

SALARIES, ALLOWANCES AND LOADINGS PROCEDURE

SCOPE

This procedure applies to academic and professional staff at the University, herein collectively referred to as 'you' for the purpose of this procedure. It does not apply to adjunct and honorary appointees.

Trades and Services staff should refer to the relevant [Enterprise Agreement](#) for details on salary and allowances, but may refer to section 2 of this procedure for instructions on the payment of salaries.

PROCEDURE STATEMENT

Monash University ('us', 'our' or 'we') 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.

1. Salary rates

1.1 Salary rates for professional and academic staff are outlined in the Monash University Enterprise Agreement (Academic and Professional Staff) 2014:

- [Academic staff annual salary rates](#)
- [Professional staff annual salary rates](#)
- [Teaching associate sessional rates and casual academic research assistant rates](#)
- [Casual professional staff salary rates](#) (based on professional annual salary rates with 25% loading)

2. Payment of salaries

Step 1: Provide paperwork to Monash HR

2.1 Upon accepting an offer of employment or terms of engagement with us, you will be asked to provide [Monash HR](#) with the following information in order to be entered on our payroll system:

- a nominated bank, building society or credit union account into which we will pay your salary;
- a completed Tax File Number Declaration Form; and
- completed superannuation forms.

2.2 You should provide these details to us prior to commencing employment.

2.3 Once you have commenced, you may later change your nominated bank account via [ESS](#) or, where you cannot access ESS, by completing the online [Banking Details Form](#).

Step 2: Confirm commencement of work

2.4 If you are a fixed-term or continuing staff member, your supervisor will receive an e-mail to prompt them to forward a Confirmation of Commencement e-mail to Monash HR on the day you start working in your position. Once this email is received, Monash HR will commence payment of your salary from the date you take up duty at the University.

2.5 If you are a casual professional staff member, a teaching associate or a casual academic research assistant, you are required to complete [timesheets](#) in order to trigger payment for the work you have performed.

Step 3: Monash HR pays your salary

- 2.6 During your period of employment, Monash HR will pay your salary fortnightly into the bank, building society or credit union account nominated by you in Step 1 above. Our 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](#), we may pay that fortnight's salary on an appropriate date prior to the scheduled pay day.
- 2.8 You can access your pay slips via [ESS](#). If you do not have access to ESS, we will provide you with a hard-copy payslip.
- 2.9 Monash HR will make deductions from your salary for superannuation contributions on your written authority. For further information, refer to the [Superannuation Procedure](#). If you wish to make any other salary deductions, this request will need to be agreed by the University and authorised by you in writing.
- 2.10 For information on possible salary packaging options, please refer to the [Salary Packaging Procedure](#). All deductions will be recorded on your pay slip.

Step 4: Monash HR stops paying your salary when employment ceases

- 2.11 If you are a continuing or fixed-term staff member, you are required to comply with the [Resignation and Exiting the University procedure](#).
- 2.12 On the date your employment with us ends, Monash HR will:
- cease payment of salary;
 - cease superannuation contributions;
 - where relevant, cease WorkCover insurance payments;
 - calculate the accrual of annual and long service leave entitlements;
 - calculate the tax on any lump sum separation payments; and
 - arrange for final payments to be made in the next available pay period.
- 2.13 If your 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. Advance payment of salaries

- 3.1 On four weeks' notice, you will be entitled to payment in advance for the following 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

- 3.2 To request an advance payment of salary, you must apply for the leave using the relevant leave [form](#) and complete the relevant section. Advance payment cannot be requested through ESS.

4. Salary increases and incremental progression

- 4.1 Annual salary increases are paid in accordance with [clause 22](#) of the Monash University Enterprise Agreement (Academic and Professional Staff) 2014.
- 4.2 If you are a fixed-term or continuing staff member, your salary will progress to the next incremental step in your classification level on the [increment due date](#) provided you are performing satisfactorily. An increment will only be withheld if you are found not to be making satisfactory progress towards your agreed performance plan in accordance with the relevant managing unsatisfactory performance procedure, including [Managing Unsatisfactory Performance: Academic Staff procedure](#) and [Managing Unsatisfactory Performance: Professional Staff procedure](#).
- 4.3 Where it can be clearly demonstrated by your supervisor that you are consistently exceeding the required performance level, consideration may be given to granting additional increments.

