

Instructions to New Casual School Teachers and Community Members.

If you are not a permanent employee within the schools' system and this is your first year working for the School Swimming and Water Safety Program since 2020, you need to have clearance granted to be employed under the Working with Children's Check regulatory system.

Your employment clearance must be received by the NSW School Sport Unit **before** you commence instruction in the water.

The pay claims will be submitted after clearance has been received, and this may take 3 weeks. Pay claims must be on the correct pay fortnights, for which the pool coordinators have a calendar.

When submitting a first salary claim form in the new financial year, the information below must be submitted:

1. Tax File Number Declaration
2. Banking Details
3. Choice of Superannuation Fund

Once the CASUAL Payroll Team receives this information, they should be able to then advise the CEPS ID number if not already advised.

Any employee that is issued with PEPS and/or CEPS ID number can gain access to ESS portal. However, in saying this, there may be criteria that needs to be met before initial access or continued access can be granted.

As individual employees you need to contact IT on 1300 32 32 32, option 5 to further discuss requirements for accessing the ESS portal.

Inform them you if you are a community member or a casual school teacher.

You will need to be able to provide identification over the phone like your DOB, Driver Licence Number or Employee Number which has previously been used to pay you if applicable.

Only when you have been set up with access to the portal will you be able to locate your pay slips.