HR SHARED SERVICES

Casual Payroll & New Employees
Plus Electronic Casual Pay Claim (eCPC)
Workshop
2-3 June 2016

Anna Sotiropoulos & Priscilla Ermita
AGENDA

- Overview of HR Shared Services/Payroll System Support
- eCPC Support Team / Casual Payroll
- Overview of eCPC
- Adding a casual in eCPC
- Notes about Clearance
- Entering a casual claim including Tips
- Problems / Reviews / Cancellation
- Access to eCPC
- Where to get help
- Questions
PAYROLL AND SYSTEM SUPPORT

Payroll and System Support

eCPC Support
(System Support for DoE and TAFE)
(Payroll for DoE and TAFE)
ECPC SUPPORT: WHAT DO WE DO?

- Assist schools with eCPC enquiries
- Answer enquiries by phone/email relating to Casual Payroll
- Create employees on Casual Employees Payroll System (CEPS)
- Update employee details on CEPS relating to Reviews
- Add designations / allowances / account codes to eCPC
- Manual entry of claims or adjustments
- Review of claims
- Trace payments / invalid payments
- Debt recovery for casual overpayments
ELECTRONIC CASUAL PAY CLAIM (ECPC)

- CEPS
- PEPS
- Personnel / Employment Screening

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ELECTRONIC CASUAL PAY CLAIM (ECPC)
Person Search

Prior to engaging new staff you must determine if they have previously been engaged or applied to work with DEC. This function searches DEC Personnel and Payroll data to find records matching your criteria and will produce a list of matches. When you select a record from the search result list it will check the associated Teaching Approval, SASS screening and NOT TO BE EMPLOYED status.

(For name searches you must use full surname and at least the first letter of the first name)

Surname: Mouse
First Name: Mickey

You can search by either:
- Surname + Firstname (no abbreviations, no nick names, no middle names); or
- Employee ID (Permanent or Casual); or
- Approval Number

FREQUENTLY ASKED QUESTIONS
- How do I Use the Person Search Function?
- IMPORTANT: Check Accreditation of Casual Teacher

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### ENQUIRY – NO RESULTS (1)

**Emp ID:** 1-0 of 0

The Person Search looks for people matching your search criteria in the Permanent Payroll, Casual Payroll, Screening Requests and Not To Be Employed List.

If the person you are searching for is listed here you **MUST** click on one of their Peps or Caps Ids to display their details.

Only choose to **Screen a New Person** if you are certain the person you are searching for **CANNOT** be found or the person only has a MOO id.

For teachers seeking casual or temporary employment, please ensure that the APPROVAL TO TEACH IS SIGHTED. If a message is displayed that Teaching Approval Expired, please advise the teacher to re-apply for employment through the TeachNSW website.

<table>
<thead>
<tr>
<th>Surname</th>
<th>FirstName</th>
<th>Birth Date</th>
<th>Peps Id</th>
<th>Caps Id</th>
<th>Source</th>
</tr>
</thead>
</table>

This is the first page of paginated list limited to 10 items per page, select the **next**, **previous**, **last** and **first** options to see more items.

**NOTE:** The new screening function allows for SASS, Miscellaneous and Volunteers to be screened. MISCO and volunteers should be entered using the **contractor/volunteer position**.

[Screen New Person](#)
## Request Screening Check

### Application to Screen

**Instructions**

- The applicant must complete and sign the following Declaration and Employment Screening Consent form which you must VERIFY against proof of identity documents supplied prior to the initiation of screening.
- Declaration and Employment Screening Consent Form
- Proof of Identity check

### School / Location Code

- Adamstown Public School

### Position (determines screening level)*

- Tip: If you are employing this person in more than one position, you only need to submit one screening request. If one of these positions is Teacher's aide Special/Ethnic/Preschool, ensure that this position level is selected in the screening request.

### Legal Name

- Enter details as per ID documents you are referencing, ensure all names are supplied, including maiden names. If the person has ever been known by any other names, any names declared MUST be submitted for screening.

