

# PEERS

## TRAINING MANUAL

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VPSC

Victorian Public Sector Commission



The Victorian Government has vested the Victorian Public Sector Commission with functions designed to enhance the performance of the public sector – fostering the development of an efficient, integrated and responsive public sector which is highly ethical, accountable and professional in the ways it delivers services to the Victorian community.

The key functions of the Commission are to:

- strengthen the efficiency, effectiveness and capability of the public sector in order to meet existing and emerging needs and deliver high quality services; and
- maintain and advocate for public sector professionalism and integrity.

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## Currency

This is PEERS Training Manual 2020, version 1.1 published in June 2020.

Always check the latest version of this document at <https://vpsc.vic.gov.au/resources/data-collection-public-sector-executive/>

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# 1. WHAT IS PEERS?

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Remuneration for public sector executives is established by government and managed by the Public Entity Executive Remuneration Survey (PEERS). VPSC provides advice and support to their operations.

The panel comprises the Victorian Public Sector Commissioner as Chair and the Secretary of the relevant portfolio Department.

The PEERS collects data for each executive who is employed at any point, since the last full pay period in June in the previous year to the end of the last full pay period in June in the current year. Public sector entities are required to participate regularly in the PEERS, reporting on the total remuneration packages and other key information on individuals covered by PEERS Policy.

For more information visit the PEERS resource page on the VPSC website: <https://vpsc.vic.gov.au/resources/victorian-public-entity-executive-resource-suite/>

## 2. YOUR COMMUNITY PORTAL

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### 2.1 What is the VPSC Community portal?

The Victorian Public Sector Commission (VPSC) has developed an online Community Portal, a secure cloud based environment for data collections and data reports. Users can log in to their own secure account on the portal and submit their PEERS data. On this portal users will also have access to all the data collections that have been made available to them.

### 2.2 Log into the portal

#### Important tip

Use Chrome, Safari, Edge or Firefox to log in to the portal. Internet Explorer will not work.

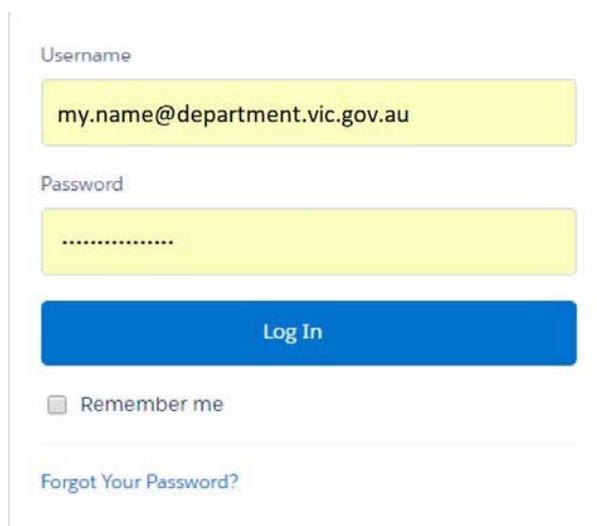


All users are emailed a link to the portal when their account is first created. Use that link anytime to connect to the portal with your username and password.

A link to the community portal is provided here: <https://vpsc.force.com>

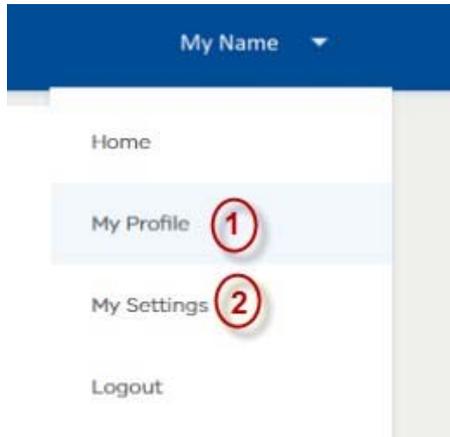
For convenience, save a shortcut to the portal on your desktop or add it to your favourites.

If you are already set up on the portal and are unsure what your password is, click the 'Forgot Your Password?' link at the bottom of the log in screen and you will be able to reset it.

The image is a screenshot of a web login form. It features a 'Username' label above a text input field containing 'my.name@department.vic.gov.au'. Below that is a 'Password' label above a text input field filled with dots. A blue 'Log In' button is positioned below the password field. Underneath the button is a checkbox labeled 'Remember me'. At the bottom of the form is a blue link labeled 'Forgot Your Password?'. The entire form is enclosed in a light gray border.

## 2.3 Change your personal settings

A personal menu appears when you click your name in the top right corner of the portal. From this menu you can choose the below options.



### 1. My Profile

Please choose this option to update your details.

- Click the Edit button  in the top right of the profile screen to display the editable form. You can add or edit the information on your profile.
- Click Save to complete the changes.

