

Human Resources Update

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www.uws.edu.au/hr_updates

Welcome colleagues to the 6th HR Update

Dear Colleagues

Welcome to another edition of HR Update.

This issue includes a number of articles of relevance to your career development, in particular, making sure your current academic qualifications are registered and the benefits of having discussions with your supervisor to plan your goals and your development for the year ahead.

HR Update has been established for quite a while now with this our 6th edition. We hope you find it useful and welcome your feedback. Please do let us know if there is anything further you'd like to hear about.

From the Director and staff of Human Resources

What is covered in this Issue...

- * Who's who in HR
- * Who does what in HR – directory
- * Expat relocation seminar
- * Salary increase
- * Superannuation salary sacrifice contributions
- * Payment summaries
- * The Compass Program – Compass
- * Academic promotions
- * Registering your academic qualifications
- * Flexible hours of work for professional staff
- * Salary packaging
- * Staff benefits
- * Feedback on our HR services
- * **Christmas closedown dates**

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 photos of staff from the office of the HR Director and the teams that make up Indigenous Employment and Engagement and UWS Recruitment.

WHO DOES WHAT IN HR - DIRECTORY

Are you unsure of who to contact in HR for your enquiry? Please visit the following UWS web pages which are directories of 'Office of Human Resources - Staff' and 'Office of Human Resources - Key Functions'. If you are still unsure, please email your query to HREnquiries@uws.edu.au.

EXPAT RELOCATION SEMINAR

For UWS staff that have relocated from overseas or interstate, UWS, in conjunction with PKF Chartered Accountants will be running an Expat Relocation Seminar in June to highlight tax concessions such as:

- Living Away From Home
- Relocation benefits
- Medicare Levy exemption
- Temporary tax residents and discussion on Australian taxation, compliance requirements, such as tax rates, scope of liability, the Fringe Benefits Tax system, tax return filing and superannuation

Please register your Interest with [Gillian Relph](#) before 18th May.

Office of the Director, Human Resources



From left to right: Magdalena Przybylo, Ann Tout (Director, Human Resources)

UWS Recruitment Team



From left to right: Jiya Bhog, Denise Prior, Beth Reyes, Cathy O'Brien, Gillian Relph, Molly Masiello, Vien Nguyen, Taya Solodin (Manager, UWS Recruitment), Ramen Chetty

Indigenous Employment and Engagement Team



From left to right: Josh Mason, Terri Keating, Melissa Williams (Director, Indigenous Employment and Engagement), Angela Spithill

Human Resources Update

SALARY INCREASE

Please note that all staff covered under the UWS General Staff Agreement, UWS Academic Staff Agreement and all Senior Staff of the University will receive the 4% salary increase effective 13 May 2011. The HR Payroll Office will have the increase in the pay that commences on 13 May 2011.

SUPERANNUATION

Salary Sacrifice Limits

A reminder for staff to check Staff Online to ensure superannuation salary sacrifice contributions do not go over the contribution limits.

Salary sacrifice contributions include all University employer contributions, your employee contributions (should you salary sacrifice these) and any additional voluntary contributions that you have elected to salary sacrifice.

The limits for this financial year are:

- Under 50yrs of age – limit is \$25,000
- Over 50yrs of age – limit is \$50,000

Please contact your Superannuation Officer, [Pauline Pickham](#) or [Julie Lohan](#) for any additional information.

PAYMENT SUMMARIES

End of financial year is fast approaching and it will soon be time for Human Resources to prepare and forward to you the 2011 Payment Summary (formerly known as a Group Certificate). To assist us in this process, if you have changed your home or postal address and have not updated your personal details, please make the necessary changes via staff online:



Alternatively, you can contact your HR Staffing Officer via email to organise the necessary changes. If you are unsure who your HR Staffing representative is please visit the following link to learn more:



Should changes be required, please ensure these are completed by no later than 15 June 2011.

