

## NEWSLETTER SAMPLE ARTICLE

### HELPING YOU UNDERSTAND YOUR EMPLOYMENT ENTITLEMENTS



HR eXpert was launched on the Department of Premier and Cabinet website on 24 March 2004. It is an interactive website that answers questions about employment entitlements for staff employed under the Public Sector Employment and Management Act 2002.

Additional modules are now available on HR eXpert. The existing and new modules are listed below:

- Voluntary Redundancy
- Extended Leave
- Termination Entitlements
- Maternity Leave
- Study Time
- Travel Allowances (new)
- Higher Duties Allowance (new)
- Salary Packaging (new)
- Agency List Inquiry (new)

The Agency List Inquiry works differently to the other modules. It allows you to access a comprehensive agency list which provides details of NSW and other Australian government agencies. You can search it to find individual agencies, using any of the many names they are known by. This will allow you to track them over time by identifying their predecessors and successors. You can also download an excel spreadsheet which contains details of all agencies in the list.

If you think HR eXpert can assist you, access it by going to the Department of Premier and Cabinet web site [www.dpc.nsw.gov.au/public\\_employment/hr\\_expert](http://www.dpc.nsw.gov.au/public_employment/hr_expert) or clicking on the HR eXpert icon on the intranet (*agencies should add this where applicable*).

Of course, HR staff are still available to help you with all your HR matters. Contact them on (*give details*).