**Please note:** do not use this option to set up an account for your colleagues. If your colleague needs to provide PEERS data, please contact VPSC so that an account can be created for them.

### 2. My Settings

Please choose this option to update your password.

- Please click on Change password. This will display a dialog box to update your password.
- Click Save to finish changing your password.

A screenshot of a 'Change My Password' dialog box. The title is 'Change My Password'. Below the title, there are two lines of text: 'You must adhere to the following password rules:' followed by two bullet points: '\* Your password must be at least 8 characters long.' and '\* Your password must have a mix of letters and numbers'. Below this, there are three input fields: 'Current Password', 'New Password', and 'Verify New Password'. Each field has a red asterisk to its left. At the bottom right of the dialog box, there are two buttons: 'Cancel' and 'Save'.

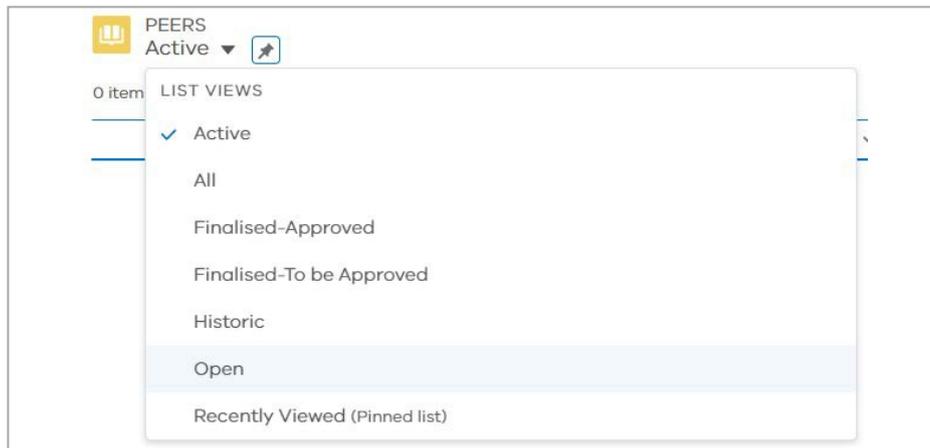
In addition to above, this menu also has options to return to the Home screen and logging out of the portal.

### 3. YOUR survey

When PEERS has commenced we will send you an email with a link to the survey. Alternatively, when you log into the portal you will see a link to PEERS in the home screen. From the home screen you can also link to the resources page or get contact details for the Victorian Public Sector Commission.



- When you click on the PEERS link, the list view will show your active surveys. To view previous surveys, click the down arrow ▼ under PEERS and select 'Historic'.



- If you are responsible for completing PEERS for more than one organisation you will have a survey listed for each organisation. The survey table shows the name of each survey and its associated organisation. The 'number submitted' column shows the number of executives submitted so far in this survey out of the total number of executives reported for that organisation.

A screenshot of the PEERS survey table. The table has columns for 'PEERS NAME', 'ORGANISATION', and 'NUMBER SUBMITTED'. It shows four rows of survey data for the Emerald Tourist Railway Board.

	PEERS NAME ↑	ORGANISATION	NUMBER SUBMITTED ↓
1	August15 - 2018-06-15 - Emerald Tourist Railway Board	Emerald Tourist Railway Board	0/7
2	GSERP 2018 - 2018-06-30 - Emerald Tourist Railway Board	Emerald Tourist Railway Board	0/4
8	July16 - 2018-07-16 - Emerald Tourist Railway Board	Emerald Tourist Railway Board	0/5
4	June27 - 2018-06-27 - Emerald Tourist Railway Board	Emerald Tourist Railway Board	0/4

## 4. BEGIN THE SURVEY

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1. From the survey list, select an Active survey. You will then be provided with instructions and a list of executives that were reported in the previous survey. You will need to provide data for all executives who:
  - a. were employed and paid for work during the census period; and
  - b. meet the PEERS criteria
2. Click on an executive in the list to update their details or use the Add Executive button to add an executive who is not listed but meets the criteria. For more information see *Section 5 'Complete the survey'* and read the guidelines provided in the survey pages itself.
3. When all details are correct for one executive click the 'Submit Survey' button.

**Submit Survey**

4. When all details are correct for all executives in your organisation that meet PEERS criteria click the 'Finalise Survey' button.

**Finalise Survey**

### Important tip

**Save**

Use the 'Save' button whenever it appears in a survey. If you move to a new section without saving, you will lose the data you have entered. Once you have saved your work you can leave the survey and return to it later.

