

FINANCE PROCEDURES MANUAL

PAYROLL MANAGEMENT PROCEDURE

Date approved		Date Policy will take effect		Date of Next Review	
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Responsible Division	Financial Services Unit				
Supporting documents, procedures & forms of this procedure	See Web links - http://www.fsu.uts.edu.au/about/index.html#financial http://www.hru.uts.edu.au/manual/index.html				
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1 Introduction / Background

UTS has a dedicated Payroll Branch within the Financial Services Unit that is responsible for the payment of salaries and wages, and the management of related functions. It provides a centralised, consistent approach to the management and processing of all Payroll related transactions for the duration of a staff member's employment with UTS.

Payroll Branch works closely with the Human Resources Unit (HR). All new continuing (permanent) or fixed term staff should refer to HR in the first instance. All casual staff should deal directly with their Payroll Liaison Officer.

The Payroll Branch administers the payroll, employee and statutory deductions from pays and remunerated benefits, and answers queries. The Payroll Branch is responsible for:

- the creation of new employees on the Payroll system (neo);
- Processing payroll payments to all employees;
- Processing of employee salary packaging arrangements;
- Leave administration;
- Preparation and issue of Payment Summaries (Group Certificates);
- Deductions to external bodies, e.g. PAYG tax, superannuation, health funds, union fees, garnishee debts;
- Issuing payslips via Employee Self Service (ESS) and responding to ESS related enquiries;
- Managing payroll changes arising from pay increments, enterprise agreement provisions; and changes to rosters;
- Managing overpayment procedures; and
- The training of staff for the casual academic contract module.

Each Payroll Officer is responsible for approximately 500 support and academic staff (including senior staff, continuing (permanent) and casual). A listing of Payroll personnel together with their contact details and their areas of responsibility is set out under Section 5 ('Roles and Responsibilities') and is located at <http://www.fsu.uts.edu.au/contact/payroll-contact-list.pdf>.

2 Scope / Purpose

The aim of this procedure is to enable paid staff to promptly find answers to their questions regarding their pay, leave, and employment entitlements and conditions from either the workplace or from home. It should result in staff being better informed regarding these matters and will save time and resources at Faculty or Business Unit levels and within the Payroll Branch.

3 Definitions

Word/Term/Abbreviation	Definition
ATO	Australian Taxation Office.
ESS	Employee Self Service - the facility to change or view personal information online (e.g. payslips, leave history and balances, banking details, annual Payment Summaries etc).
Neo	The name of the Oracle HR/Payroll Computerised Information System.
PAYG (Pay As You Go)	Tax instalment deductions that are deducted from an employees gross pay by the Payroll Branch and paid to the ATO. The amount deducted is shown in the Payment Summary issued after the close of each financial year.
Salary	Also known as 'Salary Sacrificing' or 'Deductions Pre-tax'. This allows a staff member to

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Word/Term/Abbreviation	Definition
Packaging	have certain payments deducted from their gross salary, i.e. before the deduction of PAYG tax.
SASS	State Authorities Superannuation Scheme. See web link - http://www.statesuper.nsw.gov.au/about_sass.htm .
SSS	State Superannuation Scheme. See web link - http://www.statesuper.nsw.gov.au/about_sss.htm .
SSG	Senior Staff Group - the UTS executive staff.
TFN (Tax File Number)	A TFN is a personal number issued by the ATO on application by an individual taxpayer. It is provided to Payroll Branch by completing a 'Tax file number declaration' form obtainable from Payroll Branch, HR, or faculty offices.
UniSuper	The UTS industry based superannuation fund servicing the higher education and research based sector. See web link - http://www.unisuper.com.au/ .

4 Instructions

4.1 Payroll Business Rules

The following 'Business Rules' apply to all individuals who have dealings with Payroll Branch personnel and have payroll related enquiries.

(a) Confidentiality

Payroll Branch staff are in a unique situation within UTS as the Branch holds sensitive records of a personal and financial nature about all UTS employees. All staff within the Branch are required to maintain confidentiality (including within the Financial Services Unit) over this information and must comply with these Business Rules.

