Employee Onboarding Guide

Introduction

Employee Onboarding is a centralised location for you as a new starter to enter your essential information, undertake mandatory learning and learn about the department's policies and programs.
The process is streamlined and ensures the department meets its obligation to you and empowers you to maintain personal information in eduPay. This process is as follows:

- Business Manager/HR Administrator completes the Manage Appointments process in eduPay.
- The system creates the onboarding event and sends a welcome email to new staff or rehired staff with a break in employment of 6 months or greater.
- Principal/Business Manager/HR Administrator provide employee with their employee ID and education email account password to the new staff member.
- New employee accesses their education email account (eduMail) and clicks the link in the welcome email to log into eduPay.
- New employee completes the onboarding program (following) and is ready to hit the ground running.

Quick Steps

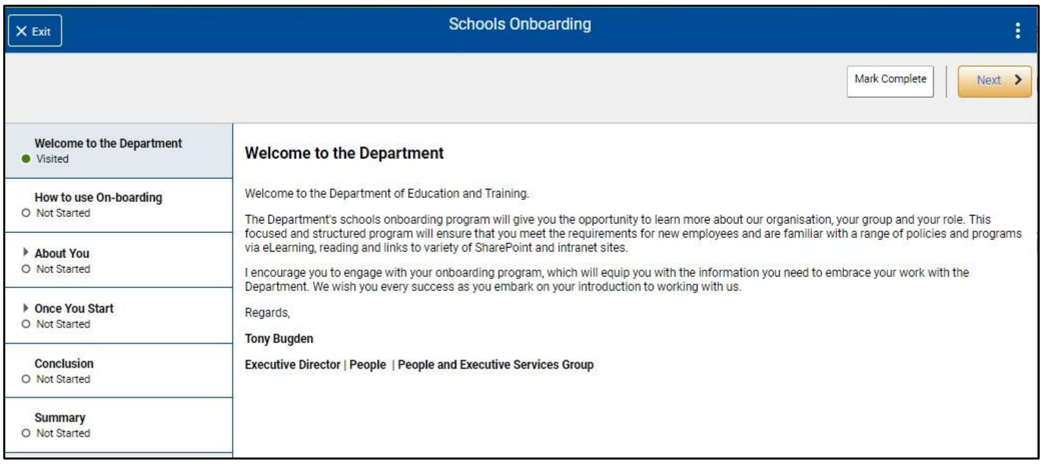
Step 1: login to eduPay

Login to eduPay using your user ID (education email address) and password provided.

Employee homepage appears – Click Get Started. The tile turns purple when selected.

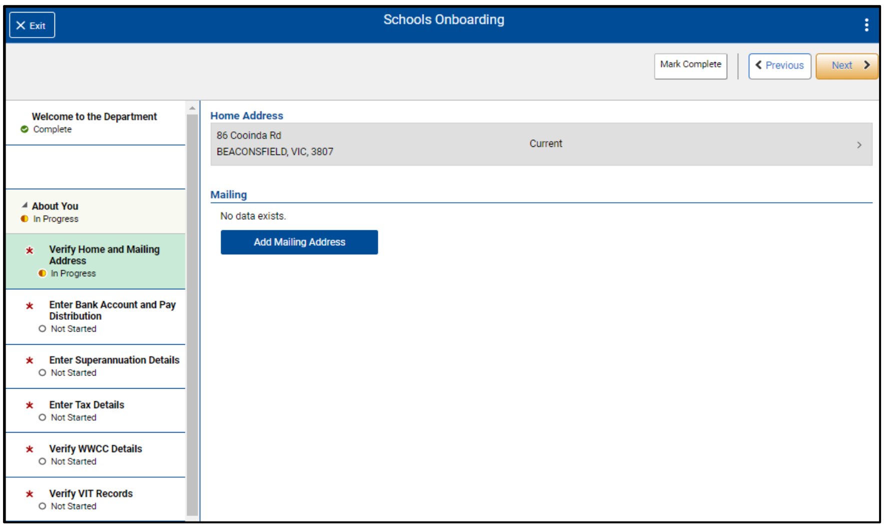
Step 2: Navigating the Welcome to the Department page.

