#### GSERP Survey

Quick Reference Guide





#### 1. Getting started – Select your Active survey

BACK TO HOME		
GSERP surveys Please complete all active surveys listed below. Click on the survey name to open each su	irvey.	
GSERP Survey Active V 1 item • Sorted by GSERP Survey Name • Filtered by all gserp survey - Status • Updated a few sec	conds ago	\$• C / & T
GSERP SURVEY NAME ↑	V ORGANISATION	V NUMBER SUBMITTED V
1 Dunder Mifflin GSERP 2018 - 2018-06-30 - Dunder Mifflin	Dunder Mifflin	2/3 3

Click on the name of your organisation's active survey to enter the survey. If you are allocated more than one survey they will all be listed here.



(1)

Click on the down arrow to view historical surveys.

The number of executive details that have been submitted within the GSERP survey.



#### 2. Managing your GSERP survey

GSEF	RP Survey Instructions					
Please Click or	use the Add lixecutive button and Survey in an executive to update their details or tr	Records list below o remove them fro	v to provide data for all ex m the survey. When all det	cutives employed and paid for work in the li ails are correct at the census period for all e	ast full pay period in June 2018 that meet the G xecutives that meet GSERP criteria, please Fin	3SERP criteria below. valise Survey.
GSERP Include Your or Do not 1.t 2.t 3.r	criteria y your Chief Executive Officer or equivaler is executives who have both a significant rganisation is to determine who has signifi- include: inchnical specialists who do not have a m persons whose employment is regulated i non-CEO executives with a full time TBP 1:	nt and any other e management resp icant managemen anagement function of an award or enter selow \$159,501	employees engaged on an oonsibility and receive a fu it responsibility. on erprise agreement	executive contract that are subject to over-	ight by the Government Sector Executive Ren an executive works part time, use their full time	muneration Panel (GSERP). T re TRP to make this assessme
4.0	executives who are not active, employed executive contract will commence after th	and paid, as at the end of the last fu	he last full pay period Ju all pay period.	e 2018. For example, executives whose con	tract expired before the last full pay period i	in June 2018, or persons who
If you c	are unsure about who to include, please or	antact gserp@vpsc	.vic.gov.au		3b	
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- Please note the census window and GSERP criteria for execs to include in the survey
- Review list of previously reported executives with respect to census window and GSERP criteria
- 30 Click on each executive and **review and update** their data with respect to census window and GSERP criteria, you need to click on an executive if you want to **delete** them.
  - Add executive's who were employed and paid at the census window who meet GSERP criteria
  - **Finalise** your survey when details for all executives that meet the above criteria have been reviewed, updated and submitted.

Version 1.0

Victorian Public Sector Commission

## 3. Providing executive details – Basic navigation and deleting executives

(i) Guidelines	
For a new executive	
Please provide their details. Click Save before moving on to th     To edit saved details, click on any Pencil to update.	e Next section or before closing your browser (otherwise data will be lost).
For previously reported executive	
The executive details below are locked. If incorrect, please co     Please continue to review and update this executive's position	ntact gserp@vpsc.vic.gov.au n, contract and remuneration details by clicking Next or on the chevrons above.
For persons who do not meet GSERP criteria or	who were not employed and paid in the census period
Please remove this person from the survey by clicking on "Del	ete this executive*.
Executive Details: Ghost dawg	Delete this executive
Basilian balder (Eint and last name)	East amplaued in VIC suble sector
Ghost dawg	1/05/2018
Gender Man	Commenced employment in organisation 0 2/05/2018
Date of birth 10/07/1974	First appointed as Exec. in organisation 3/05/2018

Delete executives who do not meet GSERP criteria or who were not employed in census window

Navigate back to Executive list, survey instructions and GSERP criteria

Use chevrons to quickly move to specific sections of the survey - please note all sections need to be completed

 Next will move to the next section of the survey

 Version 1.0
 https://vpsc.vic.gov.au/resources/data-collection-public-sector-executive/



## 4. Providing executive details – The importance of Save

			iomitted
(i) Guidelines			
<ul> <li>For a new executive, please provide their position details.</li> </ul>			
<ul> <li>For a previously reported executive, please review their position data. A</li> </ul>	New Position details if incorrect or out of date.		
<ul> <li>All data should be correct as at the last full pay period in June.</li> <li>Click Save before moving on to the Next section or before closing your</li> </ul>	rser (otherwise data will be lost).		
To edit saved details, click on any Pencil to update.			
<ul> <li>If all data is correct and saved, click Next to review and update this exe</li> </ul>	ve's contract details.		
Current Position: Chost dawa			
Current Position. Ghost duwg			
Role title	Valid from		
Role title Head of Communications	Valid from 0 01/08/2018		
Role title Head of Communications *Position function	Valid from  Valid from Valid From Valid From * Reports directly to organisation head	1	
Rele title Head of Communications *Position function Public relations/Public affairs	Valid from  Valid from Valid from ViO8/2018  *Reports directly to organization head Ves		<b>•</b> ]
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Rele title Head of Communications *Position function Public relations/Public affairs Mercer points 1234 Hay points \$ 5,678	Valid from  Valid from the ports directly to organisation head  Valid from  Valid from the port  Valid from  Valid		<b>•</b>

Save details. You will lose all data entered on the form if you do not save before selecting:

- Back or Next or 'Back to Executive List'
- A different chevron
- Back on your browser or close your browser.