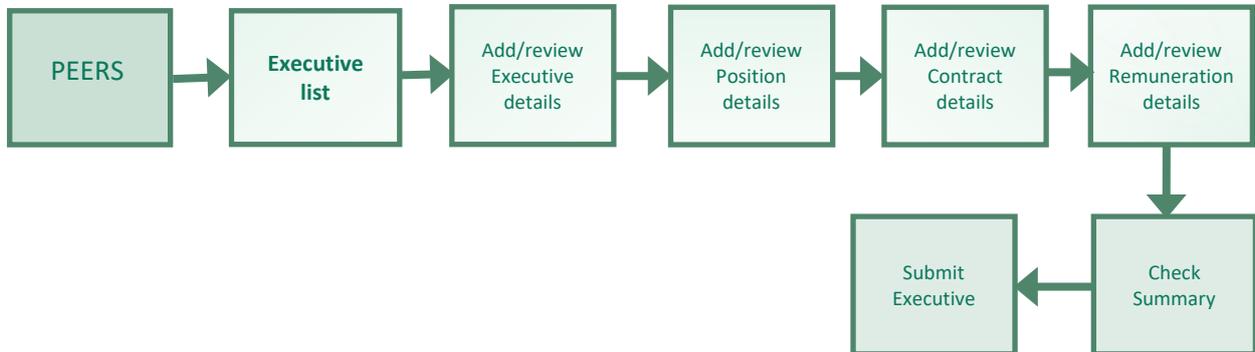
### Important tip

**Guidelines**

Read the guidelines on each page. The guidelines contain important information that will help you complete the survey correctly.

## 5. COMPLETE THE SURVEY

### 5.1 Edit a listed executive



1. From the 'Executive List' page click on the name of the executive to update.
2. If the executive's details are incorrect, contact [peers@vpsc.vic.gov.au](mailto:peers@vpsc.vic.gov.au). You cannot change these details in the survey. After reviewing the executive's details, click 'Next'.
3. On the 'Position' screen, review their position data. If details have changed, click the 'Add New Position' button and enter the correct details. Once updated, click 'Save' and 'Next'.

Add New Position

4. On the 'Contract' screen, review their contract data. If details have changed, click 'Add New Contract' and enter the correct details. Similarly, if the executive's status has changed, update it. Once updated, click 'Save' and 'Next'.

Add New Contract

5. On the Remuneration screen, review their remuneration data. If details have changed, click 'Add New Remuneration' and enter the correct details. Once updated, click 'Save' and 'Next'.

Please note, in the Remuneration screen complete/review the relevant fields for:

- a. Non-Cash Benefits within TRP
- b. TRP summary (if a discrepancy exists, provide a relevant reason)
- c. Additional Benefits outside of TRP
- d. Bonus paid during the specified period; and
- e. Additional information (if, any)

Add New Remuneration

#### Important tip

FTE i

Is this person eligible to receive a Bonus?

\*Eligible for bonus i

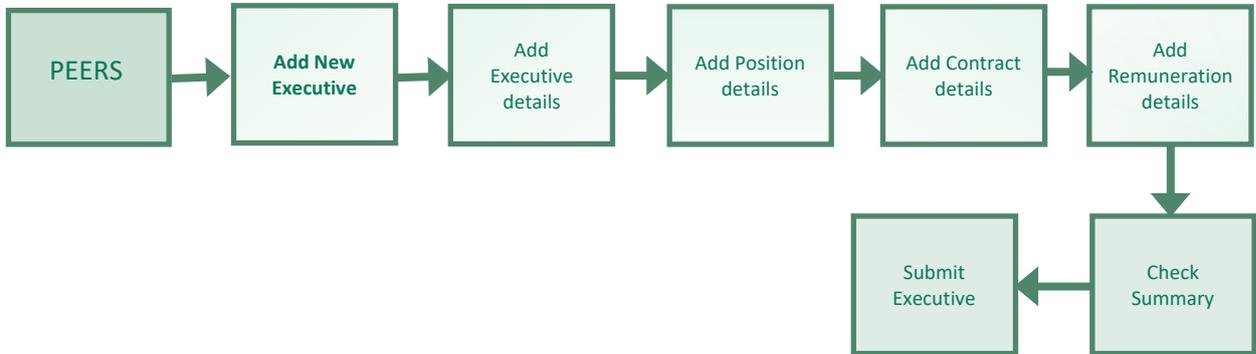
--None--

Hover over the i icon if you need more information to help you understand what is required.

- Review the summary data. If anything is incorrect use the back button or the chevron workflow to navigate to the relevant screen to update.
- When all data for this executive is correct click the 'Submit Survey' button.

**Submit Survey**

## 5.2 Add an executive to the survey



If an executive in your organisation fits the criteria for PEERS but is not listed in the survey records you should add them to the survey.

- Click the 'Add Executive' button.

**Add Executive**

- Enter the executive's name and click 'Save'.

