



HR eXpert User Guide

Your employment entitlements
made easy



New South Wales Government
Department of Premier and Cabinet

www.dpc.nsw.gov.au/public_employment/hr_expert

What is HR eXpert?

HR eXpert is an interactive website which answers questions about employment entitlements for staff employed under the Public Sector Employment and Management Act 2002.

HR eXpert has been developed by the Public Sector Workforce Office (PSWO) of the NSW Department of Premier and Cabinet.

- > answers your questions about your entitlements
- > It can help you make decisions - you can try out different scenarios
- > You do not need to know the 'rules'
- > The information is about YOU and your circumstances
- > It provides you with reports, letters and application forms

**NSW PREMIER'S DEPARTMENT**
About HR eXpert

HR eXpert helps staff employed under the Public Sector Employment and Management Act 2002 understand their entitlements and conditions. It is made up of interactive inquiries which cater for your particular circumstances. The "rules" are all built into HR eXpert so it does not matter how much or how little you know about your entitlements.

HR eXpert also includes a comprehensive list of NSW and other Australian government agencies.

Click on the title to commence an inquiry or use the "More details" link to find out how the inquiry can help you.

Leaving the Service

[Leaving the Service](#) [More Details](#)
[Voluntary Redundancy](#) [More Details](#)

Leave

[Entitlement to Extended Leave/Recognition of Previous Service](#) [More Details](#)
[Entitlement to Maternity Leave](#) [More Details](#)
[Variation to Maternity Leave](#) [More Details](#)
[Study Time](#) [More Details](#)

Allowances

[Entitlements for a Proposed Journey](#) [More Details](#)
[Entitlements for a Completed Journey](#) [More Details](#)
[Higher Duties Allowance](#) [More Details](#)

Salary Packaging

[Building a Salary Package](#) [More Details](#)

Just follow the screens and answer the questions.
What areas are covered?

- > Maternity Leave
- > Extended Leave
- > Recognition of Previous Service
- > Voluntary Redundancy
- > Leaving the Service
- > Study Time
- > Travelling Compensation
- > Higher Duties Allowances
- > Salary Packaging
- > Agency List Inquiry

✓ TIP

You can use it any time – work, at home, anywhere. For example, sit down with your partner at home to work out your Maternity Leave options.

! IMPORTANT

HR eXpert is designed for staff employed under the Public Sector Employment and Management Act 2002. If you are employed under a different act, the answers may not be correct. You will need to contact the HR Area in your agency.

How You Access HR eXpert

You can access HR eXpert in numerous ways:

1. You can go straight to the HR eXpert web address

www.dpc.nsw.gov.au/hrexpert/hrx.htm

✓ TIP

If you want to use HR eXpert often, save the address as a Favourite.

2. Some agencies will provide links to HR eXpert through their intranet. Look for the HR eXpert icon or other instructions on your intranet.

3. You can navigate through the DPC web site www.dpc.nsw.gov.au

EITHER

Click on the HR eXpert link on the home page

OR

Navigate through the screens – Click on Public Sector Employment, then HR eXpert.

OR

You can access HR eXpert in the information areas of the web site. For example, links to the Maternity Leave, Extended Leave and Study Time modules can be found under:

Public Sector Employment – HR eXpert

The screenshot shows the HR eXpert website interface. At the top left is the New South Wales Government logo and the text 'New South Wales Government Department of Premier and Cabinet'. A navigation menu on the left includes 'Home', 'Premier and Government', 'Communities', 'Business', 'Public Sector Employment', 'Pay and Conditions', 'Creating and Filling Jobs', 'Workforce Profile and Planning', 'Staff Development', 'Finding a Job in the Public Sector', 'Working in the NSW Public Sector', 'Redeployment', 'HR eXpert', 'Honours and Awards', 'Ethics and Conduct', and 'Equal Employment Opportunity'. The main content area features a breadcrumb trail 'Home > Public Sector Employment > HR eXpert' and a large 'HR eXpert' heading. A prominent note states: 'NOTE: Tax treatment on payments for eligible termination payment will change from 1 July 2007. Until the system is updated the estimated results generated by the Voluntary Redundancy module will not apply all of the tax treatment changes. If you are considering taking voluntary redundancy you should seek advice from a professional financial advisor and your Human Resources area about your entitlements post 1 July 2007.' Below this, a description of the HR eXpert system is provided, followed by a list of available modules: Maternity Leave, Study Time, Extended Leave, Recognition of Previous Service, Leaving the Service, Voluntary Redundancy, Travel Compensation, Higher Duties Allowance, Salary Packaging, and Agency List Inquiri. A 'Quicklinks' sidebar on the right lists various government resources, with 'HR eXpert' highlighted. The HR eXpert logo is also visible in the bottom right of the main content area.