- The Welcome to the Department page displays.
- The left-hand menu shows the steps to be completed.
- There may be individual steps also within the main task. Click the small arrow to open each section where required.
- Review the page, when complete, click ‘Mark Complete’ in the top right corner. A dialogue box asks you to confirm that you want to mark this page as complete.
- Click Next
- The About You page displays. The left-hand menu shows each step to complete at each stage. The required steps are identified with a *.
- Note The Mark Complete button finalises each step. If you are unable to complete a particular step, click Next. The step remains In Progress, and you will be able to come back at a later time to complete the step. A completed step shows as Complete with a green tick. Incomplete steps display on the Onboarding Activities tile on your Employee Self Service homepage.



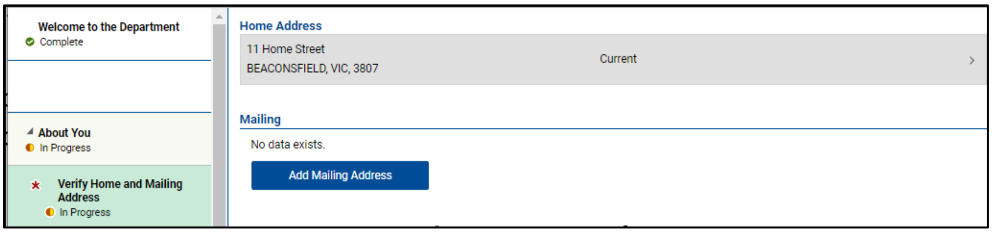
Step 3: Update your details in the About You

- The **About You** step allows you to record or confirm important information that is required as part of your employment. A number of these steps are critical in calculating and processing your fortnightly pay.
- The required steps should be completed as soon as possible to ensure your fortnightly pay is calculated and paid to you.

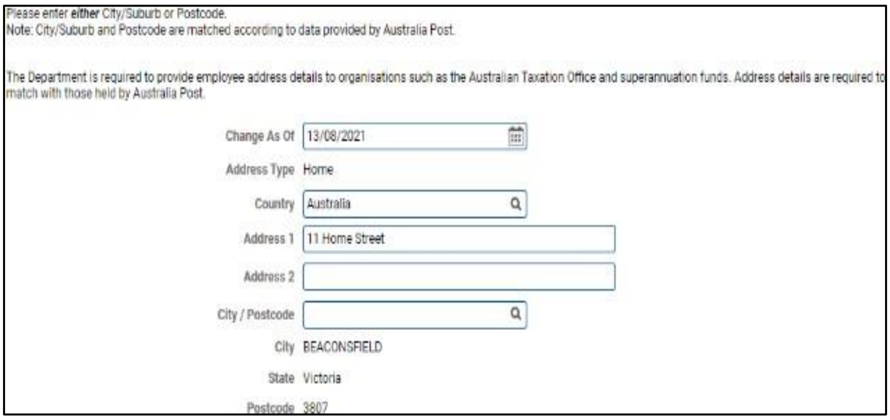


Step 4: Verify Home and Mailing Address.

- To update your home address, click the address row and update details on the page that opens
- Record the City/Suburb/Town in the City/Postcode field.



