



## What's new?

### **Audit identifies timesheet inconsistencies**

The Office of the Auditor General has completed an audit of the Recording of Attendance in several branches of the department.

One of their findings related to some staff inadequately completing time sheets and managers not appropriately checking the accuracy of the sheets.

The auditors also found that some staff who do not work in the same location as their managers were required (if feasible) to have their attendance validated by a senior officer on the site they work.

All staff who are required to complete or approve staff attendance should familiarise themselves with "Recording of Attendance" policy in the People Services Manual. See link

[http://intranet/csd/People\\_Services/Pages/EmployeeManagement.aspx](http://intranet/csd/People_Services/Pages/EmployeeManagement.aspx)

### **Injecting new life into Organisational Learning and Development (OLD) Section**

OLD has recently been joined by a new school-based trainee, Heather Brojanowski.

Heather joined us through the Public Sector Commission's School Based Traineeship Program and officially started her traineeship with DEC in February 2010.

Heather will be completing a Certificate II in Business by working on a variety of administrative and business related tasks with OLD and other areas of People Services Branch.

Heather is currently working two days a week until she finishes year 12 at Greenwood Senior High School next year. Heather is also concurrently completing a Certificate II in Information Technology.

### **DEC's Alesco HRIMS user guide updated**

An updated version of the DEC Alesco HRIMS user guide has recently been completed and is now available on the Workforce Service Section home page at:

[http://intranet/csd/People\\_Services/ws/payroll/Pages/ALESCOHRIS.aspx](http://intranet/csd/People_Services/ws/payroll/Pages/ALESCOHRIS.aspx)

The user guide provides comprehensive, step-by-step information on all matters relevant to Alesco users, including system access and navigation, personnel and payroll processing and HR reporting. It should be used by all DEC employees who have access to Alesco, thereby helping them to maintain the integrity of data in the system.

For further information, please contact Brad Colton, Senior Consultant Payroll and Systems on (08) 9334 0162.



## Staff changes

### Workforce services officers (WFSO's) – changes for June/July

From 7 June until 30 July, the following changes will apply:

Sue Fiannaca will be responsible for the alphabet grouping L-Mc ([PayrollL-Mc@dec.wa.gov.au](mailto:PayrollL-Mc@dec.wa.gov.au))

Kylie Zinella will be responsible for the alphabet grouping D-F ([PayrollD-F@dec.wa.gov.au](mailto:PayrollD-F@dec.wa.gov.au))

Megan Hughes will be responsible for the alphabet grouping Si-Z ([PayrollSi-Z@dec.wa.gov.au](mailto:PayrollSi-Z@dec.wa.gov.au))

Michelle Chin will be responsible for Overtime ([Overtime@dec.wa.gov.au](mailto:Overtime@dec.wa.gov.au))

Scott McMahon will be responsible for Wages ([Wages@dec.wa.gov.au](mailto:Wages@dec.wa.gov.au))

All other WFSO roles are unchanged.

For a full listing of the alphabet groups and contact details for Workforce Services Officers, please view our Contacts list at:

[http://intranet/csd/People\\_Services/ws/Documents/Contacts%20-%20WFS%20Section.doc](http://intranet/csd/People_Services/ws/Documents/Contacts%20-%20WFS%20Section.doc)

## Reminders....

### Flu vaccination subsidy

A subsidy arrangement will again be in place for the 2010 flu season for DEC staff wishing to receive the flu vaccination. Typically, flu vaccinations are undertaken in the months of April and May. The subsidy will apply for staff who consult with their GP and receive a vaccination from their practitioner. Participating staff will be reimbursed for out-of-pocket expenses (after any Medicare rebate) up to a maximum of \$30.

Staff wishing to access the subsidy are required to produce receipts to establish proof of the flu vaccination and consultation with their doctor. The recoup will be through the applicable cost centre and allocated out of petty cash.

For those staff who may already have received the vaccination, provision of the above documentation will secure them the subsidy.

Staff interested in taking up the subsidy offer should make arrangements as soon as practicable to ensure they receive the flu vaccination in time for winter.

Any queries can be directed to Robyn McGrath from the Risk Management Section of the People Services Branch. Contact details are [robyn.mcgrath@dec.wa.gov.au](mailto:robyn.mcgrath@dec.wa.gov.au) or ext 9782.