Starting your inquiry


Each module commences with an entry screen that explains what the module does.

You should read the disclaimer, privacy and copyright information before starting your inquiry.

The responses provided by HR eXpert are estimates as they are based on the information that you enter into the system.

The information you enter is not saved by the system to ensure your privacy.

Make sure you have all the information listed before you start your inquiry.



Leaving the Service

HR eXpert is based on the Public Sector Employment and Management Act 2002. If you are not currently employed under this act the following results may be inaccurate or misleading.

In this inquiry you can determine an estimated value of the Extended Leave and Recreation Leave components of your payout figure if you leave the service through resignation, retirement or medical retirement.

The inquiry will allow you to model various options and provide gross, tax and net figures.

Before you begin

Before you begin the inquiry, please read the [disclaimer](#), [privacy statement](#) and [copyright](#) notice.

In particular, please be aware that the inquiry and associated reports are based on information you provide, that calculations are only estimates, and that your final pay-out figure will be provided by your Human Resources area.

Please also note that any information you provide during the inquiry will not be saved by this system. However, non identifying statistical information about usage will be stored on the system for monitoring purposes.

What you may need to complete the inquiry

To complete this inquiry you will find it useful to have certain information and documents on hand. You will need:

- details about your pay and taxation
- up-to-date balances of your Recreation Leave and Extended Leave

If you do not know your Extended Leave balance, the system will calculate your accrued Extended Leave entitlement. To determine your current Extended Leave balance you must deduct any Extended Leave you have taken or been paid out. In this case, you will also need:

- your employment history with all government agencies (NSW, Commonwealth and other States and Territories)
- periods of unpaid full time leave you have taken
- periods of unpaid part time leave you have taken
- periods of part time work
- Extended Leave you have taken or been paid out.

Click enter to begin your inquiry

Examples of Screens

Most screens look like the ones below. They are split into two. The left hand side of the screen provides the questions you need to answer. The right hand side of the screen provides help to answer the questions.


To answer the questions you will usually:

- > Select a statement from a drop down list by clicking on the symbol
- > Click on a 'tick' or 'cross' button
- > Type in text, numbers or dates



TIP

Often the most common answers are already displayed. You can change them if necessary.



Tax details

Medicare exemption type

Is your leave loading paid as a lump sum when you take leave?

Did you supply a Tax File Number to the employer?

Are you claiming the tax free threshold with the employer?

Each of the questions above is also a link to further information. Click on the question text above to see help for answering that question on the right hand side of the screen

Medicare exemption

Why is this question being asked?

The tax amount to be withheld from your leave entitlements depends on whether you are claiming an exemption from the Medicare levy.

How do I answer this question?


Determine whether you are entitled to a half Medicare levy exemption, a Medicare levy exemption or no Medicare levy exemption. Then select the appropriate option from the drop-down box.

Who is entitled to a Medicare levy exemption?

You may be entitled to a Medicare levy exemption if:

- you are a blind pensioner or you receive the sickness allowance from Centrelink;
- you are entitled to free medical treatment for all conditions under the Defense Force arrangements or Veteran's Affairs Repatriation Health Card (Gold Card) or repatriation arrangements;

When you have answered all of the questions, click enter to move to the next screen.



Pay details

Full time annual salary

Each of the questions above is also a link to further information. Click on the question text above to see help for answering that question on the right hand side of the screen

Pay details

Why is this question being asked?

