

Payment of Entitlements for Full-Time Relievers

Temporary assignment allowance for full-time relievers

What is temporary assignment allowance?

The NSW Public Service Commission outlines temporary assignment allowance as follows:

Non-executive and senior executive employees temporarily assigned to a role with higher salary or remuneration and work value (whether at- level or above-level) may be eligible for payment of a Temporary Assignment Allowance (TAA).

...

TAA is the difference between an employee's usual salary or remuneration and the salary or remuneration of the role to which the employee is temporarily assigned.

Further information about TAA is available on the [NSW Public Service Commission website](#)

What are the TAA entitlements for full-time relievers?

Under clause 20 of the General Sector Employment Regulation 2014 (the GSE Regulation), court staff appointed to full-time reliever roles (full-time relievers) are entitled to be paid TAA if:

- The role they are relieving in is a higher grade than their usual role, and
- The period of relief is at least 5 ordinary working days.

These TAA entitlements have applied under the GSE Regulation 2014 since 24 February 2014.

Have relievers been receiving this entitlement?

Court Services is aware some full-time relievers may not have received the TAA entitlement under the GSE Regulation for periods of relief undertaken since 24 February 2014.

Instead, they may have received entitlements under the previous legislation (the Public Sector Employment and Management Regulation 2009) in error. These were not as beneficial for full-time relievers. If these entitlements have been applied to relief periods undertaken since 24 February 2014, staff are likely to have been underpaid TAA.

Court Services is committed to working with full-time relievers to assess their situation and ensure correct TAA entitlements are paid promptly.

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Who may be affected?

Full-time relievers who have undertaken periods of relief anytime on or after 24 February 2014 may be affected by this issue. This includes staff who are currently appointed to one of these roles, as well as staff who were previously appointed but no longer undertaking these roles.

What should I do next?

If you believe you are affected, please follow the below steps to assess your situation and make a claim for back-payment (if applicable). Please note there are different processes for making a claim depending on whether you are a current or former DCJ staff member.

If you require any assistance, please contact the project co-ordinator, Brooke Delbridge (brooke.delbridge@justice.nsw.gov.au or 0419 467 015).

Assess relief undertaken and TAA claims received

Review your records of relief undertaken

Check your records to assess whether you have undertaken any periods of relief since 24 February 2014.

You may require the assistance of your manager/ relevant hub registrar to access these records, including historical relief and leave calendars/rosters.

If these records show you have:

- Relieved in a role which is a higher grade than your usual role, and
- The period of relief is at least five ordinary working days,

then you are entitled to be paid TAA under the GSE Regulation.

Review records of TAA claims received

Compare your records of relief undertaken, your records of any TAA payments received and the entitlements under the GSE Regulation. If there are any discrepancies, proceed to make a claim for back-payment.

Where available, records of TAA claims processed since 1 July 2016 will be sent to you.

If you do not receive these records, this means there have been no TAA claims processed for you. You should proceed to review your own records, as a back-payment of TAA may be owed.

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Make a claim for back-payment (if applicable)

For claims relating to any period of relief undertaken on or after 1 July 2022 (for current DCJ staff only):

Please liaise with your manager and process any TAA claims through SAP Employee Self Service. These claims should be processed as your *first priority* (and ideally as soon as possible).

Once approved, these payments will be processed in the next pay run.

Further information on making a TAA claim through SAP is available on [ServiceNow](#).

(Note: Any future claims for TAA should also be processed through SAP promptly).

For claims relating to any period of relief undertaken from 24 February 2014 to 30 June 2022 (for current DCJ staff only):

Complete the 'Claim Form: Back-payment of TAA entitlement' (see attached) and gather your supporting documentation.

Supporting documentation includes:

- Historical relief and leave calendars/rosters; or
- If the above is not available, a Statutory Declaration outlining your claim and attaching any other supporting evidence (e.g. travel records).

Forward your completed claim form and supporting documentation to courtservices@justice.nsw.gov.au

Once this information is provided, Court Services will assess your situation, determine any TAA entitlements payable and ensure any back-payment is made promptly. The project co-ordinator will keep you updated in relation to the progress of your claim.

Payments for this period will be processed as a lump sum and recorded as Lump Sum Payment E – as required by the Australian Taxation Office.

For former DCJ staff making a claim for any period of relief undertaken since 24 February 2014:

Complete the 'Claim Form: Back-payment of TAA entitlement' (see attached) and gather your supporting documentation.

Supporting documentation includes:

- Historical relief and leave calendars/rosters; or
- If the above is not available, a [Statutory Declaration](#) outlining your claim and attaching any other supporting evidence (e.g. travel records).

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Forward your completed claim form and supporting documentation to courtservices@justice.nsw.gov.au

Once this information is provided, Court Services will assess your situation, determine any TAA entitlements payable and ensure any back-payment is made promptly. The project co-ordinator will keep you updated in relation to the progress of your claim.

Payments for the current financial year will be paid and processed as normal earnings.

Payments for previous financial years (if applicable) will be processed as a lump sum and recorded as Lump Sum Payment E – as required by the Australian Taxation Office.