COMPASS

The Compass Program [Compass] is about setting a clear direction for the planning of your work and aligning this to your School, Centre or Unit goals and the University's strategy. It is also about providing you with the guidance, direction and support to navigate the various career pathways and development opportunities at UWS.

Compass uses the MyCareer Online system to help keep your work and career development plans and activities on track and up to date so that you and your supervisor can discuss your goals and support or resources needed.

All staff are expected to have their goals uploaded in the MyCareer Online system and to meet with their supervisor to finalise their 2011 work objectives and development goals.

There are a number of support options available to staff and supervisors regarding how to use MyCareer Online and this is available through the MyCareer online home page.

For more information on Compass please contact your HR Business Partner.



ACADEMIC PROMOTIONS

Applications for promotion have been invited from eligible academic staff in accordance with the UWS Policies with a closing date of 20 June 2011.

Enquiries should be addressed to [Jan Brown](#) Head, HR Services.

It is envisaged that the schedule for the promotions process for 2011 will be:

- 20 Apr 2011 - Applications called
- 20 Jun 2011 - Applications close
- Jul - Aug 2011 - Referee reports and HOS/Academic Supervisor reports etc. sought by the Executive Officer, Promotions
- Sep - Oct 2011 - Promotion Committees meet
- Nov 2011 - Advice of outcomes

Should you be considering lodging an application, please ensure that you read both the relevant policy and the application guidelines. The application template provided in the Associated Documents link for each policy must be used in order to submit your application.

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.



Human Resources Update

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E-NEWSLETTER

FLEXIBLE HOURS OF WORK FOR PROFESSIONAL STAFF

All information concerning the Flexible Hours of Work Scheme can be found in Clause 29 of the General Staff Agreement 2009–2012



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

- The electronic timesheet is to be completed by all professional 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 two 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. Flexible working arrangements are provided to allow employees greater flexibility in dealing with workloads, work deadlines and the balance between work and family life.

Where available, employees should use flexible working hours to attend appointments that fall during work hours. If this is not possible and sick leave is sought, the employee must discuss the requirement to attend during work hours with their supervisor (note: there is no need to discuss the reason for the appointment with the supervisor).

- There is only one option for time in lieu to be included under the Hours of Work Scheme. 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 Time in lieu 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.
- The 2011 electronic timesheet, to record your time worked under the Flexible Hours of Work Scheme can be found in the Working at UWS section of the HR Forms and Templates page of the HR website.



SALARY PACKAGING

Salary packaging (sometimes referred to as salary sacrificing) allows an employee to receive part of their salary in the form of benefits which reduces PAYG tax. The University pays for particular benefits on your behalf from your total gross wage, rather than you paying for the benefits from your net wage.

Approved salary sacrifice options include:

- Standard and additional superannuation contributions
- On Campus Child Care
- University Car Parking
- Novated motor vehicle leases
- Lap top/notebook computers (used primarily for work purposes)
- Connect Fitness

For further information please contact your HR Advisor.

STAFF BENEFITS

Please view the Savings and Discounts for UWS staff from the Staff Benefits section of the UWS website



Benefits include health fund discounts, computer discounts, accommodation and travel, banking offers and keen golfers are also invited to have a look at the benefits of being a UWS staff member when having a round at the Glenmore Heritage Valley Golf Club.

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 Sunday 25 December 2011 and re-open on Tuesday 3 January 2012.

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

Friday 23 December 2011 – University open
Sunday 25 December 2011 – Christmas Day
Monday 26 December 2011 – Public Holiday in lieu of Christmas Day
Tuesday 27 December 2011 – Public Holiday in lieu of Boxing Day
Wednesday 28 December 2011 – Concessional Day
Thursday 29 December 2011 – Concessional Day
Friday 30 December 2011 – Concessional Day
Monday 2 January 2012 – Public Holiday in lieu of New Year's Day
Tuesday 3 January 2012 – University reopens

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 electronic 'Feedback for HR' form located on the Human Resources home page of the UWS website.

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

Feedback
for HR

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