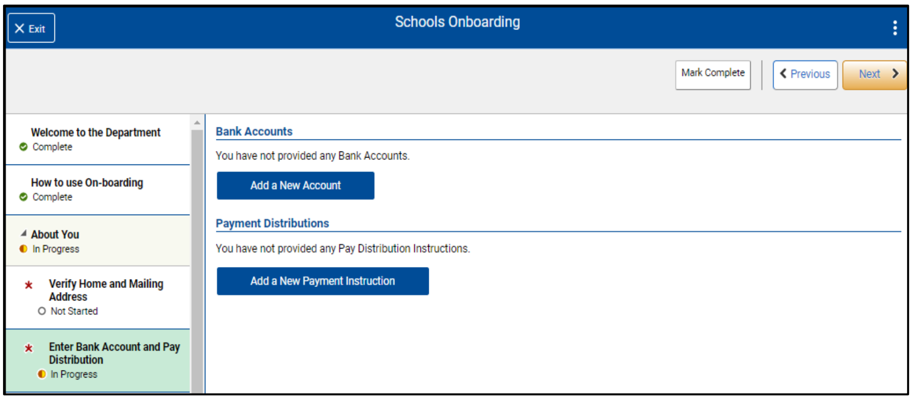
- Note: All current available postcodes are in eduPay. Follow the instructions at the top of the page to update your City/Postcode.



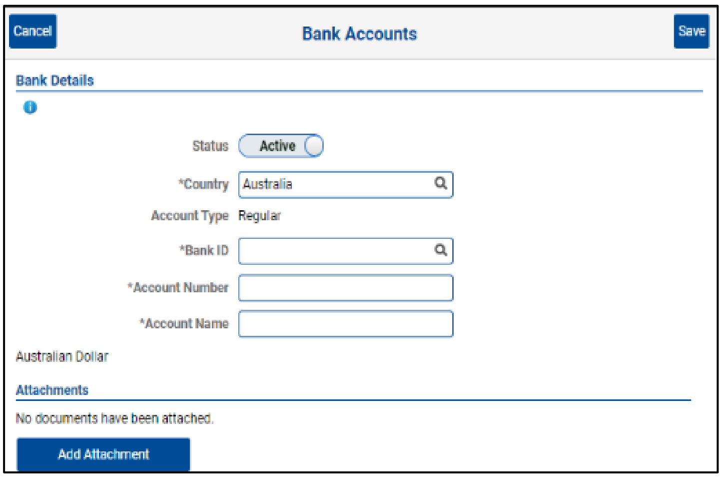
- Click Save to update and return to the previous screen or cancel to return to the previous page without saving any changes.
- To add a Mailing Address, click the Add Mailing Address button. Only record a mailing address if required. It is not necessary to record your home address in the mailing address section.
- When complete, Click Mark Complete to finalise this step and click Next.

Step 5: Enter Bank Account and Pay Distribution

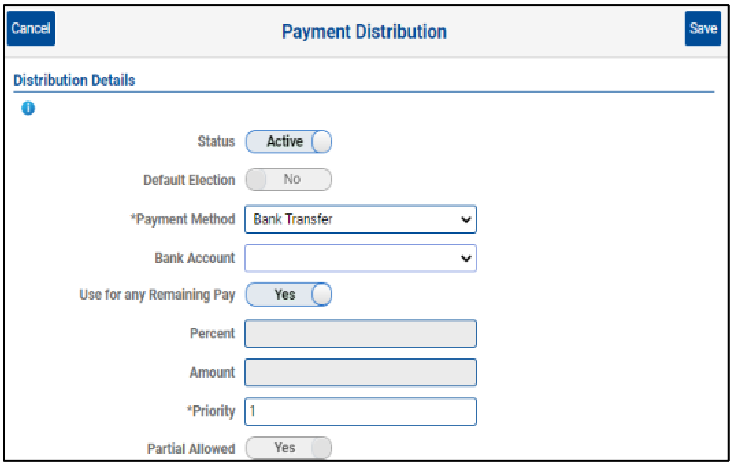
- Banking has two steps:
  A. Create your Account (click Add a New Account)
  B. Pay Distribution - where you want to distribute your pay to.
- Both steps must be completed. Record the relevant details into the fields on the resulting pages.



