

VCAA MO Cap Hours in eduPay (Maximum Claimable Hours) - How It Works

As part of our payroll processes, the VCAA has a cap on hours in eduPay for our casual staff. This cap represents the maximum number of hours an employee may claim in their role during their employment period. The hours cap has been calculated based on the expected hours required to undertake this role, based on similar roles and data from past years.

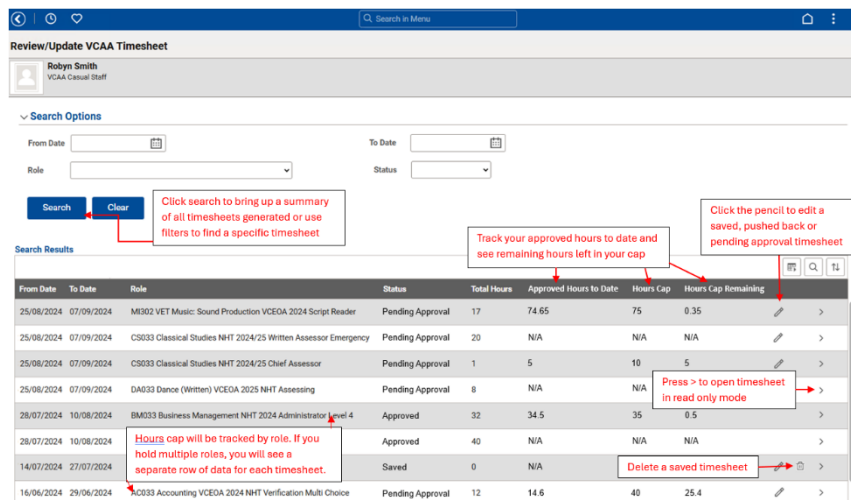
A casual employee can find their hours cap listed in their Letter of Offer of Employment (LOO) under 'Expected Hours of Work'.

Expected Hours of Work	XX hours
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What this means for our casual staff:

- eduPay will automatically track the hours you have worked against your hours cap listed in your LOO. Please note that the payroll system only allows submission of hours up to the listed 'Expected Hours.'
- You will be able to view your total hours worked and remaining hours by role in eduPay under **My Time >**

Review/Update VCAA Timesheet.



- When generating your timesheet, under the sum of total hours you will also see the wording 'Hours Cap remaining after this timesheet: XX'. *Example below.*

TOTAL	6.00	6 hours 0 minutes
Hours Cap remaining after this Timesheet	111.00	

- It is our expectation that staff complete all their work activities within the confirmed caps, but we understand unexpected issues can arise and should be discussed with your manager at the VCAA.
- If your cap is reached, you will not be able to submit additional hours unless an approved increase has been applied.

What casual staff need to do:

- All working hours must continue to be submitted via eduPay as part of your regular timesheet process, ensuring detailed comments are included to support the hours claimed.
- Monitor your hours and if concerned, discuss your workload and anticipated future work with your manager.
- **If you believe you may need additional hours to complete your work, please speak with your manager before reaching your hours cap.**
- The manager will then confirm with the leadership team whether your cap can be increased.

The VCAA HR team will formally notify casual employees of the outcome of any cap increase requests via email. If requests are approved, the eduPay system will be updated so the employee can continue to enter hours according to the new agreement.

If you have any questions about how caps work or how they appear in eduPay, please contact VCAA HR via email

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