

Quick Reference Guide

VPSC

Victorian Public Sector Commission

3. Providing executive details – The importance of Save

The screenshot shows a web form for adding or reviewing executive details. At the top, there is a navigation bar with steps: Add/Review Executive, Add/Review Position (highlighted), Add/Review Contract, Add/Review Remuneration, Review Summary, and Submitted. Below this is a 'Guidelines' section with several bullet points. The main form area is titled 'Current Position: Ghost dawg' and contains several input fields: Role title (Head of Communications), Valid from (01/08/2018), Position function (Public relations/Public affairs), Mercer points (1,234), Hay points (5,678), Reports directly to organisation head (Yes), and To be reported in annual report (Yes). A red circle with the number '1' is placed over the 'Save' button, which is also enclosed in a red rectangular box. Below the form are 'Back' and 'Next' buttons.

- 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.









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

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

Guidelines

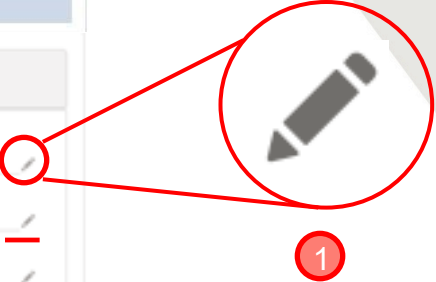
- For a new executive, please provide their contract details.
- For a previously reported executive, please review their contract details. Add New Contract details if incorrect or out of date.
- All details should be correct as at the last full pay period in June.
- Click Save before moving on to the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

Executive Status ⓘ	On leave without pay		FTE ⓘ	1.00	
Contract type	GSERP/ Standard Public Entity Executive Employment Contract		Date contract commenced ⓘ	1/07/2018	
Eligible for bonus ⓘ	No		Is contract ongoing?	No	
Maximum bonus payable % ⓘ			If contract not ongoing, provide expiry	30/06/2023	

[Clear Details](#)

[Back](#) [Next](#)



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

5. Editing executive details – Executive status

The screenshot shows a form titled "Current Contract: Jimmy Carr". The "Executive Status" dropdown menu is open, showing options: "On leave without pay" (selected), "-None-", "Active", "Inactive", "Return to non-executive role", and "Separated". The "On leave without pay" option is highlighted with a red box and a red circle with the number 2. A red circle with the number 1 points to the dropdown arrow. Other form fields include: "FTE" (1.00), "Date contract commenced" (01/07/2018), "Is contract ongoing?" (No), and "If contract not ongoing, provide expiry" (30/06/2023). There are "Cancel" and "Save" buttons at the bottom.

- 1 Click on the drop down arrow to see the list of executive status options.
- 2 Select the applicable executive status from the drop down list. Please see executive status criteria below.

For persons who do not meet PEERS criteria or who were not employed and paid in the census period

- Please assign the status of the executive on the Add/Review Contract tab.
 - For paid executives who are on secondment, sabbatical, undertaking external learning or on long term paid leave etc, select **Inactive**.
 - For executives who are not paid by the organisation, select **On leave without pay**.
 - For executives who left your employ in the financial year, select **Separated**.
 - For executives who returned to a non-executive role in the financial year, select **Return to non-exec role**

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 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 yellow warning message is displayed: '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 the warning message. Below the navigation bar, there is a 'BACK TO EXECUTIVE LIST' link. The main content area has a progress bar with steps: 'Add/Review Executive', 'Add/Review Position', 'Add/Review Contract' (the current step), 'Add/Review Remuneration', 'Review Summary', and 'Submitted'. Below the progress bar, there is a 'Guidelines' section with a list of instructions. The 'Current Contract: Jan Levinson' section contains a form with the following fields: '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.