

HUMAN RESOURCES DIVISION**HR BRIEFING NEWSLETTER
NOVEMBER/DECEMBER 2008****END OF YEAR CLOSEDOWN DATES****2008/2009**

- Wednesday 24 December 2008
- Thursday 25 December 2008
- Friday 26 December 2008
- Monday 29 December 2008
- Tuesday 30 December 2008
- Wednesday 31 December 2008
- Thursday 1 January 2009
- Friday 2 January 2009*

**2 January 2009 is not a Uni. holiday for Trades and Services Staff*

2009/2010

- Wednesday 23 December 2009*
- Thursday 24 December 2009
- Friday 25 December 2009
- Monday 28 December 2009
- Tuesday 29 December 2009
- Wednesday 30 December 2009
- Thursday 31 December 2009
- Friday 1 January 2010

**23 December 2009 is not a Uni. holiday for Trades and Services Staff*

UNIVERSITY HOLIDAYS 2009

New Year's Day	Thursday 1 January
Australia Day	Monday 26 January
Good Friday	Friday 10 April
Easter Saturday	Saturday 11 April
Easter Monday	Monday 13 April
Easter Tuesday	Tuesday 14 April
Anzac Day	Saturday 25 April
Christmas Day	Friday 25 December
Boxing Day	Monday 28 December in lieu of Saturday 26 Dec.

The following are normal working days and are **not** Monash University holidays:

Labour Day **Monday 9 March**
Queen's Birthday **Monday 8 June**; and
Melbourne Cup Day **Tuesday 3 November**

PAYROLL CLOSEDOWN DEADLINES

Pay Period	Pay Fortnight	Pay Day	Paperwork to HR Ops	Cut off for timesheet data entry
F13	6/12/08-19/12/08	Thurs 18/12/08	11/12/08 11am	15/12/08 5pm
F14	20/12/08-2/1/09	Tues 23 23/12/08	16/12/08 11am	18/12/08 5pm
F15	3/1/09 – 16/1/09	Thurs 15/1/09	8/1/09 11am	12/1/09 5pm

NON RENEWALS & RENEWALS OF FIXED TERM CONTRACTS

To ensure contract renewals/non renewals are actioned prior to the end of year closedown, Contract Expiry Reports will need to be monitored and Renewal/Non Renewal of Fixed Term Contract forms must reach HR Operations by:

- 11am Monday 8 December 2008 for Pay Period F13.
- 11am Friday 12 December 2008 for Pay Period F14.

NEW LOOK FORMS

HR has been working on a project of redesigning a number of HR forms to achieve a more functional, efficient and user friendly format. The redesigning of the forms is in direct response to feedback and suggestions from HR contacts across the University. Seven forms were given priority for re-design.

The Recommendation to Appoint form has been redesigned and is available in PDF.

The following forms are currently being redesigned:

- Honorary Engagement
- Renewal of Fixed Term Contract
- Non Renewal of Fixed Term Contract
- Application for SAP ID
- Notice of Resignation
- Request to Advertise

CHANGES TO FORMS

The following [forms](#) have been changed recently. Please ensure forms being used are current by downloading when required.

- Application for Conversion (Conversion from Casual to Non Casual Employment) [General Staff]
- Application for Conversion (Conversion from Fixed Term to Continuing Appointment)
- Claim for use of Private Vehicle
- Higher Duties Allowance
- Leave – Maternity
- Parental Leave – Adoption
- Parental Leave – Calendar
- Parental Leave – Partner
- Parental Leave – Return
- Salary Packaging Application

ask.monash - NEW FAQs

- What is the Leave Notification Program?
- I have not received my Payment Summary, how do I get a copy?
- Has the ESS service changed?
- What is the payroll deadline for the end of year Christmas closedown?
- What is the Cross Campus Staff Mobility (CCSM) Program?
- How do I apply for the Travelling Fellowship Award?

