



Bulletin to All Staff - The Human Resources Division and its Units

Dear Colleagues

The Human Resources Division and its Units

Since the restructure of the Human Resources Division, the teams have developed their skills and expertise in particular areas to provide service to the University.

The division of Human Resources (HR) delivers a suite of functions in the following areas:

- payroll
- recruitment which includes indigenous employment
- superannuation
- salary packaging
- employee relations
- classification and remuneration
- contracts and probation and
- occupational health & safety

The HR units and a list of contacts details for each team member can be found at <http://www.latrobe.edu.au/hr/internal/staff.htm>

Changes to the Engagement of Casual Staff

The process of engaging casual staff has undergone a review and as a result Human Resources will be implementing administrative changes effective the pay period commencing 27 October 2007.

Whilst casual staff should continue to be engaged on a needs basis, there will no longer be the requirement to engage casual staff for a defined engagement period of no more than 12 months.

A **Casual Employment Form** will need to be completed at the time of the first casual engagement or reinstatement of a terminated employee. This form should include the appointment details. As casual staff are engaged by the hour or session no cessation date needs to be recorded. However, there is an exemption to this for those casual staff employed with visa employment restrictions, their visa end date will be recorded as the employment cease date. Casual staff who have not been paid in any of their contracted areas for a period of 12 months will be automatically ceased from the Payroll.

A **Casual Additional Wage Type/Cost Centre Form** will need to be completed to record any amendments/additions to the original appointment details (eg additional casual work to be undertaken).

A **Casual Personal Details Variation Form** will need to be completed by the casual staff member to amend their personal details.

Casual Cessation Advice should be completed to cease the casual appointment from a

contracted area, however noting that the cessation action will automatically occur if there has been no payment for a period of 12 months.

To assist HR staff in the **transitional period** of the new system of administration for casual employment, it would be appreciated if employing areas could complete a *Casual Employment Form* for all casual staff they wish to continue to engage. (This can be done at your convenience and does not need to wait until the nominated cessation date.) Human Resources will then make the necessary amendments.

For further information go to

<http://www.latrobe.edu.au/hr/recruitment/casual-procedures/index.htm>

Extension of Honorary Appointments

When considering the extension of honorary appointments, please ensure that you advise the Contracts and Probation Unit at the earliest opportunity. Honorary appointments that have been inactive for 3 months or more will no longer appear on SAP and their paperwork will be archived.

Extension forms for honorary appointments can be downloaded from the HR web site at

<http://www.latrobe.edu.au/hr/forms/other.htm>

Preparing for 2007 End of Year Deadlines

The Christmas Closedown period for 2007/2008 will commence at the close of business on Friday 21 December 2007 and the University will reopen on Wednesday 2 January 2008.

Monday 24 December is a University Public Holiday included in this closedown period as a Productivity Offset Day.

To allow for the timely processing of Human Resources related matters, taking into account the Christmas/New Year closedown period, Human Resources must adhere to numerous deadlines. Details of these deadlines can be obtained at:

<http://www.latrobe.edu.au/hr/> under '**Announcements**'

Did you know that...

Friday is, and always has been, pay-day? It's just that the Payroll Team do such a great job of running the fortnightly pay that staff usually have their money around mid-week.

Over 3,000 staff across six campuses and other centres receive their pay ahead of schedule.

Kerry McKeand

Director, Human Resources

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