- Complete Step A
    - Enter the Bank ID (eg: NAB for National Australia Bank – use the lookup to find your bank),
    - The BSB field will appear, record your BSB and account number and name.
    - The actual Account Name should be used, not a 'nickname' for 'favourite' name you may have such as 'holiday account'.
    - Save



- Complete Step B
    - The Payment distribution is where you can allocate all or part of your pay to one or more accounts. For this example, only one account is being used. The single account will default the distribution information.
    - Save



- The bank account and distribution details recorded will display on the page.
- Click the Mark Complete button in the top right of the page and click Next

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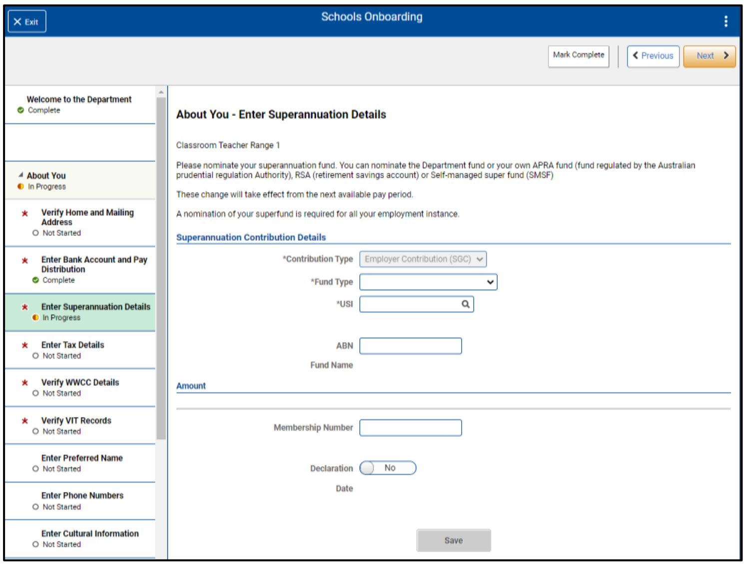
Step 6: Enter Superannuation Details

- Record your superannuation requirements – This is where the Department will pay your Employer Superannuation Contributions to. As there is no entry on eduPay, the system defaults to record the SGC entry.
- This entry is mandatory.

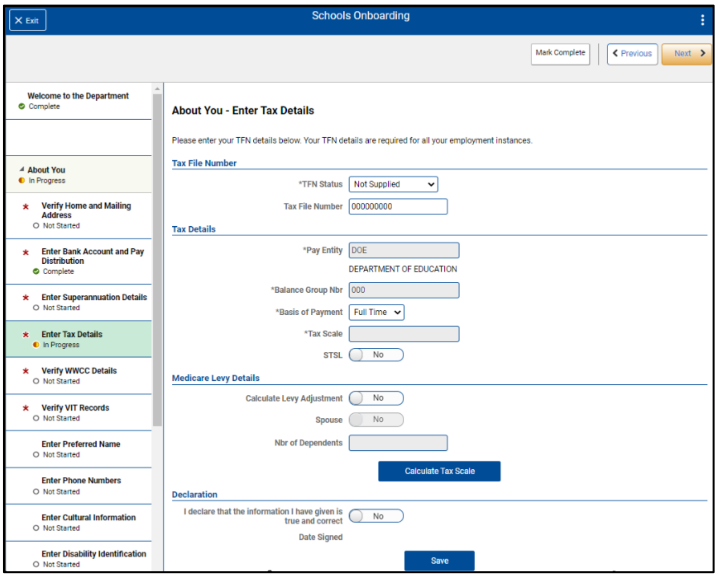
- Select the fund type from:
  1. Department default (Aware Super) – all details populate automatically, record a membership ID if you have one. Aware Super membership ID can be left blank, and a new account will be opened for you.
  2. Other Choice of Fund – you record the Unique Superannuation Identifier (USI) for your superannuation product. Tab from the USI field and all known details will populate. Record your membership ID (required)
  3. Self-Managed Super Fund is selected, record the ABN, if the fund is not known on eduPay a hyperlink appears and you can enter your SMSF fund details.
  4. To save you must click the Declaration slider to Yes. Save
- Further comprehensive help to [Enter or Update Superannuation Details]() is available on the [eduPay Help]() page on eduGate.
- Click Mark Complete in the top right corner when complete and click Next.



