

## Monash University Procedure

<b>Procedure Title</b>	<b><u>Salaries</u></b>
<b>Parent Policy</b>	<a href="#">Remuneration and Benefits Policy</a>
<b>Date Effective</b>	6 November 2015
<b>Review Date</b>	3 years from effective date
<b>Procedure Owner</b>	Executive Director, Monash HR
<b>Category</b>	Human Resources
<b>Version Number</b>	2.1
<b>Content Enquiries</b>	ask.monash or phone Monash HR on 990 20400
<b>Scope</b>	This procedure applies to all staff at the University. It does not apply to unpaid adjunct and honorary appointees.
<b>Purpose</b>	The University is dedicated to managing an efficient and accurate payroll and ensuring staff are paid on time and in accordance with the University's obligations under its Enterprise Agreements.
<b>PROCEDURE STATEMENT</b>	

### 1. Salary rates

1.1. Salary rates are outlined in the relevant workplace agreement, including as follows.

<b>Category of staff</b>	<b>Relevant Enterprise Agreement</b>	<b>Relevant clause/schedule</b>
<b>Academic staff</b> (fixed-term and continuing staff)	Monash University Enterprise Agreement (Academic and Professional Staff) 2014	<a href="#">Schedule 1 -Annual Salary Rates</a> <a href="#">Clause 84 - Clinical loadings</a>
<b>Academic staff</b> (Teaching Associates and casual academic research assistants)	Monash University Enterprise Agreement (Academic and Professional Staff) 2014	<a href="#">Schedule 2 -Teaching Associate Sessional Rates and Casual Academic Research Assistant Rates</a>
<b>Professional staff</b> (fixed-term and continuing staff)	Monash University Enterprise Agreement (Academic and Professional Staff) 2014	<a href="#">Schedule 1 - Annual Salary Rates</a>
<b>Professional staff</b> (performance based)	Monash University Enterprise Agreement (Academic and Professional Staff) 2014	<a href="#">Clause 15 - Performance Based Contracts (PBC's)</a>

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contracts)		
<b>Professional staff</b> (casual rates)	Monash University Enterprise Agreement (Academic and Professional Staff) 2014	<a href="#">Based on annual salary rates with 25% loading</a>
<b>Trades and services staff - building and trades</b> (fixed-term and continuing staff)	Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009	<a href="#">Schedule 2 - Annual Salary Rates</a> <a href="#">Clause 34 - Special rates</a>
<b>Trades and services staff - catering and retail, cleaning and caretaking and miscellaneous</b> (fixed-term and continuing staff)	Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services) 2005	<a href="#">Schedule 2 - Salaries</a> <a href="#">Clause 36 - Overtime rates</a> <a href="#">Clause 76 - Overtime and shiftwork rates for control room operators and security patrol staff</a>
<b>Trades and services</b> (casual rates)	As above	<a href="#">Based on annual salary rates with 25% loading</a>
<b>Trades and services staff - building and trades</b> (apprentice rates)	Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009	<a href="#">Clause 24 - Apprentice Rates</a>
<b>Trades and services - catering and retail, cleaning and caretaking and miscellaneous</b> (apprentice rates)	Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services) 2005	<a href="#">Clause 25 - Apprentice Rates</a>

## 2. Payment of salaries

- 2.1. Information regarding the payment of salaries is outlined in the relevant workplace agreement, including as follows.

Enterprise Agreement	Relevant clause
Monash University Enterprise Agreement (Academic and Professional Staff) 2014	<a href="#">Clause 23 - Payment of salaries and deductions</a>
Monash University Enterprise Agreement (Trades and	<a href="#">Clause 29 - Payment of</a>

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Services Staff - Building and Metal Trades Staff) 2009	<a href="#">salaries and deductions</a>
Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services) 2005	<a href="#">Clause 29 - Payment of salaries and deductions</a>

The following is the process for the payment of salaries to staff.

