

# GSERP Survey

## Quick Reference Guide

VPSC

Victorian Public Sector Commission

# 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 survey.

GSERP Survey Active

1 item • Sorted by GSERP Survey Name • Filtered by all gserp survey - Status • Updated a few seconds ago

<input type="checkbox"/>	GSERP SURVEY NAME ↑	ORGANISATION	NUMBER SUBMITTED	
1	<u>Dunder Mifflin GSERP 2018 - 2018-06-30 - Dunder Mifflin</u>	Dunder Mifflin	2/3	

- 1 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.
- 2 Click on the down arrow to view historical surveys.
- 3 The number of executive details that have been submitted within the GSERP survey.

## 2. Managing your GSERP survey

BACK TO SURVEY LIST

**GSERP Survey Instructions**

Please use the Add Executive button and Survey Records list below to provide data for all executives employed and paid for work in the last full pay period in June 2018 that meet the GSERP criteria below. Click on an executive to update their details or to remove them from the survey. When all details are correct at the census period for all executives that meet GSERP criteria, please Finalise Survey.

**GSERP criteria**  
Include your Chief Executive Officer or equivalent and any other employees engaged on an executive contract that are subject to oversight by the Government Sector Executive Remuneration Panel (GSERP). This includes executives who have both a significant management responsibility and receive a full-time equivalent TRP of \$150,501 or more. If an executive works part time, use their full time TRP to make this assessment. Your organisation is to determine who has significant management responsibility.

**Do not include:**

1. technical specialists who do not have a management function
2. persons whose employment is regulated by an award or enterprise agreement
3. non-CEO executives with a full-time TRP below \$150,501
4. executives who are not active, employed and paid, as at the last full pay period June 2018. For example, executives whose contract expired before the last full pay period in June 2018, or persons whose executive contract will commence after the end of the last full pay period.

If you are unsure about who to include, please contact [gserp@vpssc.vic.gov.au](mailto:gserp@vpssc.vic.gov.au)

GSERP Survey  
Test Dev Template #1 - 2018-07-01 - ASG Group

GSERP Survey Name: Test Dev Template #1 - 2018-07-01 - ASG Group  
Status: Now Open  
Organisation: ASG Group  
Number submitted: 0/5

**Survey Records (5)**

EXECUTIVE NAME	ROLE TITLE	STAGE	LAST MODIFIED DATE	
<a href="#">Test Executive #1</a>	o0ENK000005838	Review Summary	3/08/2018 12:21 PM	
<a href="#">Test Executive #2</a>	dfsd	Add/Review Remuneration	10/08/2018 11:03 AM	
<a href="#">test2</a>		Add/Review Executive	1/08/2018 15:4 AM	
<a href="#">test2</a>		Add/Review Executive	1/08/2018 15:4 AM	
<a href="#">Ghost down</a>		Add/Review Executive	10/08/2018 12:23 PM	

[View All](#)

- 1 Please note the census window and GSERP criteria for execs to include in the survey
- 2 Review list of previously reported executives with respect to census window and GSERP criteria
- 3a 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.
- 3b **Add** executive's who were employed and paid at the census window who meet GSERP criteria
- 4 **Finalise** your survey when details for all executives that meet the above criteria have been reviewed, updated and submitted.

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

The screenshot shows a web form for providing executive details. At the top, there is a navigation bar with a 'BACK TO EXECUTIVE LIST' button (callout 2) and a series of chevron buttons: 'Add/Review Executive' (callout 3), 'Add/Review Position', 'Add/Review Contract', 'Add/Review Remuneration', 'Review Summary', and 'Submitted'. Below this is a 'Guidelines' section with instructions for new, previously reported, and non-qualifying executives. A 'Delete this executive' button (callout 1) is highlighted in a red box. Below the guidelines is a form titled 'Executive Details: Ghost dawg' with fields for position holder name, gender, date of birth, and various employment dates. A 'Next' button (callout 4) is at the bottom of the form. At the very bottom of the page, there is another 'BACK TO EXECUTIVE LIST' button (callout 2).