- **Title**: [ ]
- **First Name (No Middles Names)**: [ ]
- **Middle Name (No initials - limit 15 char)**: [ ]

### Details

- **Employee ID**
- **Gender**
- **Date of Birth**
- **Suburb/City/State of Birth**
- **State of Birth (Australia only)**
- **Country of Birth**
- **Country of Citizenship**

### Contact Details

- **Address Line 1**
- **Address Line 2**
- **Suburb/City/State**
- **State (Australia only)**
- **Post Code**
- **Country**
- **Home Phone**
- **Work Phone**
- **Mobile Phone**
- **Email Address**
Permanent/Temporary Employee Details

Employee: Mouse, Mickey
Address: 22 Main Street BLACKTOWN NSW 2148

Approval Date: 

- No Teaching Approval - advise applicant to apply at Teach.NSW website

SASS Screening Status - New Application Required; use the Screen SASS Employee button at the bottom of this page

Current Hours

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Week 2</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Certification: If you elect to add this person to the list of staff at your school/unit you must:

1. Firstly select in which capacity you are engaging this person, this certifies that:
   - If engaging a teacher: you have checked that Teaching Approval is current based on the information on this screen
   - If engaging new SASS staff: you have the person’s WWC number issued by the Office of the Children’s Guardian; Appendix 7 WWCC Declaration National (CRIMTRAC (NPCS Application and Consent form))
   - If engaging Miscellaneous staff: you have the person’s WWC number issued by the Office of the Children’s Guardian; and Appendix 5 - WWCC Declaration ASTP contractors

2. Secondly select the relevant Add To List button

Add to Casual List
Add to Perm/Temp List
Screen SASS Employee

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## ENQUIRY RESULTS

### Clear to work as Teacher or SASS

<table>
<thead>
<tr>
<th>Teaching Approval Current - Available for engagement</th>
</tr>
</thead>
</table>

### Clear to work as SASS

<table>
<thead>
<tr>
<th>No Teaching Approval - advise applicant to apply at Teach.NSW website</th>
</tr>
</thead>
<tbody>
<tr>
<td>SASS Screening Clear</td>
</tr>
</tbody>
</table>

### SASS requires new application

| SASS Screening Status - New Application Required; use the Screen SASS Employee button at the bottom of this page |

### Results Pending

<table>
<thead>
<tr>
<th>SASS Screening Result Pending</th>
</tr>
</thead>
</table>
# EXAMPLES OF TEACHER RESULTS

**Colour codes:**
- Green - Teaching approval is **current** and can proceed to engage a new engagement
- Blue - Teaching approval is **current** but cannot proceed to engage a new engagement now due to working at full capacity or pending screening
- Red - No current teaching approval and cannot proceed

**Messages:**
- Teaching Approval Current - Available for engagement
- Teaching Approval Current - Not Available for engagement
- Teaching Approval Current - Not Available for engagement (Separated, Pending Screening)
- No Teaching Approval - advise applicant to apply at Teach.NSW website
- Teaching Approval Expired - advise applicant to re-apply at Teach.NSW website
- Teaching Approval Revoked
- Teaching Approval Inactive
- Teaching Approval Current - Already employed
- No Teaching Approval - currently on Leave of Absence from Accreditation - advise teacher to contact BOSTES on 1300 739 338
NOT TO BE EMPLOYED (NTBE) (3)

Employee · 123456 – Mouse, Mickey

This employee is not to be employed. Contact the People and Careers Procracy and Risk Unit on 9369 9995
IMPORTANT NOTES

• Teachers must have a current Teaching Approval before being employed – please note that this is NOT the BOSTES Accreditation Letter

• Teachers must have completed the e-Emergency and Anaphylaxis training. Principals can check via manager access to e-Safety or teacher can show certificate as proof. All casuals employed via Casual Direct will have had this check done

• SASS / Miscellaneous staff MUST be cleared prior to engagement

• The following are to be sent via email to ecpc@det.nsw.edu.au
  • Banking details
  • Signed TFN Declaration form
  • Superannuation details (if applicable)

• Do NOT send by Fax
• Do NOT send originals by mail
• All originals and other paperwork (identification forms) are to be kept at school level
NOTES ABOUT CLEARANCE

• WWCC required for all new casuals. All employees will eventually need one by 2018