### **Step 1: The staff member provides relevant bank, superannuation and taxation details to Monash HR prior to commencing employment with the University**

- 2.2. Upon accepting an offer of employment with the University, a prospective staff member will be asked to provide the University with the following information in order to be entered on the University's payroll system:
- a nominated bank, building society or credit union account into which the University will pay the staff member's salary;
  - a completed Tax File Number Declaration Form; and
  - completed superannuation forms.
- 2.3. These details should be provided to the University prior to the staff member commencing employment.
- 2.4. Once a staff member has commenced, they may later change their nominated bank account via ESS or, where a staff member cannot access ESS, by completing the [Banking Details Form](#) and submitting the form to Payroll Services, Monash University VIC 3800.

### **Step 2: The supervisor notifies Monash HR that the staff member has commenced work**

- 2.5. The calculation of salary will commence from the date the staff member takes up duty at the University. The supervisor e will receive an e-mail to prompt them to forward a Confirmation of Commencement e-mail to the HR Operations Centre ] on the day the new staff member takes up his/her position. Once this email is received, the HR Operations Centre will advise Payroll Services to commence payment of the staff member's salary. Normally one person only may hold an established position at any one time. A new appointee to a vacancy arising from resignation, retirement, transfer or promotion should not commence earlier than on the day on which the holder vacates the position. In exceptional cases, the head of unit may authorise a period of overlap.

### **Step 3: Monash HR pays the staff member's salary fortnightly during the period of employment**

- 2.6. Payroll Services will pay the staff member's salary fortnightly into the bank, building society or credit union account nominated by the staff member in Step 1 above. The University's pay dates can be viewed on the [Monash HR Calendar](#).
- 2.7. If a pay date falls on a public holiday or during the [Christmas closedown period](#), the University will pay that fortnight's salary on an appropriate date prior to the scheduled pay day.

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- 2.8. Staff can access their pay slips via ESS. Staff who do not have access to ESS will be provided with a hard-copy payslip.
- 2.9. Payroll Services will make deductions from a staff member's salary for superannuation contributions on the written authority of the staff member. For further information, refer to the [Remuneration and Benefits Procedure - Superannuation](#). Any other salary deductions requested by the staff member and agreed by the University will only be made on the written or other approved authorisation of the staff member.
- 2.10. For information on possible salary packaging options, please refer to the [Remuneration and Benefits Procedure - Salary Packaging](#). All deductions will be recorded on the staff member's pay slip.

### Advance payment of salaries

- 2.11. On four weeks' notice, a staff member will be entitled to the following advance payment for periods of paid leave in excess of ten days

Form of leave	Advance payment
Annual leave Long service leave Outside Studies Program (OSP) leave	Up to 12 weeks
Parental leave	Up to 14 weeks

- 2.12. To request an advance payment of salary, the staff member must apply for the leave using the [Application for Leave Form](#) and complete the relevant section to request advance payment. Advance payment cannot be requested through ESS.

### Underpayments and overpayments

- 2.13. Any underpayment or overpayment of salary will be remedied in accordance with the applicable clause in the relevant workplace agreement.

Enterprise Agreement	Relevant clause
Monash University Enterprise Agreement (Academic and Professional Staff) 2014	<a href="#">Clause 23.4</a>
Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009	<a href="#">Clause 29.6 and 29.7</a>
Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services) 2005	<a href="#">Clause 29.6</a>

### Annual leave loading

- 2.14. Staff at the University are eligible for annual leave loading as outlined in the relevant workplace agreement. Annual leave loading will be paid in the relevant pay period in December each year.

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Enterprise Agreement	Relevant clause
Monash University Enterprise Agreement (Academic and Professional Staff) 2014	<a href="#">Clause 25 - Annual Leave Loading</a>
Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009	<a href="#">Schedule 6 - Application of Leave</a>
Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services) 2005	<a href="#">Schedule 5 - Application of Leave</a>

- 2.15. Annual leave loading may be exchanged for additional leave in accordance with the relevant provisions of the [Remuneration and Benefits Procedure - Types of leave \(annual leave\)](#).