- 1 Delete executives who do not meet GSERP criteria or who were not employed in census window
- 2 Navigate back to Executive list, survey instructions and GSERP criteria
- 3 Use chevrons to quickly move to specific sections of the survey - **please note all sections need to be completed**
- 4 Next will move to the next section of the survey

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

BACK TO EXECUTIVE LIST

Add/Review Executive Add/Review Position Add/Review Contract Add/Review Remuneration Review Summary Submitted

### Guidelines

- For a new executive, please provide their position details.
- For a previously reported executive, please review their position data. Add New Position details if incorrect or out of date.
- All data 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 contract details.

Current Position: Ghost dawg

Role title: Head of Communications

Valid from: 01/08/2018

\*Position function: Public relations/Public affairs

\*Reports directly to organisation head: Yes

Mercer points: 1,234

\*To be reported in annual report: Yes

Hay points: 5,678

If not in annual report, explain why

1 Save

Back Next

- 1 **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!

Progress bar: Add / Review Executive | Add / Review Position | **Add / Review Contract** | Add / Review Remuneration | Review Summary | Submitted

### Guidelines

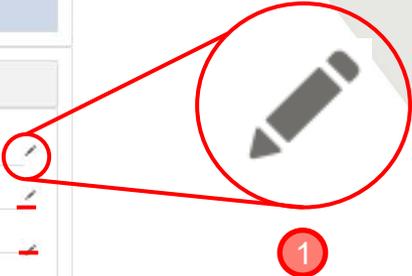
- For a new executive, please provide their contract details.
- For a previously reported executive, please review their contract details. Add New Contract details if incorrect or out of date.
- All details should be correct as at the last full pay period in June.
- Click Save before moving on to the 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 remuneration details.

#### Current Contract: Greg Diamantis

Contract type	GSERP	FTE	0.80
Date contract commenced	13/05/2018	Eligible for bonus	No
Is contract ongoing?	No	Maximum bonus payable %	
If contract not ongoing, provide expiry	18/10/2019		

Clear Details

Back Next



1 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)

\* Gender

\* Date of birth

First employed in VIC, public sector <sup>?</sup>

\* Commenced employment in organisation <sup>?</sup>  
  
Cannot be after the date first appointed as executive in organisation

\* First appointed as Exec. in organisation <sup>?</sup>  
  
Cannot be before the date they commenced in organisation

- 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

The screenshot shows a web application interface for providing executive details. At the top, there is a navigation bar with 'Resources' and 'Contact Us' links, and a user profile for 'Jim Halpert'. A prominent orange warning banner at the top center reads: 'Long Contract Warning: Long contract term, please double check the contract start and expiry dates'. A red circle with the number '1' is placed above this banner. Below the banner is a breadcrumb trail: 'BACK TO EXECUTIVE LIST' > 'Add/Review Executive' > 'Add/Review Position' > 'Add/Review Contract' > 'Add/Review Remuneration' > 'Review Summary' > 'Submitted'. The 'Add/Review Contract' step is currently active. Below the breadcrumb is a 'Guidelines' section with a list of instructions. The main form area is titled 'Current Contract: Jan Levinson' and contains several input fields: 'Contract type' (GSERP), 'Date contract commenced' (1/07/2017), 'Is contract ongoing?' (No), 'FTE' (1.00), 'Eligible for bonus' (Yes), and 'Maximum bonus payable %' (20.00%). A 'Clear Details' button is located at the bottom of the form.

1 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?

BACK TO SURVEY LIST

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1. technical specialists who do not have a management function
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**GSERP Survey**  
Dunder Mifflin GSERP 2018 - 2018-06-30 - Dunder Mifflin

Add Executive Finalise Survey

GSERP Survey Name  
Dunder Mifflin GSERP 2018 - 2018-06-30 - Dunder Mifflin

Organisation  
Dunder Mifflin

Status  
Now Open

Number submitted  
2/3

### Survey Records (3)

EXECUTIVE NAME	ROLE TITLE	STAGE	LAST MODIFIED DATE	
<a href="#">Jan Levinson</a>	Chief Operating Officer	Add/Review Position	17/08/2018 4:44 PM	▼
<a href="#">Priyanka Chopra</a>	Managing Director People and Culture	Submitted	17/08/2018 12:41 PM	▼
<a href="#">Micheal Jackson</a>	Chief Finance Officer	Submitted	17/08/2018 3:01 PM	▼

View All

- 1 The Status will now be **Closed**. You will not be able to Add or Edit executives to the survey.
- Contact the VPSC at [gserp@vpssc.vic.gov.au](mailto:gserp@vpssc.vic.gov.au) 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.