Step 7: Enter Tax Details

- The Enter Tax Details page displays.
- Record your tax details. This page replaces the Income Tax Declaration form. A copy of the form is not required.
- Record your Tax File Number – a validation is completed once recorded and the Status field will update automatically. Once the TFN is added the field is locked and cannot be edited in this process. Enter the number carefully, 9 digits, no spaces or special characters.
- Update the basis of employment – select from Full Time, Part-Time, Casual, indicate if you have a STSL debt (HELP/HECS)
- Add Medicare Levy Details – click the Slider to Yes to access the Spouse and Dependents fields.
- Click the Calculate Tax Scale button – in the resulting page update each question accordingly (click the slider), Click OK to carry this forward, or cancel to return without updating these questions. Note this is important for calculating the correct tax amount from your pay.

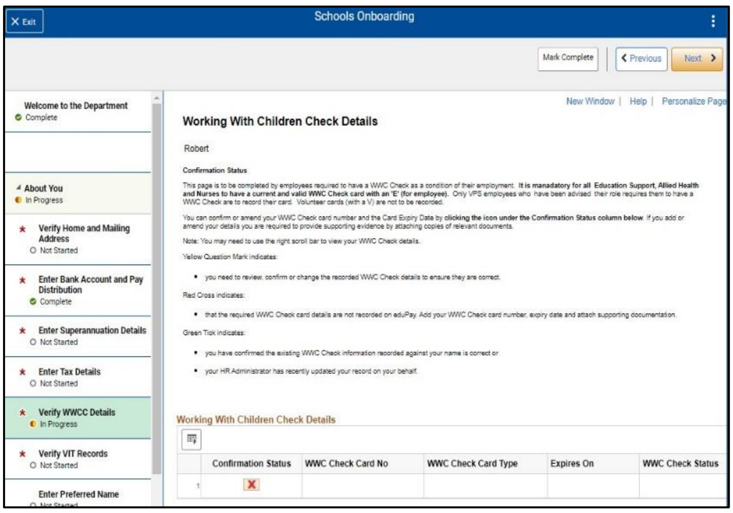
- Click the declaration slider to indicate that your entries are true and correct. Save
- Click the Mark Complete button at the top right and click Next. The Working With Children Check Details page appears.



Step 8: Verify WWCC Details

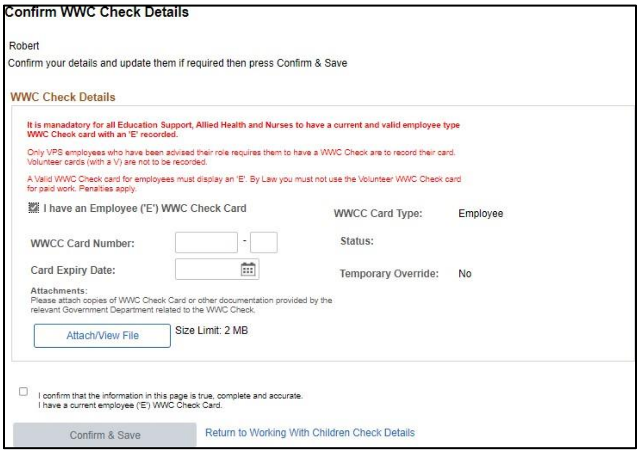
- This step records the Working With Children Clearance card details.
- This step is only applicable for non-teaching employees such as Education Support Class employees who are required to hold a valid employee type Working With Children Clearance check as a condition of their employment.
- Record the valid WWCC card if required. Employees who do not require a WWCC may mark this as complete and click Next without entering information.