**Step 4: Monash HR stops paying the staff member's salary when the staff member's employment ceases**

- 2.16. Staff, supervisors and relevant HR staff are required to comply with the [Leaving Monash Procedure - Resignation and Exiting the University](#).
- 2.17. On the date a staff member's employment with the University ends, Payroll Services will:
- cease payment of salary;
  - cease superannuation contributions;
  - where relevant, cease WorkCover insurance payments;
  - calculate the accrual of annual and long service leave entitlements; and
  - calculate the tax on any lump sum separation payments.
- 2.18. Payment will be made to the last day of attendance for duty or absence on approved paid leave, whichever is the later.
- 2.19. If a staff member ceases duty on the eve of the end-of-year closedown, s/he will be paid to 31 December provided s/he has accrued the appropriate University holidays.
- 2.20. If a fixed-term contract expires and Monash HR has not been notified that the contract will be renewed, salary payment will cease on the end date of the contract.

### 3. Salary increases

- 3.1. Salary increases are paid in accordance with the requirements of the relevant workplace agreement.

Enterprise Agreement	Relevant clause
Monash University Enterprise Agreement (Academic and Professional Staff) 2014	<a href="#">Clause 22 - Salary increases</a>
Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009	<a href="#">Clause 23 - Classifications and salary rates</a>

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Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services) 2005	<a href="#">Clause 24 - Classifications and salary rates</a>
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- 3.2. Where salary increases are granted retrospectively and a staff member's service terminates between the effective date of the increase and the date on which the increases are actually paid, the University will:
- pay the increase to any staff member who has left for reasons of approved retirement due to age or illness;
  - make payments in other cases on written application of the former staff member, provided such application is made to the Director, Workplace Relations, Monash HR within six months of the date of the increase.

### 4. Incremental progression

- 4.1. A staff member's salary will progress to the next incremental step in their classification level on the increment due date provided the staff member is performing satisfactorily. An increment will only be withheld if the staff member is found not to be making satisfactory progress towards their agreed performance plan in accordance with the relevant managing unsatisfactory performance process, including the [Staff Development Procedures - Managing Unsatisfactory Performance: Academic Staff](#) and [Managing Unsatisfactory Performance: Professional staff](#).
- 4.2. Where it can be clearly demonstrated by the supervisor that a staff member is consistently exceeding the required performance level, consideration may be given to granting additional increments.
- 4.3. The relevant clauses relating to incremental progression in the workplace agreements are as follows.

Enterprise Agreement	Relevant clause
<i>Monash University Enterprise Agreement (Academic and Professional Staff) 2014</i>	<a href="#">Clause 24 - Payment of increments</a> <a href="#">Clause 64 - Performance Development</a>
<i>Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009</i>	<a href="#">Clause 18.4 - Incremental advancement (fixed-term staff)</a> <a href="#">Clause 25 - Performance Enhancement</a> <a href="#">Clause 26 - Higher Duties</a> <a href="#">Clause 29 - Payment of salaries and deductions</a>
<i>Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services) 2005</i>	<a href="#">Clause 26 - Performance Enhancement</a> <a href="#">Clause 29 - Payment of Salaries and Deductions</a> <a href="#">Clause 19 - Higher Duties</a>

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<b>Responsibility for implementation</b>	
<b>Status</b>	Revised
<b>Approval Body</b>	<p><b>Name:</b> Executive Director, Monash HR</p> <p><b>Date:</b> Date approved</p> <p><b>Author:</b></p>
<b>Definitions</b>	<p><b>ESS:</b> is the online Employee Self Service system which provides staff members with easy and private access to personal and current employment information held by the University.</p> <p><b>Head of unit:</b> is the head of an academic or organisational work unit, for example Head of School, Head of Department or where applicable, a person acting as his or her nominee.</p> <p><b>HR Operations Centre:</b> is a centralised HR team that brings together the HR Advisory, HR Business Support and HR Recruitment Support functions. The HR Operations Centre delivers a broad range of HR operational services at all stages of the employee lifecycle including recruitment and appointment of staff, staff enquiries and contract renewals.</p> <p><b>Increment due date:</b> is normally the anniversary of the date the staff member commenced their current position with the University. However, if a staff member has been promoted or if their position has been reclassified, the date of effect for those changes will become the increment due date. Periods of unpaid leave and a period on higher duties may also change the increment due date.</p> <p><b>Payroll Services:</b> is the Centre of Expertise in Monash HR which manages the payroll and related services</p> <p><b>Relevant workplace agreement:</b> means the Australian Workplace Agreement (AWA) or Enterprise Agreement that applies to a particular staff member. The Monash University Enterprise Agreement (Academic and Professional Staff) 2014 will apply to academic and professional staff at the University and, depending on the services provided by a trades and services staff member, the Monash University Enterprise Agreement (Trades and Services staff - Building and Metal Trades Staff) 2009 or the Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff) 2005 will apply.</p> <p><b>Supervisor:</b> means the person who is responsible for the supervision of staff member(s) and in most cases this will be the immediate line manager.</p>
<b>Legislation Mandating Compliance</b>	
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>• <a href="#">Remuneration and Benefits Procedure - Salary Packaging</a></li> <li>• <a href="#">Remuneration and Benefits Procedure - Superannuation</a></li> <li>• <a href="#">Remuneration and Benefits Procedure - Types of leave (Annual leave)</a></li> <li>• <a href="#">Staff Development Procedure - Managing Unsatisfactory Performance:</a></li> </ul>