No employee of UTS is permitted to access any information on employees for personal reasons. This rule applies to UTS staff in general and to Payroll Branch staff. Refer to the UTS Privacy Management Plan <http://www.gsu.uts.edu.au/policies/privacymgtentry.html>

(b) Tax File Numbers (TFN)

For privacy reasons the staff of the Payroll Branch will not disclose a TFN to anyone over the telephone, or by email or fax. If an employee wishes to obtain their TFN from Payroll Branch, they should visit the Branch on the 6th Floor of the UTS building in 235 Jones Street Ultimo with suitable identification (photo identification such as a Drivers Licence or Passport is preferred). His/her completed Tax Declaration Form will be shown to them so that they can write down the TFN number themselves. The Tax Declaration Form will not be handed over or made available for copying.

For any staff member that is unable to come to the Payroll Branch, the Payroll Officer can mail out the TFN to the home address once Payroll Branch is satisfied as to the identification of the person and written authority is received (fax or emails are acceptable). A faxed or emailed copy of a Drivers Licence or Passport is acceptable for identification purposes for persons who have a genuine reason for being unable to attend the office in person.

(c) Bank Details and Changes

All permanent and fixed term employees can view and change their bank details on line through Employee Self Service (ESS).

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For those employees who do not have access, Payroll Branch staff will only change details with written authority. Email/faxed notifications are permissible. Banking details will not be accepted over the telephone as there is a greater risk for error and financial loss.

(d) Confirmation of Salaries

Payroll information will not be provided to third parties (eg banks, mortgage lenders etc) unless prior written approval has been provided by the employee to release such information. The employee should name the institution(s) that will be making the enquiry.

Official requests from Government Departments (e.g. Child Support Agency, CENTRELINK) will be actioned directly with the relevant department.

(e) Duplicate Payment Summaries

For those employees that cannot access ESS, requests for duplicate Payment Summaries should be made in writing and will be mailed to the employee's home address. Payment Summaries can be mailed to a third party (e.g. accountant) with the employee's written consent.

(f) Payment of Claims

Claims for payment (casual hours, overtime, casual academic contracts, etc) will only be processed on original, correctly authorised documentation. Payroll Branch will not process claims for payment that are supported by faxed, photocopied, or emailed documents. Should an original claim for payment be mislaid, a certified copy is acceptable.

(g) Pay Days, Deadlines and Termination Payments

UTS pay day is every second Thursday.

The deadline for the payment of claims and contracts is close of business on the Thursday before payday. Any changes to the deadline (eg due to Christmas break) will be notified via UTS Staff Notices broadcast email. Documentation and claims failing to meet that deadline will be processed in the following pay period.

Termination payments are paid into an employee's bank account the pay day after their official last day of service.

Pay Dates for 2011-2013

14/4/11	13/10/11	12/4/12	11/10/12	11/4/13	10/10/13
28/4/11	27/10/11	26/4/12	25/10/12	25/4/13	24/10/13
12/5/11	10/11/11	10/5/12	8/11/12	9/5/13	7/11/13
26/5/11	24/11/11	24/5/12	22/11/12	23/5/13	21/11/13
9/6/11	8/12/11	7/6/12	6/12/12	6/6/13	5/12/13
23/6/11	22/12/11	21/6/12	20/12/12	20/6/13	19/12/13
7/7/11	5/1/12	5/7/12	3/1/13	4/7/13	2/1/14
21/7/11	19/1/12	19/7/12	17/1/13	18/7/13	16/1/14
4/8/11	2/2/12	2/8/12	31/1/13	1/8/13	30/1/14
18/8/11	16/2/12	16/8/12	14/2/13	15/8/13	13/2/14
1/9/11	1/3/12	30/8/12	28/2/13	29/8/13	27/2/14
15/9/11	15/3/12	13/9/12	14/3/13	12/9/13	13/3/14
29/9/11	29/3/12	27/9/12	28/3/13	26/9/13	27/3/14

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4.2 New Staff

(a) New Staff - Casual Support

The employing Faculty or Business unit should liaise directly with Payroll Branch in relation to the employment of new casual staff.

