Welcome colleagues to the 5th HR Update

Dear Colleagues

It’s been another busy year with some struggles and many more satisfying outcomes along the way. Thanks to everyone within the wider UWS community who has worked with the HR team on many exciting initiatives. I have thoroughly enjoyed working with the HR team over past months and want to thank them for their commitment and hard work.

The Enterprise Agreements have introduced a number of innovative policies this year, such as new ways to offer career opportunities for outstanding casual academic staff. UWS has also begun a rolling campaign to recruit 100 academics each year for the next 5 years. As part of this strategy HR is in the process of building a new Academic Recruitment Team to help the University to find and recruit the best academics to join us in Making the Difference in the Greater Western Sydney region.

I am also proud to announce that UWS was recently awarded winner of the Fons Trompenaars Award for Diversity and Cross Cultural Management and also short-listed as a finalist for the Australian Human Resources Institute (AHRI) National Awards 2010 in the Progressive Employer Initiative Category.

Season’s greetings to you and your family and wishing you an enjoyable break over Christmas and New Year to refresh for a wonderful 2011.

From the Director and staff of Human Resources

Who’s Who in HR
Over the next few HR Updates, we would like to introduce to you the staff that make up the Office of Human Resources. In this Issue you will find below the photo’s of staff from Payroll / Remuneration Services and the HR Recruitment team.

Payroll and Remuneration Team

From left to right: Les Barrett (Head Payroll and Remuneration Services), Carolyn Parkes, Mary-Anne Robinson, Vicky Thomas, Sara Lewis

Recruitment Team

From left to right: Ramen Chetty, Mary Eltakchi, Cathy O’Brien, Beth Reyes, Jan Brown (Head, HR Services), Vien Nguyen

What is covered in this Issue...

* Who’s who in HR
* Who does what in HR - directory
* Parking permits
* Work address
* Registering your academic qualifications
* Annual leave cash out
* Christmas pay cycles
* Are you filling a position?
* Embracing diversity @ UWS
* 2011 general staff electronic timesheet
* HR Good Practice conference
* Annual leave loading
* Feedback on our HR services
* Paid Parental Leave Scheme (PPLS)
* The Compass Program – Compass
* Indigenous Employment & Engagement
* Superannuation salary sacrifice contributions
* Superannuation seminars
* Christmas closedown dates
PARKING PERMITS
Do you purchase your parking permit via salary sacrifice? If so, it is important that HR have your current home address as Capital Works and Facilities will mail your 2011 parking permit to you at this address.

Your address records can be checked/updated within StaffOnline under ‘Personal Details – Staff Profile’.

Please take the time to do this and ensure receipt of your 2010 parking permit or any other University mail is sent to your home address.

WORK ADDRESS
Please check your work address in StaffOnline.

If your details are incorrect, your manager will need to authorise and advise your HR Officer, Payroll and Remuneration Services with the correct details to make the change on your HR record. A correct work address will ensure you receive all internal mail without undue delay.

ANNUAL LEAVE CASH OUT
Academic and General Staff who had more than 40 days of annual leave (as at the date of the commencement of their Staff Agreement) can apply to cash out up to 10 days of their annual leave under the following conditions:

(a) annual leave may be cashed out only if the employee takes an amount of annual leave equal to or greater that that cashed out
(b) the request to cash out is in writing; and
(c) applications to cash out annual leave must be made with 12 months of the commencement of the Agreement and any leave to be taken in conjunction with a cash out must be taken within 18 months of the above date

Please check with your HR Advisor to see if you qualify

CHRISTMAS PAY CYCLES
As per the 2010 Pay Cycle Schedule, this advice is a reminder of the deadlines for casual staff to submit timesheets and for permanent staff to submit claims for overtime and shifts as we approach the Christmas closedown.

❖ PAYDAY 9th December, 2010
No change to normal cycle.

❖ PAYDAY 23rd December, 2010
No change to normal cycle.

❖ PAYDAY 6th January, 2011
All timesheets or claims up to and including 16th December, 2010 will need to be received by HR Payroll staff on or before 17th December, 2010. Staff Online entries up to and including 16th December, 2010 will need to be entered and approved by 21st December, 2010.

Please ensure that any casual staff who may not have access to email are aware of the above.

REGISTERING YOUR ACADEMIC QUALIFICATIONS
The Office of Human Resources keep details of academic qualifications for all University staff on Alesco HRMIS. The University receives additional funding for staff with certain qualifications, such as a PhD. It is therefore essential these details are up to date and recorded on Alesco.

Qualifications that are held are those formal qualifications gained through TAFE and University studies.

You can check your qualification details within Staff Online under ‘Personal Details – Qualifications’.

If you hold a qualification that is not recorded, especially a PhD, please have your original qualification document sighted by your School/Unit/Research Centre Administrative Officer. A certified copy should then be forwarded to HR for recording on Alesco and for placement on your personal file.

