

A quick reference guide to help you log in and navigate employee self-service in eduPay.

Overview

eduPay is VCAA's HR and payroll system. The system also delivers self-service where employees can:

- view and update personal details
- view and update contact details
- access payslips
- add and update banking details
- apply for leave
- view leave balances.

How to log into eduPay

To log into [eduPay](#):

1. Enter your User ID. This will be your employee ID. You can also log in using your eduMail email address as your user ID. If you have forgotten your employee number, please contact VCAA HR.
2. Enter your password. This will be your eduMail email account password.
3. If you use screen reader software, tick the 'Enable Screen Reader Mode'.
4. Select 'Sign In' and the self-service home page will display.

If you are unable to login or need help, email vcaa.hr@education.vic.gov.au or call 1800 718 320.

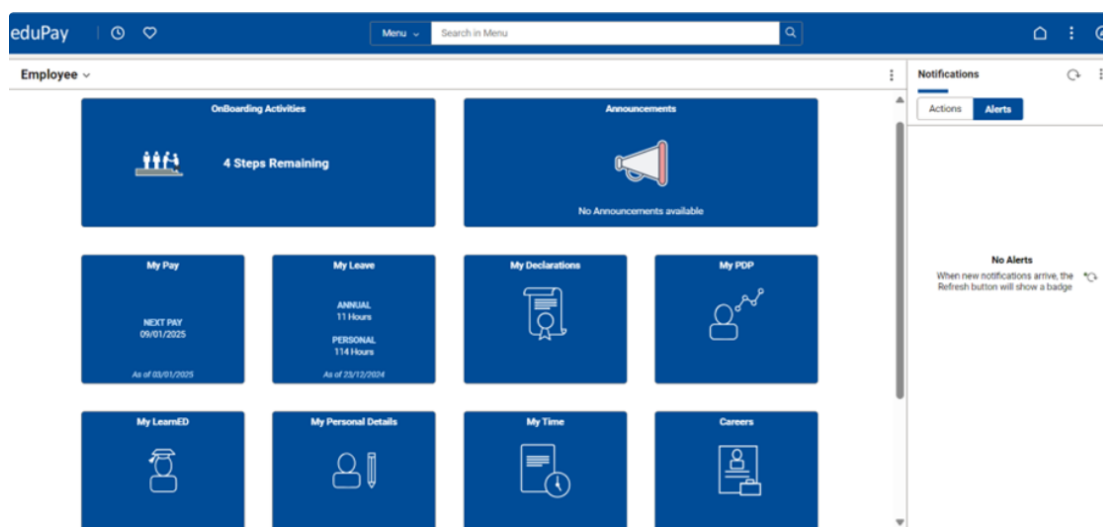


Navigating in eduPay

When you log in to eduPay, you will land on the home page for your most frequently used access.

To change access, select the drop-down arrow next to the word indicating your current access and select the access you want.

- All employees will have Employee access for self-service functions.
- In addition, all Managers and Principals will have Manager access for manager functions.
- HR Administrators and Business Managers will have HR Admin access for HR Administration functions.



Home page functions



Recently Visited

Click on the clock icon to display a list of your recently visited eduPay pages.

Favourites

Click on the heart icon to display a list of the tiles, pages or request types you have saved as a favourite.

Home

Click on the home icon to return to the home page at any time.

Notifications

Click on the bell icon to view any notifications. A red dot indicates there are new notifications for you to read.

Actions menu (3 Dot ellipsis)

Click on the ellipsis to open the actions menu. Here you can personalise your homepage, access help, disclaimer and privacy information, and sign-out from eduPay.

