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| **FOR USE BY SESSIONAL and CASUAL EMPLOYEES OF THE VCAA**  **Please complete the relevant sections below and return the form to the VCAA** |

**SECTION 1: PERSONAL DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee Number**  *(your 5-digit VCAA payroll ID e.g. 00220)* | Click or tap here to enter text. | *All persons (sessional/casual) employed by the VCAA must have registered to obtain an online employment account (*[*SSMS*](https://www.ssms.vic.edu.au/public/home/?CFID=1750504&CFTOKEN=c80cfd39e245c225-C8C2154C-91D9-F655-0406BE5ACE0C28D2&jsessionid=E743E52800F5CC174C0783D9082B74DC.cfusion)*) with the VCAA.* | | |
| **First Name/s** | Click or tap here to enter text. | | **Surname/s** | Click or tap here to enter text. |
| **Mobile** | Click or tap here to enter text. | | **Title** | MR  MISS  MRS  MS |
| **Preferred email**  *(to match that given in your SSMS user account)* | Click or tap here to enter text. | | | |
| **Street number** | Click or tap here to enter text. | | **Street Name** | Click or tap here to enter text. |
| **Suburb** | Click or tap here to enter text. | | **Post Code** | Click or tap here to enter text. |

**SECTION 2: VCAA WORK BACKGROUND**

***Tick only one box as applicable***

|  |  |  |
| --- | --- | --- |
|  | *I have worked for the VCAA before but not in a role over the last two years* | ***Complete this, super and TFN forms*** |
|  | *I have worked for the VCAA before and need to update my current banking details* | ***Complete this form only*** |

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| What type of work have you been employed to undertake for the VCAA (e.g. Assessing exams, Study/Review Panel, VCAA workshop) | Click or tap here to enter text. |

**SECTION 3:** *Use this section to advise about your bank account details and to also provide a summary of your current super and tax account details.*

**CHOICE/CHANGE OF BANKING DETAILS**

|  |  |
| --- | --- |
| **Bank/Building Society/Credit Union name** | Click or tap here to enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BSB & Branch Number** | Click or tap here to enter text. | **–** | Click or tap here to enter text. |  |

|  |  |  |
| --- | --- | --- |
| **Account number** | Click or tap here to enter text. |  |

|  |  |
| --- | --- |
| **Account holders name** | Click or tap here to enter text. |

**SECTION 4: SUPERANNUATION DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Super Account Name** | Click or tap here to enter text. | **Super Account Number** | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **USI Number** *(for funds other than VicSuper)* | Click or tap here to enter text. | **ESA Number** *(self-managed fund)* | Click or tap here to enter text. |

**Super form attached:** *Yes*  or *No*

*\*Please note that you are required to complete the super form if you are a new employee or have updated your details.*

*\*For SMSF (self-managed) you will need to attach evidence that your fund is a complying fund.*

|  |  |
| --- | --- |
| **Date of Birth:** | Click or tap to enter a date. |

**SECTION 5: TAX DETAILS**

|  |  |
| --- | --- |
| **Tax File Number** | Click or tap here to enter text. |

**Claiming tax-free threshold:** *Yes*  or *No*  **TFN form attached:** *Yes*  or *No*

**Do you have student debt:** *Yes*  or *No*  **(student debt for tax purposes only ie. HELP, VSL, SSL, TSL)**

*\*Please note that you are required to complete the TFN form if you are a new employee or have updated your details.*

**SECTION 6: AUTHORISATION** *(signing with your name is compulsory; can be an electronic signature or other e-format)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee signature** |  | **Date**: | Click or tap to enter a date. |

**Return to VCAA HR Unit by email to** [**vcaa.onboarding@education.vic.gov.au**](mailto:vcaa.onboarding@education.vic.gov.au)

*\* Please include your ID number and surname when returning the form.*

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| **COLLECTION NOTICE**  The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority continued under the *Education and Training Reform Act 2006* (Vic). The VCAA collects the information requested in this form, which includes personal information as defined in section 3 of the *Privacy and Data Protection Act 2014* (Vic), for the purpose of facilitating payment for employment. The VCAA will not use or disclose the personal information collected in this form except in connection with the abovementioned purpose, unless consent from the relevant individual is provided, or the VCAA is authorised or required by law to do so. An individual may request access to personal information the VCAA holds about them, and request its correction if inaccurate. To access personal information held by the VCAA, contact the VCAA Privacy Officer at: privacy.vcaa@edumail.vic.gov.au. The VCAA Privacy Policy can be found at www.vcaa.vic.edu.au/aboutus/ policies/privacypolicy.aspx |