• Although WWCC lasts for 5 years, clearance needs to be done if employee hasn’t worked for 12 months

• Volunteers – Must be checked in Person Search first. If no results then need to be cleared ONLY if in close contact with children. Otherwise only Appendix 5 needs to be completed (100 point check). All the paperwork is kept at school level only

• Under 18 employees do not need a WWCC or CRC so cannot be entered through eCPC. Manual claim forms must be sent (by email to ecpc@det.nsw.edu.au) for payment
CONT’D – NOTES ABOUT CLEARANCE

• Clearance process can take up to 20 working days from the time it is authorised.
• Teachers on leave (including LWOP) from permanent do not need a new approval (unless they haven’t worked for 5 years).
• SASS on leave from permanent role does not need a new screening.
• Separated teachers need a new approval to teach casually after separation. Approval must be sighted and sent in with paperwork to eCPC to create in payroll.
• Separated SASS staff require new screening before working casually.
• Note – retiring Principal or SAM cannot input / authorise own screening.
• Most important note – DO NOT EMPLOY anyone before approval date or clearance is completed.
ENTERING A CLAIM - NOTES

• Check Permanent /Temporary Hours first

• Make use of sub-dissection for your own record

• Use appropriate code – SAP schools will already have all codes required on your list

• For advice regarding what code to use – contact Schools Finance

• To add code (non-SAP), designation or allowance code to school list – email ecpc@det.nsw.edu.au (check Tables first)

• If note appears relating to not having worked for 2 years, send forms ASAP to ecpc@det.nsw.edu.au so payment can be made
**TIP – CHECKING TEMPORARY/PERMANENT HOURS**

**Person Search Results**

The Person Search looks for people matching your search criteria in the Permanent Payroll, Casual Payroll, Screening Requests and Not To Be Employed List.

If the person you are searching for is listed here you **MUST** click on one of their Pes or Ceps Id's to display their details.

Only choose to **Screen a New Person** if you are certain the person you are searching for CANNOT be found or the person only has a MOOO id.

For teachers seeking casual or temporary employment, please ensure that the APPROVAL TO TEACH IS SIGHTED. If a message is displayed that Teach re-apply for employment through the TeachNSW website.

**EmployeId: 1063076**

<table>
<thead>
<tr>
<th>Surname</th>
<th>First Name</th>
<th>Birth Date</th>
<th>Pes Id</th>
<th>Ceps Id</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mouse</td>
<td>Mickey</td>
<td>15-May-1965</td>
<td>1063076</td>
<td>93458</td>
<td>pers</td>
</tr>
</tbody>
</table>

---

**Teaching Approval Current - Available for engagement**

**SASS Screening Clear**

### Current Hours

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
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<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
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</tbody>
</table>

### Current Engagement Details

<table>
<thead>
<tr>
<th>Personnel Group</th>
<th>Emp Type</th>
<th>Work Calendar Code</th>
<th>Designation Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hrs Paid Week 1 (Mon-Fri)</th>
<th>Hrs Paid Week 2 (Mon-Fri)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCH</td>
<td>TT</td>
<td>TT</td>
<td>CLAST</td>
<td>27-Jan-2016</td>
<td>25-Jan-2017</td>
<td>7.0,7.0,0.0,0.0,0.0,0.0</td>
<td>7.0,7.0,0.0,0.0,0.0,0.0</td>
</tr>
</tbody>
</table>
### TIP – ADDING TO CASUAL LIST

#### Casual Employee Details

<table>
<thead>
<tr>
<th>Surname</th>
<th>First Name</th>
<th>Birth Date</th>
<th>Pepsi ID</th>
<th>Ceps ID</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mouse</td>
<td>Mickey</td>
<td>15-May-1965</td>
<td>1063076</td>
<td>196458</td>
<td>pers</td>
</tr>
</tbody>
</table>

- **Casual Employee ID**: 113456 – Mouse, Mickey
- **Address**: 22 Main Street BLACKTOWN 2148
- **Approval Number -- Date**: 1201767 -- 07-Apr-2015
- **Category**: Relief Mosco
- **Status Designations**: BAND1
- **LWOP: On -- Expires**: N --

