

YOUR EMPLOYMENT



WHAT TO WATCH OUT FOR

HR/ PAYROLL TEAM – WHO WE ARE

- Gillian Knight – HR Officer
- Lynelle King – HR/ Office Assistant
- Jamie Roan – HR Manager
- Contacts
- nswpayroll@adventist.org.au
- 02 4911 7500

ENTERPRISE AGREEMENTS

- Teachers Enterprise Agreement 2018-21
- Support and Operational School Staff Enterprise Agreement 2018-21
- School Administrative Support Staff Enterprise Agreement 2018-21
- If you wish to get a copy, can be e-mailed to you.

EMPLOYMENT CONDITIONS

- Your employment is conditional on Enterprise Agreement terms and conditions.
- Specifics of duties, roles, expectations and responsibilities are outlined in your local School Handbook and duties to your employment are allocated by the school.
- Use both as the guidelines of your employment.

CODE OF CONDUCT

- Can be done on-line (Confluence)
- To be done annually. You will receive e-mail as a reminder. If you do not have access to Confluence, please contact your school so they can provide you access.

SERVICE RECORDS

- ACADEMIC TRANSCRIPTS (CERTIFIED)
- EMPLOYMENT SERVICE RECORDS (CERTIFIED)
- ANY ADDITIONAL WORK CONSIDERED RELEVANT TO YOUR EMPLOYMENT. (If applicable)

You are paid on providing these documents, not from your CV! Your pay will be amended from the first full pay period once documents are received and approved.

12.4 CREDIT FOR PREVIOUS SERVICE (TEACHER EA)

- (i) A teacher may apply for credit for previous teaching service and shall be given credit based on full-time equivalent service. Full-time equivalent service means teaching service equivalent to full-time teaching service in recognised schools or in schools and early childhood centres certified or registered under the appropriate legislation in other States or Territories of the Commonwealth of Australia.
- (ii) A teacher may apply for credit for previous teaching in a recognised teaching institution other than a recognised school (e.g. university, TAFE), and shall be given credit for each year of full-time service to a maximum of four incremental levels. However, at the discretion of the Employer, the teacher may be given full credit depending on the level of correlation between the previous teaching position and the position to which the teacher is appointed.
- (iii) A teacher may apply for credit for employment in any paid occupation deemed by the Employer to be relevant to his/her teaching, and be given credit based on one increment for 3 years industry service, to a maximum of four increments.
- (iv) The teacher applying for credit must submit an application in writing to the Employer and provide documentary evidence to support the application, for example, a statement of service on an official letterhead. Credit allowed will be given from the date of application where suitable documentary evidence is provided.

WHEN DO I GET PAID?

- Next pay period will be for dates worked 11 January – 22 January 2021
- Most people will receive their pays by the Thursday of the second week of the pay run (e.g. upcoming payrun 21 January 2021)
- Payroll will process off the information you have sent in with your employment pack.

PAYSLIP

- Payslip will be e-mailed to your school address.
- Teachers – Units = Days
- Support & Administrative – Hours – Hours!
- Payslip will show, pay for current pay period, pay year to date, any leave taken (if applicable), any deductions (if applicable)
- Prosperity Details (where applicable)
- Annual leave (Support & Administrative)

SDA Schools (North NSW) Ltd

Location: NNSW ED System

ABN: 68107046846

Staff: 2448824

LEGEND Teacher

Payslip Number: 484

SDA Schools (North NSW) Ltd

Location: NNSW ED System

Staff: 2448824

LEGEND Teacher

33 EDUCATION STREET

LEARNING NSW 1234

Annual Salary: 55160.00

Payrun No: 817

Pay Date: 20 Jan 2021

Title: Drama Teacher

Awd Desc: Teachers Level 4

Emp Status: FULL-TIME EMPLOYEE

Pay Period: 10 Jan 2021 to 23 Jan 2021

COMPONENT	CURRENT PAY	YEAR TO DATE	DATE	UNITS	RATE
SAL	2114.22	6342.66		10.00	273.82
Accomm	357.00	1071.00			
GROSS	2471.22	7413.66			
TAXABLE	2471.22	7413.66			
TAX	516.00	1548.00			
TOTAL PAY	1955.22	5865.66			
NETT	1955.22	5865.66			

637-000 Account:123456789
TEACHER LEGEND

For all enquiries please email:nnswpayroll@adventist.org.au

WHAT NEEDS TO BE E-MAILED

NNSWPAYROLL@ADVENTIST.ORG.AU

- Address changes
- Changes bank account (form will be sent to you to complete)
- Phone numbers
- Stopping/ Commencing any deductions (HELP, Super deductions, etc.)
- Superannuation

CHANGES RECEIVED AFTER 9am OF PAYWEEK, WILL NOT BE ACTIONED UNTIL THE NEXT PAY PERIOD.

LEAVE

- Annual Leave – Teachers always processed at the end of year (Christmas) break
- Support Staff – processed at the end of year (Christmas) break but can apply during the year subject to school approval
- Personal Leave (Sick, Carer's and Discretionary Leave)
- If you are away for more than two days sick, suggest to get Doctors Certificate in case asked by the school
- Teachers – 15 days per annum – full-time (pro-rata if part-time) which is CUMULATIVE
- Support - 12 days per annum – full-time (pro-rata if part-time) which is CUMULATIVE

LEAVE FORM

- Form to be used for any absence
- Personal Leave (Sick, Carer's Discretionary)
- Annual Leave
- Leave Without Pay
- Long Service Leave
- Parental Leave

ANY NAME CHANGES

- Certified documents (marriage certificate, divorce papers, deed poll, etc.)
- NAME CHANGE FORM will be sent to you to complete.

CALL US – (02) 4911 7500

- Any queries about your pay.
- Pay levels.
- Questions about length of service.
- Leave balances.



"When mummy goes to work, Daddy & me & Zekey watch Peppa pig. When mummy's at work she saves the babies. When daddy's at work he sits on his chair."

6-3-14

Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves. (Philippians 2:3).

No legacy is so rich as honesty. (William Shakespeare).

LASTLY.....

- CURRENT ADDRESS
- PHONE NUMBER
- E-MAIL
- ANYONE STILL NEED TO GET DOCUMENTS CERTIFIED, PLEASE LET ME KNOW.

BEST OF LUCK ON YOUR NEW ADVENTURE! (OR YOUR CONTINUED ADVENTURE)