Your pay details are required to calculate how much pay you will receive when you leave the service or go on Maternity Leave.

- If your classification is a 35 hour per week classification you will be asked your annual salary.
- If your classification is a 38 hour per week classification you will be asked your weekly wage rate.
- If you are currently on Unpaid Part-Time Leave, or work part time permanently or through an ongoing agreement you will be asked to provide the *equivalent full time* rate for your classification/ grade/ position.

How do I answer this question?

This information is available on your pay slip, or from your Electronic Self Service (ESS) system.

Enter your (gross) annual salary or weekly wage (or equivalent full-time salary or wage) at the time of taking Maternity Leave or leaving the service.


Examples of Screens (cont.)

Some screens provide you with information about your particular circumstances throughout the inquiry.

In the Maternity Leave inquiry information is provided about:

- > your entitlement to paid Maternity Leave
- > your leave and payment selections
- > the date that payment will be made up to
- > the date that your 12 months unpaid full time Maternity Leave ceases

The information about your particular circumstances is provided to help you make a decision about your intended date of return.

 <h2 data-bbox="432 824 879 864">Date of return to work</h2> <p data-bbox="124 943 847 1046">You have an entitlement to 14 weeks paid Maternity Leave, (which can commence up to 9 weeks prior to the expected date of birth), and up to twelve months unpaid leave following the actual date of birth.</p> <p data-bbox="124 1070 587 1099">Your paid component is made up of:</p> <ul data-bbox="124 1124 863 1178" style="list-style-type: none">* 14 weeks of paid Maternity Leave (paid at full pay over 14 weeks) <p data-bbox="124 1202 815 1256">Based on your leave and payment selections, you will receive payment for the period up to 22 Apr 2009.</p> <p data-bbox="124 1281 823 1357">Based on the expected date of birth, your 12 months unpaid full time Maternity Leave is due to cease on 30 Jan 2010.</p> <p data-bbox="114 1382 416 1413">Intended date of return <input data-bbox="715 1382 871 1413" type="text"/></p> <p data-bbox="719 1458 874 1489"><input type="button" value="enter"/></p> <p data-bbox="124 1514 847 1603">Each of the questions above is also a link to further information. Click on the question text above to see help for answering that question on the right hand side of the screen</p>	<h3 data-bbox="959 797 1278 835">Intended date of return</h3> <h4 data-bbox="948 864 1358 896">Why is this question being asked?</h4> <p data-bbox="959 913 1445 1346">The intended date of return is the date you wish to cease full-time Maternity Leave. The date you return to full or part-time duties after giving birth is your own decision, subject to the provisions of reasonable adjustment and occupational health and safety considerations, the entitlement to Maternity Leave (12 months following the actual date of birth), right to request an extension for a further continuous period of Maternity Leave of up to 12 months, and right to request to work on part time Maternity Leave up until your child reaches school age.</p> <ul data-bbox="959 1368 1145 1397" style="list-style-type: none">• Entitlement <p data-bbox="959 1413 1422 1498">You have an entitlement to take full time Maternity Leave for up to 12 months following your child's actual date of birth.</p> <ul data-bbox="959 1525 1203 1554" style="list-style-type: none">• Right to request <p data-bbox="959 1570 1422 1655">You may request to extend your full time Maternity Leave for a further continuous period of up to 12 months. You may also</p>
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Each question also has its own help screen. On this type of screen it will appear in the right hand window.


You should always read the help screens to ensure you understand what is required. These screens provide definitions and explanations of how to answer the questions and allow you to access legislation and other information.

Clicking on each question will bring up the help screen for that question.

Examples of Screens (cont.)

Some screens allow you to enter multiple responses. For example the 'Employment history' screen allows you to enter all the agencies where you have worked.

You should read the step by step instructions before answering the questions. Click on each column heading to see help information about that heading.



Employment history

Please provide details of all your government employers, including your current agency. If you have been employed by the same employer on more than one occasion, enter each occasion separately.


Click on ADD ANOTHER to provide details about further employers. You can enter these in any order but you may find it easier if you enter them from first to last. You can sort at any time by clicking the SORT button.