NavBar

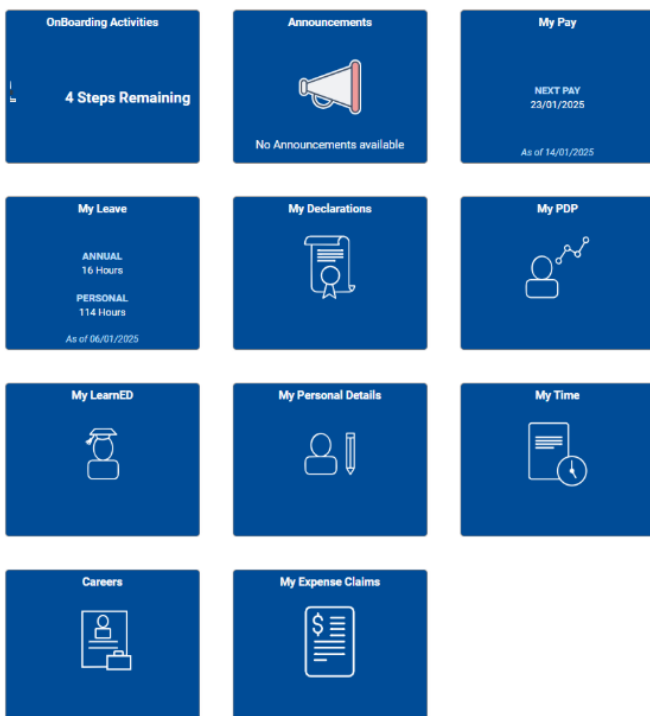
Access the navigation bar for recently viewed pages, favourites and the navigator menu.

Back Arrow

When navigating back from a page, only use the back arrow on the blue background strip in eduPay. Do not use the back button on your internet browser as this may drop you out of your session.

Employee home page tiles

Each tile on the home page will take you to a different set of menu items.



Announcements

Click to access any announcements.

The number next to the icon tells you how many announcements are available to view.

My Pay

The tile will show the date of the next pay day.

Click to access your payslips, taxation, superannuation and bank account details.

My Leave

This tile will show your eligible leave balances.

Click the tile to apply for leave, view your leave history and leave balances, and cancel leave.

My Declarations

Click to record any Private Interests or Conflict of Interest data.

My PDP

Click to access your Professional Development Plan (PDP) menu options.

My LearnED

Click to access LearnED which includes online professional development training options.

My Personal Details

Click to access and update your personal information, Victorian Institute of Teaching (VIT) registration, Working with Children Check details and download a statement of service.

My Time

Click to access timesheet, change of hours and time in lieu options.

Careers

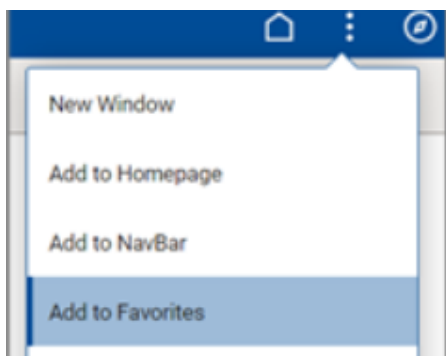
Click to access tiles for School Jobs, School Appointments and VPS jobs.

Favourites

You can set pages or tiles as favourites in eduPay.

Add a favourite

1. Navigate to the page or tile you would like to save as a favourite.
2. Click on the 3-dot ellipsis.
3. Select 'Add to Favourites' from the menu.
4. A pop-up will display where you can name the Favourite Label.
5. Click 'Add' to save the favourite.
6. A message will display confirming the page has been added to your favourites.



Edit a favourite

1. Click on the Favourites icon.
2. Your list of Favourites will then display.
3. Click on the pencil icon to edit your Favourites
4. You can edit the name of the favourite or change the sequence they appear on your favourites list.
5. Select 'Save' to save your changes.
6. Select the back button on the blue banner to move away from the screen (not the browser back button).

Select the Save button after editing or deleting favorites to apply your changes. Save

Favorites 3 rows

Delete Selected

*Favorite	Sequence number
<input type="checkbox"/> View Payslips	1
<input type="checkbox"/> Absence Balances	2
<input type="checkbox"/> Apply for Leave	3

Delete a favourite

1. Click on the 'Favourites' icon.
2. Your list of Favourites will then display.
3. Click on the pencil icon to edit your Favourites.
4. The list of favourites will display.
5. Click on the box next to the name of the favourite you want to delete.
6. Click on the 'Delete Selected' button.
7. A pop-up message will display confirming you wish to delete a favourite(s).
8. Click on 'Yes' to confirm you want to delete the favourite selected.
9. The favourite will no longer display on the list.
10. Select 'Save' to save your changes.
11. Select the 'back' button on the blue banner to move away from the screen (not the browser back button).

Select the Save button after editing or deleting favorites to apply your changes. Save

Favorites 3 rows

Delete Selected

*Favorite	Sequence number
<input type="checkbox"/> View Payslips	1
<input type="checkbox"/> Absence Balances	2
<input checked="" type="checkbox"/> Apply for Leave	3

Personalisation

There are three areas you can personalise in eduPay. These are:

- NavBar
- Notifications
- Home pages

NavBar

You have the option to select your preferred NavBar view between alphabetical or standard. Select the 'NavBar' icon at the top right of the page. You can then access the recently viewed, favourites and menu buttons.