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	<p><a href="#">Academic Staff</a></p> <ul style="list-style-type: none"> <li>• <a href="#">Staff Development Procedure - Managing Unsatisfactory Performance: Professional staff</a></li> </ul>
<b>Related Documents</b>	<p><b><u>EA Agreements</u></b></p> <p>Monash University Enterprise Agreement (Academic and Professional Staff) 2014</p> <ul style="list-style-type: none"> <li>• <a href="#">Clause 15 - Performance Based Contracts (PBC's)</a></li> <li>• <a href="#">Clause 22 - Salary increases</a></li> <li>• <a href="#">Clause 23 - Payment of salaries and deductions</a></li> <li>• <a href="#">Clause 24 - Payment of increments</a></li> <li>• <a href="#">Clause 25 - Annual Leave Loading</a></li> <li>• <a href="#">Clause 64 - Performance Development</a></li> <li>• <a href="#">Clause 84 - Clinical Loadings</a></li> <li>• Schedule 1 - Annual Salary Rates <ul style="list-style-type: none"> <li>• <a href="#">Professional Staff Annual Salary Rates</a></li> <li>• <a href="#">Academic Staff Annual Salary Rates</a></li> </ul> </li> <li>• <a href="#">Schedule 2 -Teaching Associate Sessional Rates and Casual Academic Research Assistant Rates</a></li> </ul> <p>Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009</p> <ul style="list-style-type: none"> <li>• <a href="#">Clause 18.4 - Incremental advancement (fixed-term staff)</a></li> <li>• <a href="#">Clause 23 - Classifications and salary rates</a></li> <li>• <a href="#">Clause 24 - Apprentice Rates</a></li> <li>• <a href="#">Clause 25 - Performance Enhancement</a></li> <li>• <a href="#">Clause 26 - Higher Duties</a></li> <li>• <a href="#">Clause 29 - Payment of salaries and deductions</a></li> <li>• <a href="#">Clause 34 - Special rates</a></li> <li>• <a href="#">Schedule 2 - Annual Salary Rates</a></li> <li>• <a href="#">Schedule 6 - Application of Leave</a></li> </ul> <p>Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services) 2005</p> <ul style="list-style-type: none"> <li>• <a href="#">Clause 19 - Higher Duties</a></li> <li>• <a href="#">Clause 24 - Classifications and salary rates</a></li> <li>• <a href="#">Clause 25 - Apprentice Rates</a></li> <li>• <a href="#">Clause 26 - Performance Enhancement</a></li> <li>• <a href="#">Clause 29 - Payment of Salaries and Deductions</a></li> </ul>



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|  | <ul style="list-style-type: none"><li>• <a href="#">Clause 36 - Overtime rates</a></li><li>• <a href="#">Clause 76 - Overtime and shiftwork rates for control room operators and security patrol staff</a></li><li>• <a href="#">Schedule 2 - Salaries</a></li><li>• <a href="#">Schedule 5 - Application of Leave</a></li></ul> |
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**Documents**

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|  | <ul style="list-style-type: none"><li>• <a href="#">Confirmation of Commencement of Appointee Form</a></li><li>• <a href="#">Banking Details Form</a></li><li>• <a href="#">Guide to your payslip [pdf]</a></li></ul> |
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