## 5. Providing executive details – Editing Saved data: Use the pencils!

Add/Review Executive Add/Review Position	Add/Review Contract	Add/Review Remuneration	Review Summary	Submitted	
) Guldelines					
For a new executive, please provide their contract details. For a previously reported executive, please review their contract details. Add New	Contract details if incorrect or out of da	te.			
All details should be correct as at the last full pay period in June. Click Save before moving on to the Next section or before closing your browser (	otherwise data will be lost).				
To edit saved details, click on any Pencil to update. If all data is correct and saved click Next to review and update this executive's or	nuneration details				
an ann an an an an ann an an an an an an	The second second				
irrent Contract: Greg Diamantis					
ntract type		FTE O			
ERP		0.80		( ^ )	
te contract commenced 👩		Eligible for bonus 0			
/05/2018		No		_	
contract ongoing?		Maximum bonus payable % 0			_
		/			
ontract not ongoing, provide expiry		-			
/10/2019				/	
	0	lear Details			



Click on any **Pencil** to edit any part of the form.



#### 6. Providing executive details – Handling implicit errors

Executive Details: Alec Trevelyan	
Position holder (First and last name) Alec Trevelyan *Gender Man	First employed in VIC. public sector
* Date of birth 12/08/1970	Cannot be after the date first appointed as executive in organisation * First appointed as Exec. in organisation O1/07/1998 Cannot be before the date they commenced in organisation
	Save



**Implicit errors**, such as nonsensical dates, will show next to the field, you will not be able to **Save** the data on this page if they remain.

If you go **Back to the Executive List** or click **Back** or **Next** to another page, you will lose all of the data entered on this page.



# 7. Providing executive details – Other errors and warnings messages

aerren 🟫 Resources Contact Us	Long Contract Warning Long contract term, please double check the contract start and expiry dates	
D EXECUTIVE LIST		
Add/Review Executive Add/Review	Add/Review Contract Add/Review Remuneration Review Summary Submittee	d
(i) Guidelines		
All details should be correct as at the last ful     Click Save before moving on to the Next sec     To edit saved details, click on any Pencil to u	ay period in June. or before closing your browser (otherwise data will be lost). ate.	
All details should be correct as at the least ful     Click Save before moving on to the Next sec     To edit soved details, click on any Pencil to u     If all data is correct and saved, click Next to	y prind in June. Joy prind in June. Joy brind in June. Joy brind in June. Joy brind in June. Joy brind in June (Joy Barry Joy	
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All details should be correct as at the last ful     Click Save before moving on to the Next see     To edit saved details, click on any Pencil to u     If all data is correct and saved, click Next to     Current Contract: Jan Levinson     Contract type     GSERP	FTE  TIME TIME TIME TIME TIME TIME TIME TIME	
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All details should be correct as at the least ful     Click Save before moving on to the Next see     To edit saved details, click on any Penoll to u     If all data is correct and saved, click Next to     Current Contract: Jan Levinson     Contract type     GSERP     Date contract commenced     ()     //07/2017     Is contract ongoing?     No	FTE     F	

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Some errors and warnings pop up as highlighted.

If the issue is fixed or confirmed as correct, click on X to remove the message.

The same warning may continue to pop up, if the conditions that generate the message are unchanged.

Warnings in Yellow will not prevent submission. Errors in red will need to be fixed to enable submission.

A summary of any existing errors and warnings will be presented on the **Review Summary** chevron/page.

### 8. Finalising your survey – I've finalised. What just happened?

GSERP Survey Instructions						
Please use the Add Executive button Click on an executive to update their	and Survey Records list details or to remove the	below to provide data for all exected for the survey. When all detail	utives employed and paid for work in th Is are correct at the census period for c	e last full pay period in June 2018 that Il executives that meet GSERP criteria	at meet the GSERP crit a, please Finalise Surv	teria below. vey.
OSERP criteria Include your Chief Executive Officer Includes executives who have both assessment. Your organisation is to a Do not include: I. technical specialists who do m 2. persons whose employment is 3. non-CEO executives with a full 4. executives who are not active executive contract will comme	or equivalent and any o a significant managem etermine who has signif thave a management f thave a management time TRP below \$159,50 employed and paid, ar nee after the end of the o solver execution	other employees engaged on an ex nent responsibility and receive a ficant management responsibility. function or entorprise agreement b s ot the last full pay period June last full pay period.	Recutive contract that are subject to on full-time equivalent TRP of \$155,501 of 2018. For example, executives whose of	versight by the Government Sector Ex r more. If an executive works part t contract expired before the last full p	xecutive Remuneratio time, use their full tin pay period in June 20	on Panel (GSE me TRP to r D18, or perso
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If you are unsure about who to includ GSERP Survey Dunder Mifflin GSERP Dunder Mifflin GSERP 2018 - 2018 Mifflin Status Now Open Survey Records (3) EXECUTIVE NAME Jan Levinson Priyanka Chopra	ROLE TITU Chief Ope Maraging	-30 - Dunder Mifflin Organisation Dunder Mifflin Number submitted 2/3 E rating Officer pDirector People and Culture	STAGE Add/Review Position Submitted	LAST MODIFIED DATE 17/08/2018 4:44 PM 17/08/2018 12:41 PM	Add Executive	Finalise Sur

The Status will now be **Closed**. You will not be able to Add or Edit executives to the survey.

- Contact the VPSC at <u>gserp@vpsc.vic.gov.au</u> if you need the survey unlocked to make changes.
- When you go Back to Survey List, no Active surveys will be listed. Select Historic to review what was provided.