Casual Support Contracts. These can be downloaded from <http://www.hru.uts.edu.au/manual/forms/recruitment.html> (click on Casual Support Staff Positions up to 12 months Employment Contract). The contracts should be completed by the staff member and their authorised supervisor and forwarded to Payroll Branch for creation on the payroll system.

Refer to 'Essential Documentation for New Staff' on what additional information is required before an employee can be created on the system.

Casual support staff are paid by submitting on line claims for payment via Employee Self Service: www.neo.uts.edu.au. Claims can be made within three months of the current pay period.

(b) New Staff - Casual Academic

New casual academic staff are created on the system by down loading a Casual Academic Employment Request obtainable from <http://www.hru.uts.edu.au/manual/forms/recruitment.html>. This is completed by the staff member and authorised by the applicable supervisor. The form is sent to Payroll Branch to create the employee on the neo system. A faxed request is acceptable.

Refer to 'Essential Documentation for New Staff' on what additional information is required before an employee can be created on the system.

Casual Academic staff are paid via a contract which is completed on-line by appointed casual academic faculty users. Payroll Branch is responsible for the training of the users. New users should contact their Payroll liaison officer for information on training. (Refer to <http://www.fsu.uts.edu.au/pdfs/payroll-contact-list.pdf> for their particular liaison officer)

(c) New Staff - Fixed Term (Non-Continuing)

In the first instance all new fixed term contracts are approved by HR Management Services. The contract can be downloaded from <http://www.hru.uts.edu.au/manual/forms/recruitment.html> - Fixed Term Appointment Forms. The contracts should be completed by the staff member and his/her authorised supervisor and forwarded to HR Management Services. After verification, it is then forwarded onto Payroll to create the employee, assign a staff number and commence payments. Thereafter the employee should contact Payroll Branch regarding any payroll related queries that cannot be processed through ESS.

Refer to 'Essential Documentation for New Staff' for details of what additional information is required before an employee can be created on the system.

(d) New Staff - Permanent (Continuing)

Faculty/Business Unit managers will liaise with HR Management Services about the creation of contracts for new continuing staff.

Once the individual has agreed on terms and signed their contract, the information is forwarded to HR Management Services. After verification, it is then forwarded onto Payroll Branch to create the employee, assign a staff number and commence payments.

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Refer to 'Essential Documentation for New Staff' for details of what additional information is required before an employee can be created on the system.

(e) Staff ID Numbers

All UTS staff must have a staff ID number. Payroll Branch is responsible for the issuing of new staff numbers to UTS employees (required for computer log-on, pin number security access, library passes, staff cards etc).

HR Staff Services are responsible for issuing staff numbers for Agency Staff and Honorary Appointments.

(f) Essential Documentation for New Staff

Employees will not be paid until the following **essential documentation** is received by Payroll Branch:

Name of Document	Casual staff	Fixed term staff (contracts less than one year)	Permanent (Continuing) /SSG staff
Contract signed by employee and authorised supervisor	ESSENTIAL	ESSENTIAL	ESSENTIAL
Financial Institution details (for salary payments)	ESSENTIAL	ESSENTIAL	ESSENTIAL
UniSuper membership form			ESSENTIAL
Residential address (cannot solely provide a PO Box)	ESSENTIAL	ESSENTIAL	ESSENTIAL
Right To Work in Australia documentation (eg Passport, Birth Certificate, Visa etc) For more information regarding Right to Work documentation, refer to the following HR web page: http://www.hru.uts.edu.au/recruitment/rtw.html	ESSENTIAL	ESSENTIAL	ESSENTIAL
Tax File Number declaration	Is not essential, but employee will be subject to marginal tax deductions until form is received by Payroll		

4.3 Payment Rates

(a) Rates of Pay

Salary Rates Support Staff - Collective Agreement

For support staff rates from Levels one to ten refer to the Support Staff - Collective Agreement, Schedules 1 and 2 at the web link: <http://www.hru.uts.edu.au/conditions/pay/rates.html>.

