

# Policy Document

## School Payroll User Access Policy

### Rationale

- The Department of Education and Training (the Department, or DET) has a decentralised management system of salaries for centrally employed staff and locally employed staff, which is managed by the individual school.
- EduPay is the Department's Central Human Resources (HR) and Payroll system, which uses web-based technologies and delivers Self Service functionality to enable employees to access their payslips, view and update personal details and banking details, apply for leave, and access payment summaries.
- CASES21 currently provides the system for payment of School Council locally employed staff and can only be accessed by authorised personnel.

### Objectives

- To allow HR administrators located in schools to perform personnel transactions.
- To allow authorised school personnel to perform personnel transactions on behalf of School Council.
- To allow transactions to be completed confidentially and to allow sensitive information to be handled correctly and only by authorised personnel.

### Implementation

#### **Central Payroll – EduPay**

Use the MSS-QRG-Security Management Guide for assistance and instructions for Principals to manage EduPay additional access for employees in their school. Only the additional access relevant to the employee's position and role in the school is to be provided. This process is **not** used to provide Employee Self Service as this is automatically assigned.

All users with additional access are reminded that all information must be kept secure and only used in accordance with any Privacy Legislation requirements.

- Where a new or acting Principal has been appointed to the school, Principal rights/certification access to EduPay will need to be assigned by completion and submission of the relevant form.
- Where an employee performs the HR role at multiple school locations, access cannot be completed by the Principal. The EduPay Multiple access request form must be completed.
- Where access or a change of access is required for a Contractor or other non-employee, the EduPay Contractor access request form must be completed.

#### Also

- HR Administrators will be responsible for maintaining the integrity of personnel files.
- HR Administrators will review payroll reports and check for accuracy, complete all required data entry on a fortnightly basis, manage hires into EduPay, validate/certify payroll, follow up leave requests and all other processes associated with EduPay.
- Any variations or changes to employee's records are to be supported by authorised documentation permanently attached to the employees file.
- The user with access rights should update individual payroll records within the relevant payroll cycle.
- The Principal has to certify the fortnightly pay advice.
- EduPay access is automatically withdrawn for staff who have left the school or whose duties have changed.
- The Principal authorises special payments, allowances, additional hours and mileage claims for payment via central payroll.



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- The Principal has the authority to add, revoke or amend EduPay access for specific roles within the school.

## Local Payroll – Cases21

School councils are empowered to employ casual relief teachers and non-teaching staff to maintain educational and operational duties within the school. Personnel and payroll records of school council employees are processed via the payroll module in CASES21. Agency employed workers are not employees of the school council and are not paid via the school level payroll, but rather through the creditor module of CASES21. This includes printing Payment summaries for employees, the preparation of reports and reporting to the ATO.

- Timesheets for all employees paid through the school level payroll must be authorised by the manager, then reviewed and signed by the Principal.
- Employees complete time sheets which will be authorised by the Principal.
- The Principal and the assistant Principal certify each payroll which is retained for audit purposes.
- Payroll documentation is retained in a secure, confidential location (i.e. fireproof safe).
- Tax File Numbers are kept in a separate file i.e. not in the employees personnel file.
- Significant payroll-related information e.g. authority to commence/cease deductions is retained in writing.

## Central Hosted Environment for School Systems (CHESS)

- Ability to access CASES21 from any location over the Internet. This is by one-time access or by provision of a UBLkey.
- CASES21 software upgrades are handled centrally.
- CHESS gives improved security as central backups occur without any action from schools, and access to a school's data is strictly controlled.
- All Department applications require an access password. Passwords should be selected that cannot easily be compromised; refer to the guidelines on [Password Best Practice](#) available on the Department website. Passwords should not be shared with any other member of staff.
- Further information on password information relating to CASES21 can be found in Chapter 10: Password and User Rights of the [CASES21 Administration User Guide](#).

## SuperStream Compliance

It is DET Policy to use the VicSuper portal to submit all superannuation data and payments electronically, referred to as SuperStream. They will be processed through one CASES21 file and uploaded to the VicSuper Portal to be distributed to all relevant funds. The member of staff who has access rights to CASES21 will also have rights to the VicSuper Portal.

## Evaluation

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

## Ratification

Ratified by School Council: 5-April-2016  
School Council President: Shane Rogerson  
Principal: Anne McPhee