What next?

In preparation of the new HR/payroll system, PSA members are encouraged to login to check that your BSB and bank account number for your pay is current. Updating your banking details will help ensure a smooth transition when your school goes live with the new HR/payroll system.

If your banking details are incorrect, you risk not receiving your pay on time!

Not a member? [JOIN](#) online!