Salary Rates for Academic Staff - Collective Agreement

For *academic staff* rates levels A (Associate Lecturer) to E (Professor) refer to the Academic Staff - Collective Agreement, Schedule 1: <http://www.hru.uts.edu.au/conditions/pay/rates.html>

For *casual academic staff* rates of pay and a description of the activities performed at each salary level refer to the Academic Staff - Collective Agreement Schedule 2 at: <http://www.hru.uts.edu.au/conditions/pay/rates.html>.

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Incremental Progression for Staff

The conditions for eligibility for incremental progression and the process for withholding an increment for support staff are found at the following HR web link
<http://www.hru.uts.edu.au/conditions/pay/increases.html>.

(b) Employer Charges (On-Costs)

On top of the salary rates for employees, additional employer charges are levied to the employees cost centre. These employer charges are:

- Superannuation
- Payroll Tax
- Workers Compensation
- Parental Leave

The charges vary according to the type of employee (e.g. casual or continuing). The employer charges from 1st January 2012 are:

	Casuals Fixed term (less than 1 year) (including super)	Permanent SSG Fixed term (greater than 1 year) (including super)
Superannuation	9.00%	17.00%
Payroll Tax 5.45%	5.94%	6.38%
Workers Comp 0.8%	0.87%	0.94%
Parental leave 0.8%	0.87%	0.94%
TOTAL	16.68%	25.25%

(c) Lump Sum Payments Outside of Enterprise Agreements

All enquiries are to be directed to the relevant Human Resources Partnership Team:
<http://datasearch2.uts.edu.au/hru/services/ms.cfm#partner>.

All lump sum payments outside of the Enterprise Agreement must be authorised by the appropriate Dean/Director.

(d) Kilometre Reimbursements

SUPPORT STAFF:

Support staff claim for kilometre reimbursements through Employee Self Service via the Online Pay Claims option. (For step by step instructions refer to <http://www.neo.uts.edu.au/onlinehelp/essindex.html>)

ACADEMIC STAFF:

Academic staff claim for kilometre reimbursements by downloading the reimbursement form from the FSU website: <http://www.fsu.uts.edu.au/forms/kilometre-reimbursement.pdf>

NOTES:

- University pool cars should be used in the first instance if available
- If a University pool car is not available, a private car, if pre-approved, may be used

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- The University does not accept any responsibility for loss or damage to a private vehicle while it is being used for University business. It is expected that the private vehicle will be registered and fully insured.
- The rates listed below are consistent with the published rates of the Australian Tax Office (ATO)
- Payment (when authorised) is to be made to the employee as a non taxable allowance through the Payroll system.
- The ATO requires kilometre reimbursement to be included on a staff member's Payment Summary (previously known as Group Certificate). Staff should consider claiming the kilometre reimbursement on their tax return otherwise tax will be paid on it.
- Kilometre reimbursements are costed to the respective Faculty/Unit's cost centre.
- Staff travellers are not permitted to gain financially from University travel. The most cost effective and appropriate mode of transport should be taken. For example, the lesser of an airfare or kilometre reimbursement will be approved.

Reimbursement of costs is based on a rate per kilometre and is dependent on engine size and type. The driver is required to record the times, dates, and distances travelled between destinations and the purpose of the travel to validate the claim if required, and for audit purposes.

The rates shown below are only effective for motor vehicle claims where the claim is based on deductible travel to a maximum of 5,000 kms. The rates are also used to calculate the taxable value of fringe benefits that relate to motor vehicles (e.g. relocation where transport is by the employee's car) in the Fringe Benefits Tax year commencing 1st April 2009.