- Click the graphic in the Confirmation Status column to add your card details in the page that appears.



- Tick the I have an Employee (E) WWC Check Card checkbox. This opens the fields to record your card details.
- Record the number displayed on your current card.
- Enter the expiry date displayed on your card.

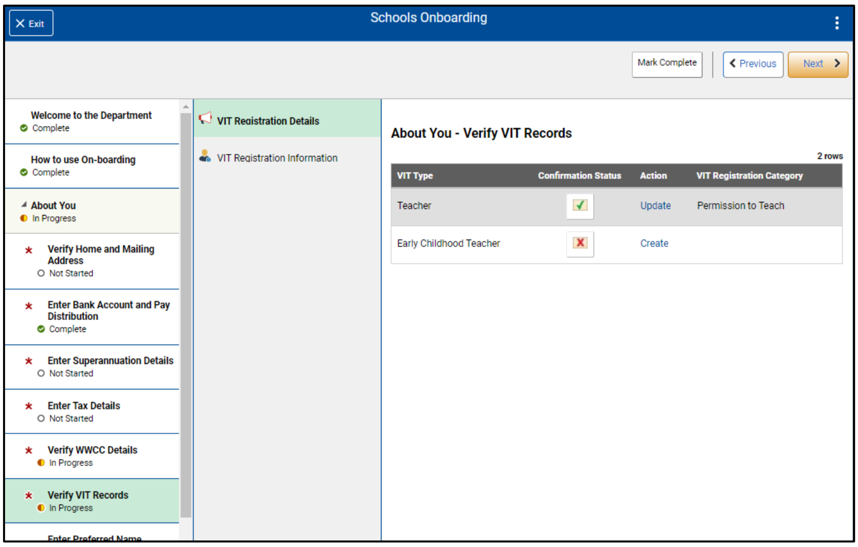
- It is recommended that a copy of your current card is attached to your record. A PDF, Word or small graphic file can be added – click the Attach/View File and follow the prompts.
- Tick the “I confirm…” box.
- Save.



- Note: Only an Employee type card is valid. Do Not record a Volunteer card as this cannot be used for employment.
- Click the Mark Complete button in the top right corner when completed. Click Next. The Verify VIT Records page appears.

Step 9: Verify VIT Records

- This step records or verifies your VIT registration information.
- Valid VIT records are required for all staff in all teacher or principal classifications. An Education Support Class employee who holds a valid VIT registration, may use the VIT registration in lieu of the Working With Children Clearance check in the previous step.



- The Green tick indicates the information has been validated against the VIT file provided.
- The Red cross indicates that there is no VIT information recorded.
- A Yellow Question mark indicates that VIT information has been recorded but it needs to be validated by the Business Manager/HR Administrator.
- Click the Update or Create link in the Action Column to review and confirm the information recorded or

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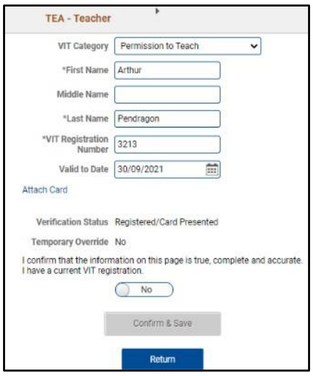
add new VIT card information. You may also attach a copy of your current VIT card to your record.

