

PEERS

Quick Reference Guide

VPSC


Victorian Public Sector Commission

1. Getting started – Select your Active survey


BACK TO HOME

PEERS

Please complete all active surveys listed below. Click on the survey name to open each survey.

 2 Send Email

1 item • Sorted by PEERS Name • Filtered by all peers - Status • Updated 0 seconds ago

<input type="checkbox"/>	PEERS NAME ↑	ORGANISATION	NUMBER SUBMITTED	
1	<u>Dunder Mifflin PEERS - 2019 - 2019 -06-30 - Dunder Mifflin</u> 1	Dunder Mifflin	2/3 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 PEERS.

2. Managing your survey

The screenshot shows the PEERS survey management interface. At the top, there is a 'BACK TO SURVEY LIST' link. Below it, the 'PEERS instructions' section provides guidance on using the 'Add Executive' button and 'Survey Records' list. The 'PEERS criteria' section lists four inclusion criteria and a list of exclusions. A red bracket labeled '1' highlights the instructions and criteria. Below this, the 'PEERS' section shows a survey titled 'Test Dev Template #1 - 2019 - 07 - 01 - ASG Group' with a status of 'Now Open'. A red bracket labeled '2' highlights this section. To the right, there are two buttons: 'Add Executive' (labeled '3b') and 'Finalise Survey' (labeled '4'). Below these, the 'Survey Records (5)' table is shown with columns for 'EXECUTIVE NAME', 'ROLE TITLE', 'STAGE', and 'LAST MODIFIED DATE'. A red bracket labeled '3a' highlights the first row of the table. The table contains five records, each with a 'View' icon to its right. A 'View All' link is at the bottom right of the table.

- 1 Please note the census window and PEERS criteria for execs to include in the survey
- 2 Review list of previously reported executives with respect to census window and PEERS criteria
- 3a Click on each executive and **review and update** their data with respect to census window and PEERS 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 PEERS 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 titled "Add/Review Executive" with a progress bar at the top containing steps: "Add/Review Executive", "Add/Review Position", "Add/Review Contract", "Add/Review Remuneration", "Review Summary", and "Submitted". The "Add/Review Executive" step is active. Below the progress bar is a "Guidelines" section with instructions for new, previously reported, and non-PEERS executives. A "Delete this executive" button is highlighted with a red box and a callout '1'. Below the guidelines is a form for "Executive Details: Ghost dawg" with fields for position holder name, gender, date of birth, first employed in VIC public sector, commenced employment, and first appointed as executive. A "Next" button is highlighted with a callout '4'. At the bottom of the form, a "BACK TO EXECUTIVE LIST" link is highlighted with a callout '2'.

- 1 Delete executives who do not meet PEERS criteria or who were not employed in census window
- 2 Navigate back to Executive list, survey instructions and PEERS 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

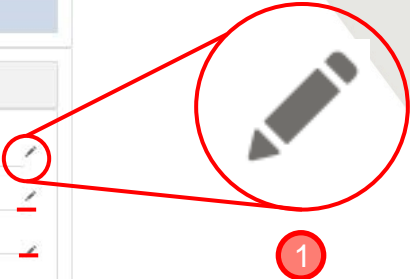
- For a new executive, please provide their contract details.
- For a previously reported executive, please review their contract details. Add New Contract details if incorrect or out of date.
- All details should be correct as at the last full pay period in June.
- Click Save before moving on to the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

* Commenced employment in organisation [?]

Cannot be after the date first appointed as executive in organisation

* First appointed as Exec. in organisation [?]

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 interface for managing executive details. At the top, there is a navigation bar with 'Resources' and 'Contact Us' links, and a user profile for 'Jim Halpert'. A yellow warning banner is present, stating 'Long Contract Warning: Long contract term, please double check the contract start and expiry dates'. Below the banner is a breadcrumb trail: 'Add/Review Executive' > 'Add/Review Position' > 'Add/Review Contract' > 'Add/Review Remuneration' > 'Review Summary' > 'Submitted'. The 'Add/Review Contract' step is currently active. A 'Guidelines' section provides instructions for entering contract details. Below this is a form for 'Current Contract: Jan Levinson' with fields for Contract type (PEERS), 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

9

PEERS 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 2019 that meet the PEERS 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 PEERS criteria, please Finalise Survey.


PEERS criteria

Include your Chief Executive Officer or equivalent and any other employees engaged on an executive contract that are subject to oversight by the Public Entity Executive Remuneration Survey (PEERS). This includes executives who have both a significant management responsibility and receive a full-time equivalent TRP of \$182,000 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 \$182,000
4. executives who are not active, employed and paid, as at the last full pay period June 2019. For example, executives whose contract expired before the last full pay period in June 2019, 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 peers@vpsc.vic.gov.au

 PEERS
Dunder Mifflin PEERS - 2019 - 2019 - 06 - 30 - Dunder Mifflin

PEERS Name
Dunder Mifflin 2019 - 2019 - 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	
Jan Levinson	Chief Operating Officer	Add/Review Position	17/08/2018 4:44 PM	<input type="button" value="v"/>
Priyanka Chopra	Managing Director People and Culture	Submitted	17/08/2018 12:41 PM	<input type="button" value="v"/>
Michael Jackson	Chief Finance Officer	Submitted	17/08/2018 3:01 PM	<input type="button" value="v"/>

[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 peers@vpsc.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.