ARE YOU FILLING A POSITION?
UWS values workplace diversity. Please contact staff in Indigenous Employment and Engagement team for advice on how you can embrace diversity in our workforce at UWS.

EMBRACING DIVERSITY@ UWS
Indigenous Employment and Engagement (IE&E) were short-listed as finalists for following two awards in 2010:

• Australian Human Resources Institute (AHRI) National Awards; and
• The Minister's Award for Outstanding EEO Initiative/Result for the Advancement of Women.

The Minister presented IE&E with a plaque signed by the Minister.

UWS was presented winner of the AHRI Award on 23 November 2010.
2011 GENERAL STAFF ELECTRONIC TIMESHEET

The 2011 Electronic Timesheet for General staff to record time worked under the Flexible Hours of Work Scheme is now available and can be found in the Working at UWS section of the HR Forms and Templates page of the UWS website.

All information concerning the Flexible Hours of Work Scheme can be found in Schedule 5 of the General Staff Agreement.

In short, the Flexible Hours of Work Scheme provides that:

- The Electronic Timesheet is to be completed by all General staff up to and including HEW Level 9, printed off at the end of each Settlement Period, signed and handed to the supervisor to hold for any Audit checks.
- Supervisors are to ensure that all leave taken and recorded on the Electronic Timesheet has been applied for by checking “Staff Online”.
- A maximum of 2 flexi days may be taken in a Settlement Period (pro-rata for part time staff).
- Any absences other than the lunch break during the core hours of 9:30am and 3:30pm each work day must be covered by some form of approved leave.
- Medical appointments should be scheduled outside normal work time. Sick leave is not available to cover appointments unless the University is satisfied that an appointment could not be obtained outside normal working hours.
- Time in lieu can only be included on the sheet when approved overtime has been worked, an ‘Overtime Form’ has been completed and approved with the TIL box ticked and the Overtime Form attached to the printed copy of the Electronic Timesheet.
- Only a maximum 14 hours debit or credit can be carried forward to the next Settlement Period (pro-rata for part-time staff). Time worked in addition to this is forfeited unless approved as Overtime.

If you have any questions regarding the Flexible Hours of Work Scheme or the Electronic Timesheet, please contact Warwick Brennan, Manager HR Operations.

HR GOOD PRACTICE CONFERENCE

The HR Good Practice Conference is being held on the 2nd and 3rd December 2010 at the Parramatta Campus.

The Conference aims to:

- Bring together HR practitioners and share challenges and experiences in HR practice
- Provide a forum for showcasing outcomes of Workplace Productivity Program (WPP) projects in HR reform
- Provide an opportunity for collaboration on key areas of HR good practice across Australian higher education institutions

As part of the Australian Government’s Workplace Productivity Program, UWS received a grant to implement key initiatives within the ‘Our People 2015’ staffing strategy and to convene a national conference to showcase outcomes. Australian universities who participated in the Workplace Productivity Program undertaking projects associated with HR reform will join us to present at the conference.

For further information please contact Susan Hudson, Manager, Executive Projects Office.

ANNUAL LEAVE LOADING

The 2010 annual leave loading for those academic and general staff employed under the Staff Agreements will be paid in the pay of 9 December 2010.

FEEDBACK ON OUR HR SERVICES

In our endeavour to provide enhanced HR services for the University, staff can now easily provide feedback on our services by completing the ‘Feedback for HR’ form located on the Human Resources home page of the UWS website.

If you would like to discuss your feedback, please do not hesitate to ring either your HR Advisor or Warwick Brennan, Manager HR Operations.

We welcome all feedback including those positive experiences and also suggestions where we could do things differently. All comments are anonymous unless you are comfortable in providing your personal details.
THE FEDERAL GOVERNMENT’S PAID PARENTAL LEAVE SCHEME

The Federal Government’s Paid Parental Leave Scheme (PPLS) will be implemented from 1 January, 2011 and staff members can now lodge PPLS claims with the Family Assistance Office (FAO).

Paid parental leave scheme:
• cannot commence before the child’s birth or adoption date;
• is for a maximum of 18 weeks;
• must be taken as one block;
• must be taken within 12 months from the birth or adoption date;
• is paid at the Federal minimum wage level;
• can be taken in conjunction with, or in addition, to employer-provided paid leave such as recreation leave, employer-provided maternity leave and partner leave;
• can in part, be transferred to another eligible person, usually the partner;

To be eligible for PPL an employee must:
• be the primary carer of a child born or adopted on or after 1/1/2011;
• be in paid work continuously for at least 10 out of the 13 months prior to the birth or adoption of the child;
• have worked at least 330 hours in the 10 month period (an average of around one day of paid work per week);
• not have worked between the date of birth or adoption and their nominated start date for PPL; and
• have an adjusted taxable income of $150,000 or less in the financial year prior to the date of birth or adoption or the date of their claim, whichever is earlier (combined family income).