For each employer:

1. Click on the icon beside the first box to select your employer name from the list that appears in the pop-up box. ONLY type in the text box if your employer does not appear in the list.
2. Insert the start and end dates.
3. Click the relevant button to indicate whether you had any periods of unpaid full time leave, unpaid part time leave or part time work.
4. Also indicate whether your Extended Leave was ever paid out.

	Start date	End date	During this employment did you		
Click on the icon to select your employer name from the list			take unpaid full time leave	take unpaid part time leave or work part time	have your Extended Leave paid out
<input type="text" value="Prem - Premier's Dept (NSW)"/>	<input type="text" value="1/08/2004"/>	<input type="text" value="1/06/2007"/>	<input type="radio"/> ✓ <input checked="" type="radio"/> X	<input type="radio"/> ✓ <input checked="" type="radio"/> X	<input type="radio"/> ✓ <input checked="" type="radio"/> X

Each of the column headings above is also a link to further information. Click on the heading for help to answer that question.

Click on the icon  to select the agency list.

Click on 'add another' to enter as many employers as necessary.

You can enter your employers in any order and sort them by date.

! IMPORTANT

Do not type agency name in the box provided, unless it is not found in the Agency List. If you do HR eXpert will classify the employer as 'unknown' and will not recognise your service.

Selecting Your Employer

The Agency List contains interstate and Commonwealth agencies as well as a detailed history of NSW agencies since inception. When you select your employer/s the rule base determines if your service is recognised for Extended Leave purposes.

HR eXpert only needs to know about your government employers. Do not enter service with universities or councils as it will not be recognised. You should read the instructions before selecting your employer/s.

Name of Employer

Why is this question being asked?

HR eXpert needs to know the name of your current and previous government employers to determine which periods of service may be recognised with your current NSW government employer. HR eXpert may also use this information to ask further questions about your government service throughout your inquiry.

How do I answer this question?

- Only Commonwealth, State and Territory employers are included in the list. You do not need to enter details of private sector employers.
- If you cannot find your employer in the list (see below for tips), type its name into the box provided on the inquiry screen. Only type in the box if you are unable to find the name in the list.
- Click on the appropriate letter of the ALPHABET to quickly locate your relevant employer.
- Scroll through the list to locate the agency. Once you have located it, click on the arrow beside its name.
- The name will be transferred across to the inquiry screen and you can complete the remaining questions for that employer.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z



TIP

Use the alphabet to quickly find your employer.

<input type="checkbox"/> ADB - Anti-Discrimination Board (NSW)	1977-06-01
<input type="checkbox"/> Adelaide Local Court (SA)	
<input type="checkbox"/> Adelaide Police Court (SA)	
<input type="checkbox"/> Adelong Hospital (NSW)	
<input type="checkbox"/> Administrative and Information Services, Dept of (SA)	1997-07-01 2006-10-01
<input type="checkbox"/> Administrative Appeals Tribunal (Cwlth)	
<input type="checkbox"/> Administrative Services, Dept of (NSW)	1989-04-02 1990-08-01
<input type="checkbox"/> Adult Migrant English Service (NSW)	
<input type="checkbox"/> Advance Energy (NSW)	1996-03-01 2001-07-01
<input type="checkbox"/> AG - Attorney General (NSW)	1823-10-01 1901-07-31
<input type="checkbox"/> AG - Attorney General's Dept (NSW)	1984-12-19

When you have found your employer click on the arrow. You will be taken back to the Employment History screen and your employer will be inserted into the box. To help find your agency easily, some agencies appear under more than one name. Please select carefully and use the dates if needed.

! IMPORTANT

Can't find your employer?

If you think it is a Government employer, return to the previous screen and type the name in the box provided.

! IMPORTANT

The Agency List will be

updated on a continual basis. If you know of a Government employer which is not in the list, please forward details to the email address found on the last page.

Summary of Results

You are presented with a screen containing summary information at the end of each inquiry. Different inquiries provide more detailed reports, letters and/or forms in Word format that can be saved or printed.