Kilometres claimed in excess of 5000 kms in a financial year will be taxed at marginal rates at the time of payment. Those staff that may travel in excess of 5000 kms will be able to claim the expenses as a tax deduction on completion of their tax return. Affected staff are advised to keep a log book and consult with a financial advisor.

<i>Car Size Non rotary Engine</i>	<i>Rates per Kilometre</i>
Small car up to 1601cc.	63.00 cents.
Medium car 1601cc - 2600cc	74.00 cents.
Large car 2601cc and above.	75.00 cents.

(e) Meal Allowances

Meal allowances are claimed in combination with overtime claims.

Breakfast: \$14.11 - paid when the staff member is required to work at least two hours overtime prior to 8am.

Lunch: \$18.29 - paid when the staff member is required to work at least two hours overtime prior to 1.00pm and two hours after 1.00pm.

Dinner \$33.30 - paid when the staff member is required to work at least two hours overtime after 5.00pm.

(f) First Aid Allowances

For information regarding eligibility for first aid allowances, refer to:

http://www.hru.uts.edu.au/docs/manual/8_2.pdf

First Aid Officer \$439 per annum.
Occupational First Aid \$626 per annum.

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(g) PEP Travel Allowances

For information relating to the policy on the Professional Experience Program (PEP) refer to: <http://www.hru.uts.edu.au/professional/pep>. Effective from 1/1/12:

Local allowance	\$2,800.
Overseas allowance	\$5,600.

(h) Thesis Marker Rates

For information relating to the employment and payment of Thesis Markers, refer to the University Graduate School

Masters thesis	\$221.
Doctor of Philosophy thesis	\$390.

(i) Exam Supervisor Rates

For information relating to the employment and payment of exam supervisors, refer to the Students Administration Unit

Hourly rates:	Scale	Effective 1/5/11	Effective 1/11/11	Effective 1/5/12
Presiding Supervisor 1-99 candidates (day rate)	2.1	28.17	28.97	29.55
Presiding Supervisor 1-99 candidates (evening rate)	2.1	31.61	32.47	33.12
Presiding Supervisor 1-99 candidates (Saturday rate)	2.1	39.62	40.65	41.46
Presiding Supervisor 100-150 candidates (day rate)	3.4	32.77	33.70	34.37
Presiding Supervisor 100-150 candidates (evening rate)	3.4	36.77	37.77	38.53
Presiding Supervisor 100-150 candidates (Saturday rate)	3.4	46.09	47.28	48.23
Presiding Supervisor 151-250 candidates (day rate)	4.4	36.48	37.51	38.26
Presiding Supervisor 151-250 candidates (evening rate)	4.4	40.93	42.05	42.89
Presiding Supervisor 151-250 candidates (Saturday rate)	4.4	51.31	52.63	53.69
Presiding Supervisor > 251 candidates (day rate)	5.2	37.96	39.03	39.81
Presiding Supervisor > 251 candidates (evening rate)	5.2	42.59	43.75	44.63
Presiding Supervisor > 251 candidates (Saturday rate)	5.2	53.39	54.77	55.87
Assistant Presiding Supervisor (day rate)	2.1	28.17	28.97	29.55
Assistant Presiding Supervisor (evening rate)	2.1	31.61	32.47	33.12
Assistant Presiding Supervisor (Saturday rate)	2.1	39.62	40.65	41.46
Supervisor (day rate)	1.1	26.10	26.84	27.37
Supervisor (evening rate)	1.1	29.28	30.08	30.68
Supervisor (Saturday rate)	1.1	36.71	37.66	38.41

(j) ITAS Tutor Rates

For information relating to the employment and payment of ITAS tutors, refer to Jumbunna, Indigenous House of Learning at UTS. Rates as at 1/1/12:

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Individual tuition	\$55.00 per hour
Group tuition	\$75.00 per hour

(k) Supervising Teacher Rates

For information relating to the employment and payment of supervising teachers, refer to the Faculty of Arts and Social Sciences.