The menu items default to an alphabetical listing.

Change menu items list view

1. Select the 'Settings' icon.
2. Select your preferred view, either 'Alphabetical' or 'Standard'.
3. Select 'Save' to save your changes.

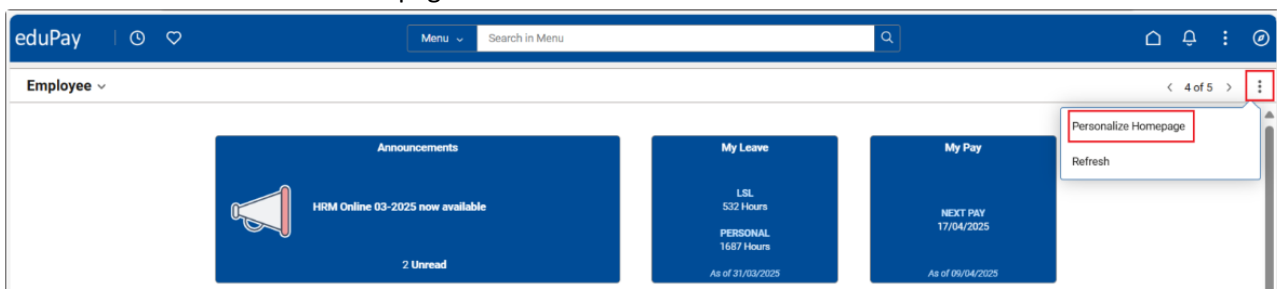
Notifications panel

You can personalise how you view notifications in eduPay.

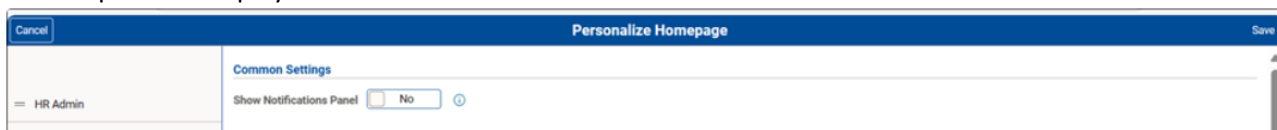
You can elect to have the notifications panel set to display on the right side of the screen or to have the notifications 'bell' icon display.

To change the settings:

1. Select the 'Homepage actions' ellipses (three dots) to the right of the home page.
2. Select 'Personalise Homepage'.



3. Under the heading 'Common Settings' select 'Yes' or 'No' to whether you want the notification panel to display.



4. Select 'Save' to save your changes.

When the notifications panel is open, you can select more options by selecting the notifications ellipses. The menu options available are:

- 'Open action view is new': this is another way of accessing any approval notifications.
- 'View all notifications' provides a list of all notifications received.
- 'Settings': where you can nominate how many notifications you see in the notifications panel.

Home pages

You can personalise the tile order on your home page.

Any tiles with a lock symbol cannot be moved. nor can you move tiles between levels.

To personalise the tile order on your home pages.

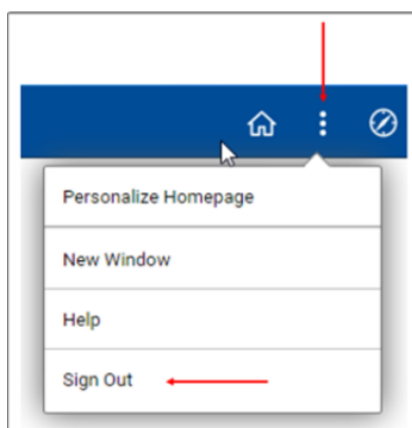
1. Select the 'Homepage actions' ellipses (three dots) to the right of the home page.
2. Select 'Personalize Homepage'.
3. To change the order of the tile display, click on the tile and drag and drop it to the new position.
4. Select 'Save' to save your changes.

Sign out of eduPay

Use the three dots ellipsis and select sign-out.

This signs you out of the system and helps ensure privacy of information.

Do not use the X on the window to close the page.



eduPay: Support Channels

Human Resources: VCAA.HR@education.vic.gov.au or 1800 718 320 and select option 2

EduPay IT Helpdesk: 1800 718 320 and select option 1 (Mon – Fri 9am to 5pm).