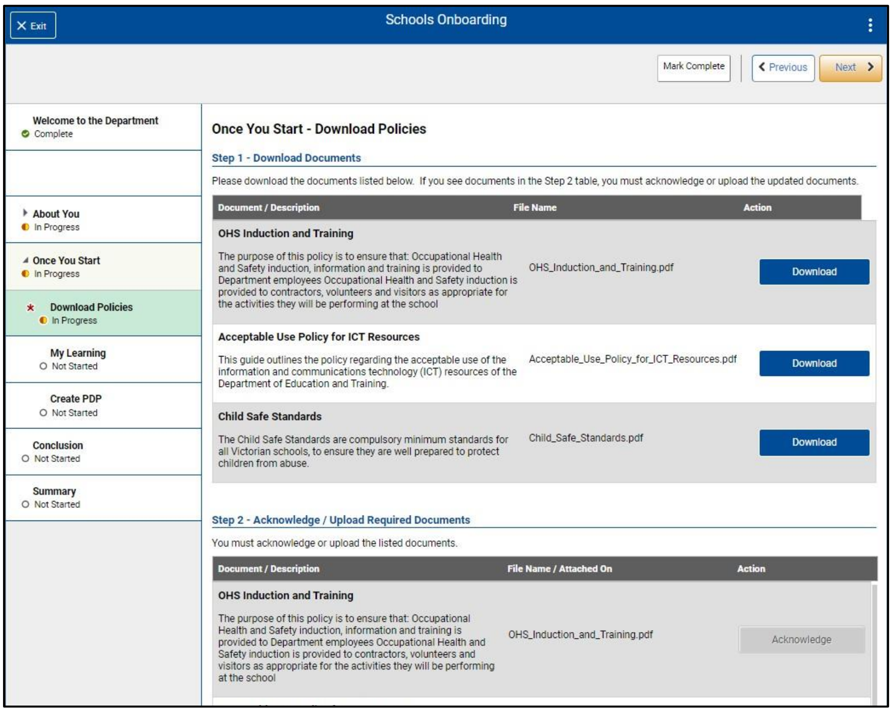


- Confirm or select your VIT Category from the Dropdown list.
- Confirm or record your First Name, Middle Name and Last Name as shown on your card.
- Confirm or record your Registration Number as shown on your card.
- Confirm or record the valid to date as shown on your card.
- Attach a copy of your current VIT card. Click the Attach Card link and follow the prompts.
- Click the declaration slider to Yes. Click, Confirm and Save.
- OR Click Return to exit without saving and return to the previous page.
- On return to the Verify VIT Records page, when complete, click Mark Complete in the right corner and click Next.
- This ends the required/mandatory actions in the About You stage of Onboarding. The remaining stages shown are optional at this time and may be completed at another time.

Once You Start

Step 10: Download Policies

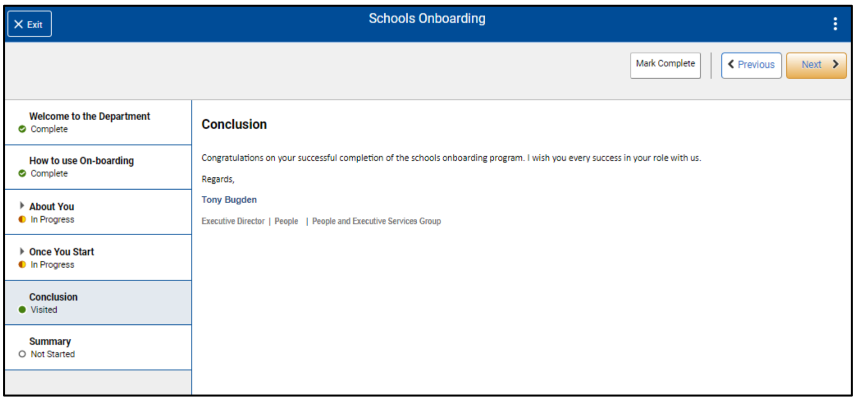
- This provides access to key policies in relation to your employment.



- Click the Download button for each policy. The applicable PDF will be downloaded. Read the policy or save for later onto your computer/device.
- Acknowledge each document in the lower part of the page following review/download. Click **Mark Complete** in the top right corner and click **Next**.
- *This completes the required/mandatory steps in the Once You Start step. The other options may be completed at a later stage.*
- Click the **Conclusion Step** in the left-hand navigation to access the final stages of the Onboarding process.