5. Overpayments and underpayments

- 5.1 If you believe you have been either overpaid or underpaid, please contact Access HR on 03 9902 0400.
- 5.2 Where a salary overpayment has occurred, we will inform you of the amount of the overpayment and will write to you about the options available for repayment. The timeline for repayment shall be of reasonable length, having regard to the extent of the overpayment. We will negotiate in good faith with the aim of reaching an agreed repayment arrangement, after which we may deduct the overpayment from your salary or termination payments in accordance with the agreed repayment arrangement.

6. Allowances, loadings and benefits

- 6.1 The table below specifies the allowances and benefits that may be available you. The table contains relevant information regarding the application process (where applicable).

Allowance, loading or benefit	Nomination / Application Process / Relevant Form
Academic and Professional Staff	
Annual Leave Loading <i>(Not applicable to staff members on performance based contracts)</i>	<p>You are entitled to 17½ per cent of the salary for four weeks' annual leave payable in the pay period in which 15 December occurs, with a maximum payment equal to the Australian Bureau of Statistics average weekly total earnings of all males (Australia) for the bi-annual date released in August in the year in which it is paid.</p> <p>If your employment commences after or ceases prior to 15 December in any accrual year, you will be entitled to a pro rata payment for the number of completed months of continuous service in that accrual year.</p> <p>Annual leave loading may be exchanged for additional leave in accordance with the relevant provisions of the annual leave procedure.</p>
Exceptional Achievement Payment	<p>Your supervisor may nominate academic or professional staff members between HEW Levels 5 to 9 for an exceptional achievement payment, following an assessment of exceptional performance in accordance with the performance development process. The relevant Dean or Executive Director will consider nominations.</p> <p>No more than 5 academics and 5 professional staff members, or 5% of the total number of academic and professional staff members (whichever is the greater) within each faculty or portfolio may receive an exceptional achievement payment in any given year.</p> <p>Deans and Executive Directors, in consultation with their HR Business Partner, will complete a Payment Request Schedule for Exceptional Achievement Payments for Academic and/or Professional staff members in November or December each year.</p> <p>Monash HR are responsible for reviewing and approving the request schedules, and coordinating payments for relevant staff members.</p>
Travel between Campuses <i>(Not applicable to staff members on performance based contracts)</i>	<p>For a vehicle claim you should submit a claim for use of private vehicle form (online via ESS) to your supervisor for approval.</p> <p>Once approved the valid claim will be paid within 25 working days of submission, subject to the provisions of clause 77.1(h) of the Enterprise Agreement.</p>

