Human Resources Policy

Payment of salary, wages and payroll deductions

Policy number: C13 (QH-POL-188)

Publication date: May 2014

Purpose: To outline arrangements for the payment of salaries and wages and payroll deductions.

Application: This policy applies to all Queensland Health employees working for:

- the Department of Health
- non-prescribed Hospital and Health Services
- prescribed Hospital and Health Services.

This policy does not apply to employees working for the Queensland Ambulance Service.

Delegation: The ‘delegate’ is as listed in the Department of Health Human Resource (HR) Delegations Manual and the Hospital and Health Services Human Resource (HR) Delegations Manual – HRM Functions of the Director-General, as amended from time to time.

Legislative or other authority:

- Public Service Act 2008
- Public Service Regulation 2008
- Industrial Relations Act 1999

Related policy or documents:

- Forms older than three months processing guideline
- Ad hoc payment processing guideline

Policy subject:

1 Conversion of annual amounts to fortnightly equivalents ........................................... 2
2 Payroll forms older than three months........................................................................ 2
3 Ad hoc payment processing.......................................................................................... 2

History: ................................................................................................................................ 2

SCHEDULE ONE Use of Attendance Variation and Allowance Claim forms
1 Conversion of annual amounts to fortnightly equivalents

Annual salaries are included in Awards for information purposes only. Payment is to be made in accordance with the fortnightly salaries shown.

Annual allowances are converted to a fortnightly equivalent by dividing the amount by 26.0892857142.

2 Payroll forms older than three months

Payroll Services provide calendars that specify roster cut off dates and times for each pay fortnight. All payroll form (e.g. AVACs, leave applications, employee movements, etc) are to be completed and submitted to Payroll Services in a timely manner.

Other than in exceptional circumstances, payroll forms older than three months will not be accepted by Payroll Services, unless specified elsewhere (e.g. in a directive).

Payroll forms older than three months must be authorised by the appropriate delegate before processing by Payroll Services will occur (refer to the relevant HR delegations manual).

3 Ad hoc payment processing

Payment of salaries and wages will be made through the standard fortnightly pay process and schedule unless there are exceptional circumstances. Where exceptional circumstances exist, an ad hoc payment may be processed by Payroll Services in accordance with specified guidelines (refer to the ad hoc payment guideline available on QHEPS).

History:

<table>
<thead>
<tr>
<th>Date</th>
<th>Changes</th>
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<tbody>
<tr>
<td>May 2014</td>
<td>• Policy reviewed as part of the Queensland Ambulance Service (QAS) HR Policy Integration project.</td>
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<td>• Policy not applicable to QAS employees.</td>
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<tr>
<td>September 2013</td>
<td>• Policy formatted as part of the HR Policy Simplification project.</td>
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<td></td>
<td>• Deletion of clause 7.2 Payroll Deductions – Union Fees/Subscriptions in line with amendments to the Industrial Relations Act 1999.</td>
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<tr>
<td>February 2013</td>
<td>• Amended section 7.3 to include other types of leave that require supplementary documentation.</td>
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<tr>
<td>October 2012</td>
<td>• Amended to add sections 7.3, 7.4 and 7.5 to reflect changes to payroll processing requirements.</td>
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<td>• Amended to update references.</td>
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<tr>
<td>July 2008</td>
<td>• Amended to reflect Public Service Act 2008</td>
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<tr>
<td>June 2008</td>
<td>• Developed as a result of the HR Policy Consolidation Project</td>
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<tr>
<td>Previous</td>
<td>• IRM 5.2 Conversions of Annual Amounts to Fortnightly Equivalents</td>
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<tr>
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<td>• IRM 5.3 Payroll Deductions – Union Fees/Subscriptions</td>
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Payment of salary and wages and payroll deductions  
– Schedule One  
Use of Attendance Variation and Allowance Claim forms

The following information is provided as the minimum mandatory standard practice, procedure or process to enable satisfactory compliance with this Queensland Health HR policy.

Local guidelines/procedures may be developed to facilitate implementation of this policy. Any local guidelines/procedures must be consistent with this policy and standard practice and ensure employee entitlements continue to be met.

An Attendance Variation and Allowance Claim form (AVAC) is to be completed and submitted to Payroll Services immediately following overtime being worked, shift changes, leave taken, etc.

Leave taken for periods of less than five working days that does not require supplementary documentation may be submitted on an AVAC. However, when there is a requirement to provide supplementary documentation a Leave Application form must be submitted, regardless of the period, to Payroll Services immediately following the leave, e.g. where the period of absence requires the production of a medical certificate (under the provisions of the relevant industrial award); leave without pay; workers’ compensation leave; SARAS leave; bereavement leave; parental leave; etc.

The appropriate delegate is required to approve the AVAC.