---

**Teaching Approval Current - Already employed**

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**SASS Screening Clear**

---

#### Casual Service details

<table>
<thead>
<tr>
<th>Term</th>
<th>Year</th>
<th>Category</th>
<th>School / Location Code</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2015</td>
<td>Teacher</td>
<td>Albury High School</td>
<td>15.00</td>
</tr>
<tr>
<td>1</td>
<td>2015</td>
<td>Teacher</td>
<td>Murray High School</td>
<td>2.00</td>
</tr>
</tbody>
</table>

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   - *If engaging Miscellaneous staff:* you have the person's: WWC number issued by the Office of the Children's Guardian; and App. ASPT contractors

2. Secondly select the relevant Add To List button

---

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## Casual Employees List maintenance

### Active Casuals, Click here to view all.

<table>
<thead>
<tr>
<th>Casual ID</th>
<th>Name</th>
<th>Teacher</th>
<th>SASS</th>
<th>Misco</th>
<th>SASS Screening status</th>
</tr>
</thead>
<tbody>
<tr>
<td>299314</td>
<td></td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Clear</td>
</tr>
<tr>
<td>102194</td>
<td></td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Not Required</td>
</tr>
<tr>
<td>289910</td>
<td></td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Clear</td>
</tr>
<tr>
<td>393130</td>
<td></td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Clear</td>
</tr>
<tr>
<td>387432</td>
<td></td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Clear</td>
</tr>
<tr>
<td>371487</td>
<td></td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Clear</td>
</tr>
<tr>
<td>364704</td>
<td></td>
<td>Yes</td>
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<td>No</td>
<td>Clear</td>
</tr>
<tr>
<td>651937</td>
<td></td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Not Required</td>
</tr>
<tr>
<td>340869</td>
<td></td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Clear</td>
</tr>
</tbody>
</table>

### All Casuals, Click here to view active only.

<table>
<thead>
<tr>
<th>Casual ID</th>
<th>Name</th>
<th>Teacher</th>
<th>SASS</th>
<th>Misco</th>
<th>SASS Screening status</th>
</tr>
</thead>
<tbody>
<tr>
<td>416558</td>
<td>Mouse, Mickey</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Clear</td>
</tr>
<tr>
<td>274559</td>
<td></td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>New Application Required</td>
</tr>
<tr>
<td>299314</td>
<td></td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Clear</td>
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<tr>
<td>266691</td>
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<td>No</td>
<td>New Application Required</td>
</tr>
<tr>
<td>217103</td>
<td></td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>New Application Required</td>
</tr>
</tbody>
</table>
TIP – CHANGING BANK DETAILS AND ADDRESS

Address and bank details can be changed in ESS without needing to be sent to the Shared Service Centres or eCPC Support Team.

To access, go into ESS and:

‘My details’ for Address changes

‘My Pay’ for bank detail changes
Counsellors and Home School Liaison Officers are teachers but have been excluded from the 2016 Standard Based Teachers Award.

This means that they continue to be paid as they have previously been.

As Counsellors and HSLOs can also work as a Teacher, the payroll cannot have more than one open Teaching status which is why they are now paid as Miscellaneous staff.

Schools that previously employed these staff will already have them on their list of designations. Please contact eCPC Support if you need to have the designation added to your school.

Please note the HSLO will continue to need to have the “HSLO” allowance added to their claim.
Currently about 2-3% of claims (600+) go into ‘Review’ per fortnight. This means that there is something wrong with the claim that an officer in eCPC Support will need to review.

The most common reviews are below:

• PEPS hours exceeds maximum allowed – These claims are now automatically cancelled and an email sent to the school
• Missing or out of date bank and tax details (New or over 2 years) – Awaiting forms
• Exceeds maximum allowed – Contact school for confirmation, or an adjustment is manually entered
• Paid by 2 schools – Contact is made to both schools to correct
• No approval for this category – Contact is made to school for confirmation
• Claim for SAM cannot be paid for under 5 days – Contact is made to school for confirmation
CONTINUED – PROBLEMS / REVIEWS / CANCELLATION

If no reply is received regarding a review email, the claim will be cancelled after 7 days.

