

Senior and Health Executives NSW⁺HEALTH

Payroll Information

The following information is provided to clarify arrangements relating to the SES/HES payroll system.

Payroll processing

- SES and HES will be placed on the central SES/HES Payroll system once they have been appointed and have provided details for the payment of their salary. Please see List of contents for forms to be returned to the SES/HES Payroll Officer within the first week of entry on duty to facilitate immediate placement on the payroll.
- Further details regarding the salary package should be provided to the SES/HES Payroll Officer within four weeks following consultation with Payroll staff and other advisory services (please see below under "Financial Advice"). Until such information is provided, superannuation and other necessary deductions will be made at the current legal minimum. Package details may be subsequently adjusted.
- Information for the SES payroll must be received by the SES Payroll Officer at least 5 working days before the payment date to ensure entry in that payment period. Receipt of advice and entry date will be confirmed both verbally and in writing to individual officers. Any subsequent adjustments will be similarly confirmed.
- The Department pays all salaries into a bank, building society or credit union.
- Payment will be on a monthly basis, based on one half month in arrears, one half month in advance.
- The payroll will be finalised and paid on the 15th day of each month, or the working day immediately preceding the 15th day of the month.

Financial advice on salary packaging and superannuation

It is recommended that new appointees to the NSW Health Executive Service consult an independent financial adviser regarding salary packaging arrangements for superannuation, motor vehicle etc. A one-hour consultation is to be paid for by the employer. Any additional time is at the expense of the employee.

- Financial Planning Association of Australia have a referral service for Certified Financial Planners. A list of members can be found on their website – www.fpa.asn.au

Phone - (02) 9223 0900

- Another option is State Super Financial Services Limited

Phone – 1800 620 305

- For assistance with salary packaging, you may also wish to consult the Premier's Department SES Guidelines, available at <http://www.premiers.nsw.gov.au>

Motor Vehicles

- As one of the salary package options, executives may elect a motor vehicle benefit either as a 100% private use or a business/private vehicle, with the private portion being funded by way of salary sacrifice.
- A choice can be made from vehicles available under NSW State Government contracts. Please contact Department's Transport Officer on (02) 9391 9115 for information on the types of vehicles available.
- A 100% private vehicle may also be leased under the system of novated leases, where the lease liability is located with the Executive during and after his/her contract of employment. All lease and running costs paid by the employer but charged against the Executive's remuneration package. Please refer to Premier's Department Circular 99-15 for further information on this option.
- Once a choice has been made, the SES/HES Payroll Officer can assist in the motor vehicle calculations. Please call (02) 9391 9138.
- The Director, Executive and Corporate Support is responsible for the purchase and maintenance of Department of Health SES motor vehicles, and the respective public health organisation/Ambulance Service of NSW for the purchase and maintenance of motor vehicles for Executives within their organisation.
- Details of the type and cost of the vehicle supplied must be provided to the SES/HES Payroll Officer, as well as the estimated annual kilometres travelled by the vehicle. Details of actual kilometres travelled will be required at the end of the period.
- Package details will be assessed as follows:
 - 70/30 Private/Business options - standard 15 000 kilometres per annum
 - Full private or other % option - estimated kilometres adjusted at the end of the period to actual kilometres
- Motor vehicle deductions (excluding FBT component) from the package will be rebated to the cost centre bearing the cost.
- Where an officer changes from one motor vehicle to another, details should be submitted with the Monthly Leave Return (the form is attached in this kit).

Leave Records

- Leave records are maintained by the SES/HES Payroll Officer. A monthly leave return signed by the Line Manager must be submitted by each Executive within seven days of the end of the month. Where the Executive has not taken any leave during the reporting month, this is to be specified.