<https://my.monash.edu.au/askmonash/>

eVisitor Visa (651)

On 27 October 2008, DIAC introduced a new eVisitor Visa (651) for short term stay in Australia.

The new eVisitor Visa is designed for tourists and business people from all European Union countries and eight other European countries as listed below:

Andorra	Greece	Norway
Austria	Hungary	Poland
Belgium	Iceland	Portugal
Bulgaria	Ireland	Romania
Cyprus	Italy	Republic of San Marino
Czech Republic	Latvia	Slovak Republic
Denmark	Liechtenstein	Slovenia
Estonia	Lithuania	Spain
Finland	Luxembourg	Sweden
France	Malta	Switzerland
Germany	Monaco	U K- British Citizen
	Netherlands	Vatican City

- Tourists and business people will be able to apply directly on the internet, free of charge.
- eVisitor is valid for up to 3 months on each arrival in Australia for either tourist or business purposes. It is valid for a period of 12 months.
- If applying on line, European passport holders (as listed above) who are eligible to apply for an ETA (956/977) through a travel agent, airline or specialist service provider, should now apply for an eVisitor instead.
- Envisaged that the ETA (previously applicable for the listed countries) will eventually be phased out.

For more information, or to apply, please see <http://www.immi.gov.au/visitors/tourist/evisitor/index.htm>, alternatively please contact your HR Adviser.

HR POLICY BANK

Monash University, like any other organisation, adopts Human Resource (HR) policies as enablers of strategy and regulatory compliance. The Human Resources Division is committed to ensuring its policies are applicable across all of Monash's campuses in Australia and off-shore, comply with the University's policy framework and are supported by clear, accessible and user friendly procedures.

To this end, we have embarked on a major project to convert all existing Workplace Policies and Procedures (WPP) into the University's Policy Bank templates.

This project requires:

- conversion of approximately 80 existing documents under Workplace Policies (WPP) into 8 policies, approximately 40 procedures and relevant supporting material;
- revision of over 550 pages of existing content against workplace regulations, Enterprise Agreement provisions and University Statutes.

The first policy and procedures to be updated are those that fall under the area of conduct and compliance. These were published on the Human Resource Division's Workplace Policies & Procedures ([WPP](#)) web page on 16 October.

We are aiming to upload the remaining policies and procedures into a new HR Policy Bank environment in the first quarter of 2009.

We will continue to provide regular project updates on the [HR News](#) web page. Members of the HR community are encouraged to monitor progress through this web page and can contact Sally Johnson, Senior Policy Consultant, ext 20622, for further information.

VISITOR MANAGEMENT MODULE (VMM)

VMM is being designed to cater for most types of visitors and will simplify the process of inviting, paying and reimbursing short-term visitors to the University.

Based on feedback received from faculty and division staff members, business rules for short term unpaid visitors have been substantially redesigned with the goal of minimising paperwork and complexity.

The new VMM procedures will substantially reduce double handling of visitor information by staff in the faculties and central HR staff. The ESS interface is designed to automate the compliance checks necessary under the University's policy, ATO and Immigration requirements. The invitation letters have been redrafted into a simpler, more 'welcoming', plain English style.

Development work on the VMM software is well underway. The new system will consist of an on-line Visit registration process delivered through the

ESS portal which will be supported by a Visitor database hosted within the SAP HR application.

Concurrently work is progressing in developing procedures and a website for intending visitors. A computer based training module will be delivered as part of the implementation of VMM.

We expect to roll out VMM in the first quarter of 2009.

STAFF DEVELOPMENT

What's On

2 Dec	Emotional Intelligence at Work
3 Dec	Office 2007 Upgrade

For more information see the [Staff Development](#) web page.

FURTHER INFORMATION

Further information is available in ask.monash via <https://my.monash.edu.au/askmonash/> where you can search our frequently asked questions and submit your own questions.

Alternatively, please contact: HR Enquiries on + 61 3 9902 0400