Claims can be re-entered once issue has been resolved.

<table>
<thead>
<tr>
<th>Claim Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Mon 25-Apr</td>
</tr>
<tr>
<td>Fri 29-Apr</td>
</tr>
<tr>
<td>Mon 02-May</td>
</tr>
<tr>
<td>Mon 02-May</td>
</tr>
<tr>
<td>Fri 06-May</td>
</tr>
<tr>
<td>Fri 06-May</td>
</tr>
</tbody>
</table>

Total: 19 Hours 0 Minutes
ACCESS TO ECPC

- Substantive Principals automatically has authoriser access
- Substantive SAM automatically has verifier access
- All other access needs to be requested
- Request access via email to ecpc@det.nsw.edu.au include name, ID and type of access (verifier or authoriser)
- Requests for authorisers must be approved by the Principal or delegate (already an authoriser)
- Ensure there are enough verifiers and authorisers at the school
- In exceptional circumstances where there are no authorisers are available, claims can be “Proxy Authorised”. Send an email to ecpc@det.nsw.edu.au. Include a scanned copy of Print Authorisation sheet.
### Electronic Casual Pay Claims (eCPC) User Access List

**Baulkham Hills North Public School**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Access</th>
<th>User ID</th>
<th>Position</th>
<th>Employee ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mouse, Mickey</td>
<td>Authoriser</td>
<td>mickey.moue</td>
<td>Principal</td>
<td>7851745</td>
</tr>
<tr>
<td>Duck, Donald</td>
<td>Authoriser</td>
<td>donald.j.duck</td>
<td>DP</td>
<td>9061315</td>
</tr>
<tr>
<td>Darling, Wendy</td>
<td>Authoriser</td>
<td>wendy.darling</td>
<td>AP</td>
<td>7760372</td>
</tr>
<tr>
<td>Mouse, Minnie Hook, James</td>
<td>Verifier</td>
<td>minnie.moue james.hook</td>
<td>SAM</td>
<td>1121825</td>
</tr>
<tr>
<td>Arendelle, Elsa</td>
<td>Verifier</td>
<td>elsa.arendelle</td>
<td>SAO</td>
<td>1059168</td>
</tr>
<tr>
<td>White, Snow</td>
<td>Verifier</td>
<td>snow.white</td>
<td>SAO</td>
<td>1138289</td>
</tr>
<tr>
<td>Mermaid, Ariel Pan, Peter</td>
<td>Verifier</td>
<td>ariel.mermaid peter.pan</td>
<td>SAO</td>
<td>9041282</td>
</tr>
</tbody>
</table>

Registered Users: 9
WHERE TO GET HELP

• Assistance with eCPC – eCPC Support Team
• Enquiries relating to casual pay – eCPC Support Team
• Requests to add account codes, designations, allowances – eCPC Support Team
• Enquiries relating to reviews – eCPC Support Team
• Underpayment / Overpayment of casuals – eCPC Support Team
• Advice on appropriate account codes – Schools Finance
• Permanent / Temporary teacher payroll and leave (including temp appointments and extra hours) – HRSSC Newcastle / HRSSC Wollongong
CONT’D – WHERE TO GET HELP

• Permanent / Temporary SASS payroll and leave (including temp appointments and extra hours) – HRSSC Bathurst

• Permanent / Temporary Corporate payroll and leave (including temp appointments and extra hours) – HRSSC Corporate

• Statements of service, earnings, separation certificates, garnishees – appropriate HRSSC

• Requests to change codes that have already been paid:
  • SAP Schools – HRSSC
  • Non-SAP Schools – SSC, Accounts Receivable (use CEPS/PEPS Adjustment form)
CONT’D – WHERE TO GET HELP

• Rates of pay / entitlements – Industrial Relations
• Screening / WWCC – Probity and Risk Unit
• Teacher Approvals – Teacher Approvals
• Superannuation enquiries – Business Support, Blacktown
• Salary packaging enquiries – Business Support, Blacktown
• BOSTES Accreditation – BOSTES
• Application for WWCC – Office of the Children’s Guardian
• Access to Portal (for pay advice and payment summaries) – IT Helpdesk