Supervising Teacher - Secondary	\$21.20 per day
Supervising Teacher - Primary	\$21.20 per day
Supervising Teacher - Co-ordination	\$1.30 per day
Supervising Teacher - Secondary	\$12.45 per day

4.4 Employee Self Service (ESS)

Employees can view and change personal information on line (through neo) by logging on to www.neo.uts.edu.au. Remote access is available for employees accessing from outside UTS premises. Neo is used for the submission of all casual hours, overtime and shift claims.

New employees should follow the prompts for registering to 'Logging into neo for the first time'.

Employees wishing to access neo from home should follow the prompts 'Logging into neo remotely'.

Detailed step-by-step instructions on using the functions of Employee Self Service can be found at: <http://www.neo.uts.edu.au/onlinehelp/essindex.html>

Employees can VIEW/CHANGE the following:

- Home address
- Telephone number
- Emergency contacts
- Banking details

Employees can APPLY for leave through neo.

Employees can submit the following claims for payment:

- Casual hours
- Overtime
- Shifts
- Kilometre reimbursement

Employees can VIEW (only) the following:

- Position history
- History of leave taken
- Leave balances
- Payslips (past and current)
- Payment Summaries (past and current)
- Total Remuneration Statement (summary of an employee's salary package)
- Evidence of 'Right to Work in Australia' documentation (Documents of Record)

4.5 Manager Self Service (MSS)

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Managers can view the following information about their staff:

- Position details, current and historical
- Contract Start and End dates
- Leave balances and leave history
- Total Remuneration Statement (summary of an employee's salary package, including on-costs)
- Evidence of 'Right to Work in Australia' documentation

Managers can also APPROVE/REJECT on-line leave applications and salary claims for payment

Detailed step-by-step instructions on using the functions of Manager Self Service can be found at: <http://www.neo.uts.edu.au/onlinehelp/mssindex.html>

4.6 Leave Applications

Leave is applied for through ESS.

Employees can apply for Annual, Sick, Personal, Community and Long Service Leave (if entitled).

The policy governing leave entitlements can be obtained from <http://www.hru.uts.edu.au/conditions/leave/> .

Any leave that affects an employee's pay (e.g. leave without pay, long service leave on half pay, parental leave, phased return to work) or an amended leave application must be applied for manually. The relevant leave form is available by web link via www.hru.uts.edu.au/manual/forms/conditions.html.

Once a leave application has been submitted and approved by the supervisor, it cannot be changed or cancelled unless an Amended Leave Form is completed or the employee's supervisor formally advises Payroll. To make an amendment or cancellation, the amending leave form must be submitted manually to Payroll Branch one week prior to commencement of leave. The form is obtainable from www.hru.uts.edu.au/manual/forms/conditions.html.

Detailed step-by-step instructions on how to submit a leave application via Employee Self Service can be found at: <http://www.neo.uts.edu.au/onlinehelp/essindex.html>

4.7 Incorrect payments

Staff should contact their Payroll Liaison Officer should an incorrect salary payment be identified.

In situations where an overpayment has occurred, the issue is discussed and the repayment options and schedule is negotiated with the employee. Under normal circumstances, the debt should be repaid within a two-week period. A copy of all documentation relating to the overpayment is kept in the employee's personnel file. In addition, the supervisor is also notified.

If the matter remains unresolved, it may be referred to the UTS Debtors Officer who may resort to legal measures to recover the debt.

4.8 Terminations

Casual and fixed term (or non-continuing) staff.

All casual and fixed term staff are terminated automatically at the end of their contract unless an advice is received from the supervisor advising that a subsequent contract is to be executed. For fixed term staff,

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this information must be provided at least six weeks prior to the end of the contract to avoid a potential severance payment liability.

Supervisors are notified by an automated email of a pending contract expiry, so if supervisory relationships change, it is important to keep Human Resources informed.

For further information in regards to the payment of severance payments, refer to http://www.hru.uts.edu.au/docs/manual/3_3.pdf

Permanent (or continuing) staff.