UWS casual staff may be eligible to receive PPL if they meet the PPLS criteria.

For further information, please contact FAO on 13 61 50.

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THE COMPASS PROGRAM [Compass]

UWS recognises the importance of career development and planning for its employees. Compass encompasses the University’s Career Development Planning and Review process as outlined in the UWS Staff Enterprise Agreements, as well as the employment benefits and career development opportunities outlined in the Professional Development Policy.

A number of employment benefits and conditions like confirmation of probation; promotion, professional development program leave or conference leave; study leave and educational support; salary increments and recruitment and retention loadings; are linked to your active participation in the Career Development Planning and Review process. All ongoing employees and employees on fixed-term contracts for 12 months or more are required to participate in the University’s Career Development Planning and Review process.

Compass aims to provide you with the guidance, direction and support to navigate the various career pathways and development opportunities at UWS, and to help with the planning of your work aligned to the UWS Strategy and goals.

Compass uses the MyCareer Online System to help keep your career development and work plans and activities on track and up to date. Compass is about having ongoing discussions with your colleagues and manager about your portfolio activities in Teaching, Research, Administration, Governance/Leadership/Engagement and the support and training needed to help you do your job.

For further information, please contact your HR Business Partner or HR Advisor.
INDIGENOUS EMPLOYMENT & ENGAGEMENT (IE&E)

Registration of the General and Academic staff agreements confirms our commitment to Aboriginal and Torres Strait Islander employment and engagement, and in particular, the development of employment initiatives with the objective of at least 2.5% representation of Indigenous Australian employees within the University.

If your school or unit is considering recruiting skilled Indigenous Australians into academic positions or professional general staff positions at entry, mid or senior levels please contact Melissa Williams, Director Indigenous Employment and Engagement.

Just a reminder to all hiring managers that the Casual Employment Authority (CEA) forms are now updated to include a provision for Indigenous Australians to identify. This will enable us to record the data in Alesco. Visit the HR Forms and Template page to access the form.

Please note that any UWS Indigenous Australian staff, who have not previously identified as an Indigenous Australian in his/her employment records, can update their details within Staff Online by completing the Equal Opportunity Survey.

For more information on Indigenous Employment and Engagement activities please visit our website via the link below.

SUPERANNUATION SEMINARS

Throughout 2010 Unisuper held a number of seminars on various UWS campuses. The most popular seminars included: Super and Retirement, Q & A on Super and Transition to Retirement. The seminars have ended for 2010; however there will be more in the coming year.

A survey conducted during the seminars showed that a number of Unisuper members are interested in attending a workshop regarding ‘Pensions & Centrelink’. As such, Unisuper will hold a Pensions & Centrelink workshop in the first few months of 2011. This workshop will be by invitation only, comprising of a group of 5-15 members who are nearing their retirement. Invitations will be sent out by Unisuper in early 2011.

At this stage only one workshop is planned, however depending on its success, we envisage further workshops to be scheduled.

Workshops differ from our current seminars as they run for approximately 3 hours and are much more comprehensive. Sessions consist of presentations from UniSuper, a Centrelink Financial Information Service Officer and working through case studies (i.e. calculating age pension entitlements based on assets and income). A UniSuper adviser attends each session.

SUPERANNUATION SALARY SACRIFICE CONTRIBUTIONS

A reminder that the Government limit on salary sacrificed superannuation contributions is $50,000 for those aged 50yrs and over and $25,000 for those under 50 yrs of age.

If you are salary sacrificing your super contributions, please check your contribution record including additional voluntary and employer contribution totals on Staff Online in the pay history. Please note there is a 4% salary increase scheduled in both Staff Agreements in May 2011 which will increase both personal and employer contributions.

CHRISTMAS CLOSEDOWN

The University traditionally closes at the end of the year and I am pleased to advise that the Vice-Chancellor has again approved the granting of three concessional days to all UWS ongoing and fixed term staff during this period.

As Christmas Day falls on the weekend this year, the University will close from Saturday 25 December 2010 and re-open on Tuesday 4 January 2011.

To assist in planning leave arrangements, details for the closedown period are as follows:

- Friday 24 December 2010 – University open
- Saturday 25 December 2010 – Christmas Day
- Monday 27 December 2010 – Public Holiday in lieu of Christmas Day
- Tuesday 28 December 2010 – Public Holiday in lieu of Boxing Day
- Wednesday 29 December 2010 – Concessional Day
- Thursday 30 December 2010 – Concessional Day
- Friday 31 December 2010 – Concessional Day
- Monday 3 January 2011 – Public Holiday in lieu of New Year’s Day
- Tuesday 4 January 2011 – University reopens

Thank you for all your continued support in helping us to make a difference. From the team at IE&E!