

**Payroll and Salary Packaging Information for 25 December 2021 to 3 January 2022**

Please find below (and attached) important information relating to the various entitlements for the Christmas and New Year Public Holiday period, and details relating to Payroll & Salary Packaging arrangements over this period.

**Public Holiday Entitlements:**

The Public Holidays are:

- Christmas Day (Sat. 25 December).
- Boxing Day (Sun. 26 December).
- An **ADDITIONAL** Christmas Day (Mon. 27 December) (where applicable).
- An **ADDITIONAL** Boxing Day (Tue. 28 December) (where applicable).
- New Years' Day (Sat. 1 January).
- An **ADDITIONAL** New Year's Day (Mon. 3 January) (where applicable).

**In summary (to be read in conjunction with the matrix):**

**Entitlements for Nurses and Midwives (Victorian Public Sector), Victorian Public Mental Health Services (RPN's, PEN's and PSO's), Doctors In Training, Medical Specialists, Medical Scientists, Pharmacists & Psychologists & Biomedical Engineers**

Christmas Day, Boxing Day and New Years' Day fall on a weekend and an **ADDITIONAL** day has been declared for each Public Holiday. Weekend workers will receive the public holiday benefit for the day they work being the actual Public Holiday or the **ADDITIONAL** day, **but not both**.

Note: As the Public Holidays occur over two separate pay periods, payments for both pay periods will be reviewed by Payroll and adjustments made in pay period ending 9 January 2022, to ensure that no staff member is disadvantaged and that they have been paid their full entitlement.

**Entitlements for Health and Allied Services, Managers and Admin staff, Allied Health Professionals (Public Health), Health Professionals, Health and Allied and Management (Mental Health)**

Saturday 25 December, Sunday 26 December and Saturday 1 January have been substituted with Monday 27 December, Tuesday 28 December & Monday 3 January. However, any staff member who works on **any of these days** will be entitled to public holiday penalties.

**Requirements for RosterOn**

- Where a staff member would ordinarily be rostered to work on a Public Holiday, and is not required to work, select **Public Holiday Not Worked** from the drop down menu.
- Where a staff member works on any of the Public Holidays, no action is required as RosterOn will automatically calculate the entitlement.
- Where any of the Public Holidays fall on a rostered day off, no action is required as RosterOn will automatically calculate the entitlement.

**Payroll processing arrangements over the Christmas period will be as follows:**

Payroll payments will be delayed by one day (refer table below). Please ensure all documentation and pay locks are submitted and actioned in a timely manner. The schedule below includes dates and variations to our usual timelines.

Period Ending:	Sunday, 26 December 2021
Pay-locks:	Monday - Friday staff, where possible by Friday 24-12-21. 'Rostered' staff, where possible by 9:30 a.m. Tuesday 28-12-21. (Refer special notes below)
Amendments:	Submit by 9:30 a.m. Wednesday 29-12-21
Payday:	Delayed by 1 day to Thursday 30-12-21
Sal Pak:	No change to existing arrangements

**Special notes:**

As many staff across Eastern Health will be on leave on Monday 28, and Tuesday 29 December, we are asking Managers to please review rostering arrangements to ensure there is coverage to authorise and pay lock Rosters.

**Options for day & pay lock RosterOn:**

1. For staff currently working off site, pay and day locks for rosters can be performed remotely, [click here](#) OR it can be locked in advance of the pay period end.
2. Where rosters have not been pay locked by the above times, rosters will be automatically locked and processed by Payroll. Payroll will have a 'skeleton' team working on Tuesday 28-December.

Rosters that have been locked in advance or have been locked by Payroll, must be reviewed by Managers and any changes advised by e-mail to [PayrollQueries@easternhealth.org.au](mailto:PayrollQueries@easternhealth.org.au) by 9:30 a.m. on Wednesday 29 December. Changes submitted by this time can be made before the pay is processed. Late changes will need to be actioned in the following pay.

Offline payments will be limited over the entire Christmas and New Year period so it is important that all documentation is accurate and submitted by the stipulated time frames.

I trust this clarifies most of the issues, however should you have any queries please contact:

RosterOn: email [hssystemssupport@easternhealth.org.au](mailto:hssystemssupport@easternhealth.org.au) or call 9955-1222  
 Entitlements: email [PeopleandCultureAdvisory@easternhealth.org.au](mailto:PeopleandCultureAdvisory@easternhealth.org.au) or call 9955-7555  
 Payroll: email [PayrollQueries@easternhealth.org.au](mailto:PayrollQueries@easternhealth.org.au) or call 9955-1222

Payroll, Salary Packaging and RosterOn services will be closed on Monday 27 December and Monday 3 January and there will be limited access to our services and email from Tuesday 28 December to Friday 31 December 2021.

We wish you all a safe and happy end to 2021. Thank you for your support and encouragement over the past year and we look forward to working with all of you in partnership over this next busy period and into a COVID safe 2022.

Paul Keane  
 Director, Remuneration and HR Systems