All notices of retirements, resignations etc must be acknowledged by the appropriate supervisor and forwarded to HR Staff Services, who will in turn advise Payroll Branch for the calculation of termination benefits. Failure to advise Payroll in a timely manner may lead to an overpayment of salary which the faculty/unit will have to expense until the debt is recovered.

Termination payments are paid into an employee's bank account the pay day after their official last day of service.

4.9 Salary account coding (org units)

Where changes are required to an employee's org unit, advice should be forwarded to the Payroll Branch by the authorised signatory. The change will be made from the next available pay period. The responsibility for back-dated transfers are with the organisational unit.

4.10 Salary Packaging or Deductions - Pre-Tax

Salary packaging (also known as salary sacrificing) allows a staff member to have certain payments made from their salary BEFORE the deduction of PAYG tax. Employees may salary package the following benefits by arrangement with Payroll Branch:

- Compulsory personal superannuation contributions to UniSuper/SASS/SSS (refer to the Superannuation Chapter in this Manual).
- Additional (voluntary) superannuation contributions to UniSuper or an external superannuation fund (refer to the Superannuation Chapter in this Manual).

In addition HR administers the following packaging arrangements - refer to

<http://www.hru.uts.edu.au/conditions/packaging/index.html>

- Motor Vehicle.
- Reimbursable items, such as:
 - Work related professional fees and subscriptions.
 - Financial advice fees related to salary packaging.
 - Self educational expenses relating to work.
 - Airport lounge fees.

4.11 Forms

All forms used by UTS staff in relation to payroll matters are available on line via the web link [Payroll forms](#).

The following forms are available on line:

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- Leave applications for leave without pay, long service leave on half pay, parental leave, and amended leave via www.hru.uts.edu.au/manual/forms. Other forms of leave are applied for via ESS.
- [Salary Claim Form/Timesheet](#)
- [Claim for Payment - Presiding Exam Supervisors](#)
- [Claim for Payment - Exam Supervisors](#)
- [Claim for Payment - Assistant Presiding Exam Supervisors](#)
- <http://www.fsu.uts.edu.au/forms/kilometre-reimbursement.pdf>

5 Roles & Responsibilities

The names of the staff in Payroll Branch, together with a listing of the portfolio of Faculties and Business Units for which they are each responsible, and their telephone extension numbers is located at the web link: <http://www.fsu.uts.edu.au/pdfs/payroll-contact-list.pdf>.

6 Version Control Table

Version Control	Date Released	Approved By	Amendment
Start from 1.0	YYMMDD (the date the procedure takes effect)	Contact person - full name & title.	Include any superseded procedures and what the amendment is to the document.
	8/4/09	Raymond Holmes	Updated km reimbursement rates and Exam Supervisor rates
	12/10/09	Raymond Holmes	Updated information in relation to: <ul style="list-style-type: none"> • Online pay claims • Kilometre reimbursement policy and rates • Exam supervisor rates and meal allowances
	15/12/09	Raymond Holmes	Included "Right to Work" weblink Updated on-cost rates
	29/1/10	Raymond Holmes	Updated reference to new kilometre reimbursement forms available online
	20/4/10	Raymond Holmes	Updated Exam Supervisor rates and meal allowances 4.7 Include audit recommendation of time period for debt settlement
	22/6/10	Raymond Holmes	Updated on-cost rates Updated reference to Total Remuneration Statement Updated reference to limit of kilometre reimbursement-method of 5000 km per year
	22/12/10	Raymond Holmes	Update 2011 rates
	6/6/11	Raymond Holmes	Update Exam Supervisor rates 1/5/11 Remove Childcare packaging option
	26/6/11	Raymond Holmes	Update Exam Supervisor rates 1/11/11
	13/12/11	Raymond Holmes	Update On-cost, PEP, & ITAS tutor rates 1/1/12
	4/4/12	Raymond Holmes	Update Exam Supervisor rates 1/5/12

END