

Campus: All Sites
Department: Employee Services

Title: Employee One Pay	
Program/Department: Finance Services	Site/Location: Clayton, Dandenong, Moorabbin, Kingston, Casey, VHH and Scoresby
Relevant Enterprise Agreement(s): <ul style="list-style-type: none"> • Allied Health Professionals (Victorian Public Sector)(Single Interest Employers) Enterprise Agreement 2021-2026 • Victorian Public Health Sector (Biomedical Engineers) Enterprise Agreement 2022-2023 • Victorian Public Health Sector (Dental Therapists, Dental Hygienists and Oral Health Therapists Enterprise Agreement 2022-2023 • Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025 • Jessie McPherson Private Hospital (Nurses and Midwives) Enterprise Agreement 2021 • Jessie McPherson Private Hospital Support Services Enterprise Agreement 2022 	<ul style="list-style-type: none"> • Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2021-2025 • Victorian Public Mental Health Services Enterprise Agreement 2020-2024 • Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2024 • Victorian Public Health Sector (General Dentists) Multi Enterprise Agreement 2108-2022 • Victorian Public Health Sector Maintenance Multi Employer Enterprise Agreement 2017-2021 • Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026 • Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026

Date: 9 May 2023

1. Brief Description of Change Proposal

1.1 **Background**

With recent increased automation and improved procedures within the Payroll Department, it is now possible for Monash Health to process all employees' payruns in the same week, creating opportunities for further optimisation of services in future.

Until now, there have been two payruns (N and H) processed on opposing weeks to flatten the workload within Payroll over a fortnight.

The proposed change will see the H payrun transfer to the same fortnightly cycle as the N payrun so that all Monash Health employees will have the same pay cycle – “One Pay”.

1.2 **Current State**

Monash Health currently processes two payruns on opposing weeks to flatten the workload over a fortnight.

The payruns are identified as H and N and predominantly split based on an employee’s enterprise agreement.

There are currently 24,608 employees in total - 13,763 employees on the N payrun v’s 10,845 employees on the H payrun.

Refer to **appendix 1.1** for a calendar view on pay dates

1.3 **Future State**

Monash Health will be processing 1 payrun each fortnight. All Monash Health employees will be paid on the same day each fortnight.

All employees will be paid under the N Pay processing dates. Refer to **appendix 1.2** for a calendar view on pay dates.

Employees who are effected by the change to pay dates (i.e. employee currently on H payrun), will receive 53 weeks of pay in the financial year 2023/2024.

The Employee Services Department at Monash Health will liaise with the current salary packaging provider to ensure impacted employees are not disadvantaged with their current salary packaging arrangements.

1.4 **Benefits of future state**

The aforementioned changes are expected to:

- streamline rostering, payments and financial reporting.
- reduce load and increase efficiencies for payroll and managers by only managing one payrun per fortnight.
- see future EBA changes/increases take effect at the same time for all Monash Health employees.
- simplify messaging about any aspect of our pay cycle.
- create capacity within payroll to invest time in system improvements and resolve issues.
- consolidate processes before the implementation of Sapphire.
- there will be less adjustments needed during the end of month journaling/accruals process.

2. **Effects of change proposal on employee / team**

2.1 **Occupational Health and Safety**

No occupational health and safety issues have been identified as a result of this proposed change.

2.2 **Training and Support**

No specific or additional training / upskilling is required.

2.3 **Other Departments**

The proposed changes will have the following impact on the Finance Department:

- reviewing the limits for bank files processing, Current Director Approval limits will fall short within Westpac Bank. Increase the Director Approval limits to capture the new Nett result per fortnight. This will not be breach the Delegation of Authority \$.

3. Measures to mitigate impacts

3.1 Communication with team

Communication with employees is an important part of the process to ensure that all key stakeholders are given sufficient and timely information prior to the change transition occurring. Employees have been consulted in relation to the development of the proposal and invited to raise concerns and issues and to offer solutions and alternative suggestions. We will continue to work with our employees to ensure their concerns are considered in the change process.

3.2 Recruitment and Selection

There will be no change to current employees existing positions.

3.3 Redeployment

There is no reduction in EFT, therefore there will be no redeployment of employees outside of the area.

3.4 Relocation

There is no relocation of staff as a result of this proposed change.

3.5 Salary Maintenance

This proposed change does not impact employee salaries, therefore it is not expected that salary maintenance will be required.

3.6 Pre booked Approved Annual Leave or Long Service Leave

Pre-planned and approved annual leave and long service leave will be honoured without prejudice.

3.7 People Assist

Employees often find the relocation and adjustment to a new working environment stressful. Accordingly, People Assist information has been distributed and promoted to affected employees, to ensure they are aware of the service and the benefits. Employees can access up to four free sessions, funded by Monash Health. The contact number for this confidential service is 1300 687 327.

4. Details of employee/union consultation

4.1 Details of consultation to date

Employees will be consulted in relation to the development of the proposed change, invited to raise concerns and provide feedback or alternatives. We will continue to work with employees to ensure all possibilities are considered in the change process. Employee and union consultation will commence with the distribution of this Change Impact Statement.

4.2 Key dates currently proposed

DETAIL	DATE
1.(a) Employee meeting to distribute and explain Change Impact Statement	Tuesday 9th May 2023
1.(b) Relevant unions forwarded a copy of the Change Impact Statement	Tuesday 9th May 2023
2. Verbal/written response from employees and / or union	Tuesday 23th May 2023
3. Employee Consultation Period	Wednesday 24th May to Tuesday 30th May 2023
4. Further employee response (where relevant)	Wednesday 31st May 2023
5. Alternative response from Employee union	Wednesday 14th June 2023
6. (a) Employer to consider alternative proposals/s consistent with the obligation to contact and, if applicable, to arrange further meetings with employees or Union prior to advising outcome of consultation.	Wednesday 28th June 2023
6.(b) Follow up employee meeting to: - Present employee consultation feedback - Confirm any changes to the proposal - Confirm implementation date or further employee consultation period if required	At Conclusion of Employee Consultation Tuesday 4th July 2023
7. Proposed implementation date	Thursday 17th August 2023

5. Contact Details

To discuss any aspect of this change, please contact:

Manager Name	Sherree O'Connell	Name:	Susie Bonica
Title	Interim Director Employee Services and Systems	People and Culture Business Partner	People and Culture Business Partner
Phone Number:	0451 309 776	Phone Number:	0472 860 977
Email:	Sherree.o'connell@monashhealth.org	Email:	Susie.Bonica@monashhealth.org

6. Signatures

Sherree O'Connell

Susie Bonica

Date:

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Date:

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Note: The above Change Impact Statement is based on information available at the time of writing and may be subject to change.

Appendix

1.1 Current State Calendar

Dates on when an employee is paid into their Bank according to their current Pay Run:

July							2023
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						1	
2	3	4	5	6 N Pay	7	8	
9	10	11	12	13 H Pay	14	15	
16	17	18	19	20 N Pay	21	22	
23	24	25	26	27 H Pay	28	29	
30	31						

1.2 Future State Calendar

The dates an employee will receive their salary into the bank.

H Pay employees will receive a 1 week pay to align with the N Pay, then all MH employees will be paid on the same day (first pay date for all employees proposed on Thursday 17th August):

August
2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
				N Pay		
				H Pay (One Week's Pay)		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
				N Pay (All Employees)		
20	21	22	23	24	25	26
27	28	29	30	31		
				N Pay (All Employees)		

September
2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
				N Pay (All Employees)		
17	18	19	20	21	22	23
24	25	26	27	28	29	30
				N Pay (All Employees)		