Executive Name

**Save**

- Enter the executive's details then click 'Save' and 'Next'.

<p>Position holder (First and last name)</p> <input style="width: 95%; padding: 5px;" type="text" value="Kylie Example"/> <p>*Gender</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>--None--</span> <span>▼</span> </div> <p>*Date of birth</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <input style="width: 90%; border: none;" type="text"/> <span>📅</span> </div>	<p>First employed in VIC. public sector <span style="float: right; font-size: 0.8em;">i</span></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <input style="width: 90%; border: none;" type="text"/> <span>📅</span> </div> <p>*Commenced employment in organisation <span style="float: right; font-size: 0.8em;">i</span></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <input style="width: 90%; border: none;" type="text"/> <span>📅</span> </div> <p>*First appointed as Exec. in organisation <span style="float: right; font-size: 0.8em;">i</span></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <input style="width: 90%; border: none;" type="text"/> <span>📅</span> </div>
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- Enter the executive's current position details then click 'Save' and 'Next'.
- Enter the executive's current contract details then click 'Save' and 'Next'.
- Enter details of remuneration at census period for the executive then click 'Save'.
- Once you save the remuneration details, the following fields will appear for completion:

- Non-Cash Benefits within TRP
- TRP summary – reason for discrepancy (if a discrepancy exists)
- Additional Benefits outside of TRP
- Bonus paid during the specified period; and
- Additional information

Save each field when it is complete. Once updated, click 'Next'.

8. Please note, if there is an error or inconsistency in the data that you have entered a warning will display and you will have to correct it before you can progress.
9. Review the summary data. If anything is incorrect use the back button or the chevron workflow to navigate to the relevant screen to update.
10. When all data for this executive is correct click the Submit Survey button.

Submit Survey

### Important tip

If a field has a pencil  icon this indicates that you can edit that field

## 6. FINALISE THE SURVEY

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Once all the executives in your organisation who fit the PEERS criteria are accurately recorded in the survey and submitted, you are ready to finalise the survey. Please follow the steps below to 'Finalise your survey'.

1. Return to the executive list screen, if you are not already there.



2. Confirm that all data entered is complete and correct.
3. Confirm that all executives have been submitted. For example, if you have executives who fit the PEERS criteria, the 'Number submitted' field should show 7/7.



4. Click the 'Finalise survey' button.



5. Once the survey has been finalised, the status of the survey will change to 'Closed'.



6. If you are responsible for completing the PEERS survey for more than one organisation, follow the same process for each survey on your list of active surveys.

## A1. PEERS QUICK STEPS

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<p><b>Edit an Executive</b></p> <p><b>Step 1.</b> Click on Survey</p> <p><b>Step 2.</b> Click on name of the executive from the 'Executive List'</p> <p><b>Step 3.</b> Update personal details &amp; Save &amp; Next</p> <p><b>Step 4.</b> Update position details &amp; Save &amp; Next</p> <p><b>Step 5.</b> Update Remuneration details &amp; Save &amp; Next</p> <p><b>Step 6.</b> Review Summary and then Submit Executive.</p>	<p><b>Add an Executive</b></p> <p><b>Step 1.</b> Click on Survey</p> <p><b>Step 2.</b> Click on the 'Add Executive' button</p> <p><b>Step 3.</b> Add Executive personal details &amp; Save &amp; Next</p> <p><b>Step 4.</b> Add position details &amp; Save &amp; Next</p> <p><b>Step 5.</b> Add Remuneration details &amp; Save &amp; Next</p> <p><b>Step 6.</b> Review Summary and then Submit Executive.</p>
<p><b>Change password</b></p> <p><b>Step 1.</b> Click on Username</p> <p><b>Step 2.</b> Click on 'My Settings'</p> <p><b>Step 3.</b> Click on 'Change Password'</p> <p><b>Step 4.</b> Add current password, new password and verify new password.</p> <p><b>Step 5.</b> Click 'Save'.</p>	

## A2. TROUBLESHOOTING

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### Q. I only have Internet Explorer and I'm not allowed to install software on my computer.

You can install Google Chrome without admin rights.

### Q. I accidentally selected the wrong year, and now I can't change it.

Please choose the correct year and then pick up the date and month again, otherwise it will not update the date.

SUN	MON	TUE	WED	THU	FRI
31	1	2	3	4	5

### Q. I seem to have lost some of the information that I entered in the survey for an executive.

Role title Chief Executive Officer	Valid from 01/07/2018
*Position function Chief executive/managing director or equivalent	*Reports directly to organisation head Yes
Mercer points	*To be reported in annual report Yes
Hay points	If not in annual report, explain why
<input type="button" value="Save"/>	

<input type="button" value="Back"/>	<input type="button" value="Next"/>
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Make sure you always click on 'Save' before you move to the next screen.