<p>Travelling, meal, vehicle and related expenditure</p>	<p>You should refer to the following travel expense reimbursement procedures:</p> <ul style="list-style-type: none"> • International Travel (Australian-based staff) Procedure; • Domestic Travel (Australian-based staff) Procedure; • Corporate Credit Card Procedures (Australia only); and • Reimbursements Procedures (Australia only) <p>Where possible, travel related expenses should be paid for with a corporate credit card. If this is not possible, you should seek reimbursement through Concur.</p> <p>You should submit a Claim for use of private vehicle form (via ESS) to your supervisor for approval of allowances related to the use of your private vehicle. Once approved the valid claim will be paid within 25 working days of submission, subject to the provisions of clause 77.1(h) of the Enterprise Agreement.</p>
<p>Subscriptions to Associations, Technical Bodies and Journals</p>	<p>The cost of personal subscriptions to associations, technical bodies and journals may only be charged against University funds via corporate credit card or reimbursement where such subscriptions are:</p> <ul style="list-style-type: none"> • a requirement of the University; and • directly relevant to your duties reflected in your approved position description; and • authorised by the relevant Head of Unit. <p>If you are an academic staff member who has research funding, you may use these funds to subscribe to appropriate professional associations, technical bodies and journals, where the resource funding grant permits. Funds accumulated by University Practice Paid Outside Work may also be used for this purpose.</p> <p>If you represent the University on company boards, you may have Australian Institute of Company Director (AICD) membership paid while that board membership is active.</p>
<p>Academic Staff only</p>	
<p>Above engagement profile payment</p>	<p>Your supervisor may nominate you for an above engagement profile payment if, at the request of the Dean or nominee, you have performed additional duties above those anticipated in the performance plan, and have performed both the additional duties and the planned work in a satisfactory manner to a pre-agreed standard. Above engagement profile payments only apply to full time academic staff members.</p> <p>The Head of Unit should submit a completed above engagement profile payment form to the Dean for endorsement. Once endorsed the form will be forwarded to Monash HR to coordinate any required approvals and arrange payment.</p>
<p>Camping Allowance</p>	<p>Work units for which a camping allowance is payable will inform the Payroll Services team directly via email.</p> <p>Ordinarily your work unit will submit a template spreadsheet outlining the details of the amount of time and payment due for each staff member involved.</p>
<p>Clinical Loadings</p>	<p>The relevant approver will authorise clinical loadings:</p> <ul style="list-style-type: none"> • at the time of appointment using the Rex system; or • when a renewal is facilitated through the CEM. <p>Please refer to Clinical Loadings - Academic staff for details.</p>
<p>Professorial Loadings <i>(Not applicable to staff members on performance based contracts)</i></p>	<p>Professorial loadings are payable to Professors and Associate Professors who are Fellows of the following five recognised academies:</p> <ul style="list-style-type: none"> • Australian Academy of Science • Academy of Social Science of Australia • Australian Academic of Technological Sciences and Engineering • Australian Academy of Humanities • Australian Academy of Law <p>Contact Monash HR for further information.</p>

Professional Staff only	
Higher Duties Allowance	Your supervisor may request you act in a position of higher classification on a temporary basis. Your supervisor should complete the higher duties allowance form to request a higher duties allowance.
Motorcycle and bicycle allowance <i>(Not applicable to staff members on performance based contracts)</i>	You should submit a claim for use of private vehicle form (online via ESS) to your supervisor for approval. Once approved a valid claim will be paid within 25 working days of submission, subject to the provisions of clause 77.1(h) of the Enterprise Agreement.
On-Call and Call-back for IT Staff	You should submit a completed eSolutions on-call and call back allowance claim form to your supervisor for approval.
Overtime meal allowance	You should submit a completed additional hours / overtime time sheet (professional staff) to your supervisor for approval.
Sleep over allowance	If you are eligible for a sleep over allowance, your supervisor will prepare a memo outlining the circumstances and will seek the endorsement from the Head of Unit. Your supervisor will forward the endorsed memo to Monash HR, hr@monash.edu who will arrange payment.

7. Breach of procedure

- 7.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

DEFINITIONS

ESS	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.
Head of Unit	The head of an academic or organisational work unit, for example Head of School, Head of Department or where applicable, a person acting as their nominee.
Increment due date	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.
Relevant Enterprise Agreement	The 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 members 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.
Supervisor	The person who is responsible for the supervision of staff member(s) and in most cases this will be the immediate line manager.

GOVERNANCE

Parent policy	Pay, benefits and entitlements
Supporting schedules	
Associated procedures	<ul style="list-style-type: none"> • Salary Packaging • Superannuation • Annual leave • Managing Unsatisfactory Performance: Academic Staff • Managing Unsatisfactory Performance: Professional Staff

	<p>Procedure forms</p> <ul style="list-style-type: none"> • Banking Details Form • Guide to your payslip
Legislation mandating compliance	
Category	Human Resources
Approval	Chief Human Resources Officer as delegate of the Chief Operating Officer - 12 June 2018
Endorsement	Director, Workplace Relations - 12 June 2018
Procedure owner	Director, Workplace Relations
Date effective	25 October 2018
Review date	12 June 2021
Version	6
Content enquiries	ask.monash or phone Monash HR on (03) 990 20400