Click on the links to access the reports.

! IMPORTANT

You can not save inquiries.

Print this screen or print/save any reports you wish to keep.



Inquiry Summary

Entitlement to Extended Leave/Recognition of Previous Service

HR eXpert is based on the Public Sector Employment and Management Act 2002. If you are not currently employed under this act the following results may be inaccurate or misleading.

This screen displays a brief summary of your results. HR eXpert also provides more detailed information in reports, application forms and letters. Go to the Reports/Forms section below to see what is available for this module.

If you wish to retain a copy of your results you may print this screen and print/save any of the word documents in the Reports/Forms section. You need to do this before you start a new inquiry or exit the system as HR eXpert will not save your inquiry.

Summary of Results

Your recognised service for Extended Leave purposes has been determined in line with the provisions of the Public Sector Employment and Management Act (PSEMA) 2002 and the Transferred Officers Extended Leave Act (TOELA) 1961 as follows. Note: TOELA 1961 was repealed on 1 January 2006 (and consolidated into Schedule 3A of the PSEMA 2002), but its provisions continue to apply to service that occurred prior to 1 January 2006.

- Your 13.773 years of service with PEO - Public Employment Office (NSW) [1] may be recognised for Extended Leave purposes under the PSEMA 2002.
- Your 5.016 years of service with TAFE - Technical and Further Education, Dept of (NSW) may be recognised for Extended Leave purposes under the PSEMA 2002.

Your total length of service that may be recognised for Extended Leave purposes is 18.789 years.

You would be entitled to Extended Leave under the PSEMA 2002, as you have over 7 years recognised service.

If you access any reports or forms you will be taken to the Personal Details screen. Entering this information is optional. However, if you intend to submit the document to your agency, you should provide these details.

Detailed Results

When you have completed your inquiry you have the option to produce detailed reports, forms or letters. These contain more detailed information than the Inquiry Summary screen.

What reports are available through HR eXpert?

- > Entitlement to Extended Leave/ Recognition of Previous Service Report
- > Letter to Previous Employer – Certificate of Service
- > Letter to Current Employer – Recognition of Previous Service
- > Leaving the Service Options Report
- > Voluntary Redundancy Report
- > Maternity Leave Application
- > Maternity Leave Applicant's Private Copy
- > Application to Vary your Approved Maternity Leave
- > Study Time Application
- > Authority to Travel Application
- > Approval to use a Departmental Vehicle Application
- > Approval for Air Travel Application
- > Travel Expenses Claim Application
- > Salary Packaging Options Report

What can I do with the reports?

Reports and Forms

- > are for your records
- > help you make decisions e.g. take your Voluntary Redundancy Report to see a Financial Advisor
- > can be submitted to your Human Resources area for actioning

Print and/or save reports, forms and letters if you wish to retain a copy. See the next page for an example of a report.

! IMPORTANT

Information contained in reports is based on the details you provide and are estimates only. Final figures are to be determined by your Human Resources area.

Example of Report

ENTITLEMENT TO EXTENDED LEAVE/RECOGNITION OF PREVIOUS SERVICE REPORT

The information contained in this report is based on the details you have provided as part of your HR Expert online enquiry on 2 Feb 2004 and is provided as guidance only. The government of New South Wales gives no warranty or undertaking that the information or results produced from using this system represent your true entitlement.

The system examines your employment history to determine which service may be recognised service for Extended Leave purposes, according to the provisions of the Public Sector Employment and Management Act (PSEMA) 2002 and the Transferred Officers Extended Leave Act (TOELA) 1961.

The Human Resources area in your agency is responsible for formalising the recognition of an employee's previous service for Extended Leave purposes. You should contact your Human Resources area for further advice about the data presented in this report or for information about the process for formalising the recognition of your previous service, (if applicable).