Step 11: Review the Conclusion

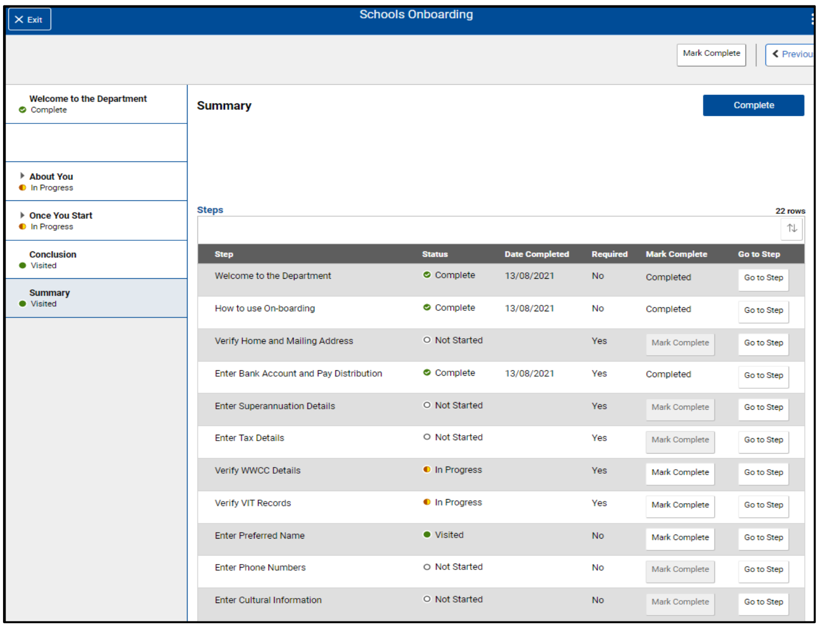
- Review the information on the page.



- Click **Mark Complete** in the top right corner when ready. Click **Next**.

Step 12: Check the Summary for accuracy.

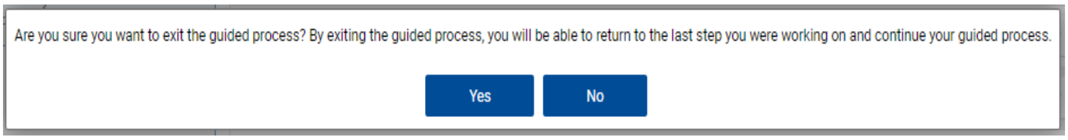
- The summary page provides a list of the activities completed and those yet to be completed.



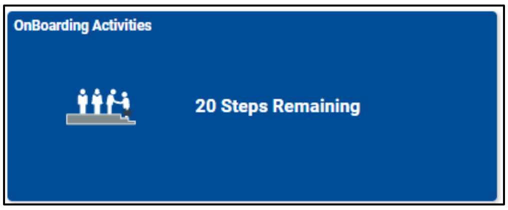
- To complete the remaining steps, click the ‘**Go to Step**’ button to access that step. Take appropriate action to complete that step, then Click the **Mark Complete** button in the top right corner. **Next** will take you to the next step in the process which may already be completed. Click on any incomplete (no green tick) step and complete that step.
- Return to this summary at any time by clicking the **Summary** heading in the left-hand menu.
- When all steps are marked as complete, click the Complete button in the top part of the Summary page.

Additional Information

- You may EXIT the process at any time allowing you to complete the remaining actions at another time. We recommend completing the required/mandatory options as soon as possible as this information is required for your employment and is used for calculating and processing your fortnightly pay.
- If you Exit before all steps are complete a warning message displays



- Click Yes to continue without completing the process or,
- Click No to remain in the Onboarding Activities pages.
- From the Employee Dashboard, you can view the number of remaining steps at any time.



- Click the **Onboard Activities** tile to return to complete the remaining steps.