Employee Details

Name: Example Name	Serial/Employee No: Example No
Agency/Department: Example Agency	Division/Branch: Example Branch
Classification: Example Classification	Grade: Example Grade

Service Details

Employer	Start date	End date	Length of service that may be recognised under	
			PSEMA	TOELA
Example Agency (NSW)	19 Mar 1990	2 Feb 2004	13.888 years	
Example Agency (Cwth)	19 Mar 1980	18 Mar 1990		10.005 years
Total length of service that may be recognised for Extended Leave purposes (this amount may be rounded)			23.893 years	

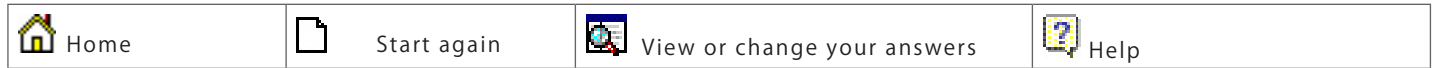
Entitlement to Extended Leave





Based on your total of 23.893 years service that may be recognised for Extended Leave purposes, you would be entitled to Extended Leave under the PSEMA 2002. Your estimated accrued Extended Leave entitlement as at 2 Feb 2004 is 197 working days. To determine your current balance you will need to deduct any Extended Leave you have taken.

Helping you use HR eXpert

In addition to the help for individual questions (see pages 6 and 7), HR eXpert provides other forms of assistance.

HR eXpert toolbar





- >  takes you back to the HR expert Home Page. Use this if you want to change to another area within HR eXpert .
- >  allows you to start a new inquiry of the same type.
- >  takes you to a screen which shows all your answers for this inquiry. You can change these if necessary and continue using this new information.
- >  you to the area on the Premier's Department web site where you can access all the HR eXpert documentation.

✓ TIP Use 'View or change your answers' after you have finished an inquiry to put in different data

! IMPORTANT When you click on 'Home' or 'Start Again' you will lose any information that you have entered up to that point. Make sure you print any information you need before using these buttons.

Error messages

- >  A red error message means that you cannot continue without changing your answers.
- >  A yellow warning message means you should check your answers before you continue.

✓ TIP Hover over the icons for more information.

Agency List Inquiry

The HReXpert Agency List Inquiry gives you access to the Agency List of NSW and other Australian government agencies in a searchable format. It includes predecessor and successor information and allows you to download the list.

✓ TIP

You can enter 'known as' names or Acronyms for NSW agencies.



Agency List Inquiry

The HR eXpert Agency List Inquiry allows you to access a comprehensive Agency List which provides details of past and present NSW government agencies. Commonwealth agencies and those from other states are also included. Note that local government agencies, universities and other tertiary institutions are not included as service with these agencies is not recognised. The list is not exhaustive. If your agency is not included you should check with your HR area.

The primary use of the Agency List is to determine eligibility for Extended Leave for NSW government employees under the Public Sector Employment and Management Act (PSEMA). However, it is an excellent resource which provides detailed information about agencies which can be used for many other purposes.

You can search the list to find individual agencies, using any of the many names they are known by. This will provide details of the agency and 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.

Basic Search

SEARCH HINT: When searching for an agency, use the agency name without Department of, Office of, etc (eg type Community Services not Department of Community Services)

Click on 'Advanced Search' to select categories to refine your search.

[Advanced Search](#)

[Export Agency List](#)

Click [Help](#) for definitions of data fields and terms used in the Export Agency List

The Agency List will be updated on a continual basis. If you know of a government employer which is not in the list, your feedback would be appreciated. Please email as much information about the agency as possible to hrexpert@premiers.nsw.gov.au

Click on 'Export Agency List' to download the whole list in an Excel spreadsheet.

Click on 'Help' to read information about how the list is set up.

Type in an agency's name to find a specific agency or leave it blank to see the whole list in alphabetical order.

! IMPORTANT

The Agency List Inquiry is the same list of agencies you access in the Extended Leave inquiry (see page 8). The only difference is that the Agency List Inquiry allows you to search the list, see historical information and download the whole list in an Excel spreadsheet.



Feedback and questions

You can address feedback and questions about the system to: hrexpert@dpc.nsw.gov.au

If you have any HR inquiries you should address them to your Agency's HR area.



New South Wales Government
Department of Premier and Cabinet

www.dpc.nsw.gov.au/public_employment/hr_expert