



# Procedure

## School recovery processes for school-purchased labour

### Audience

All state schools

Implementation Date: 01/07/2019  
Version: 4.1

### Purpose

This procedure outlines the approach for the recovery of salaries, including on-costs, from schools for school purchased labour.

### Overview

Schools have the flexibility to purchase labour over and above their regular allocation of staff resources.

Staff employed through school purchase are paid through the Central payroll system, TSS, with salaries and related on-costs recovered from schools each fortnight via a direct sweep of schools' bank accounts.

Schools must ensure that they have sufficient budget and available funds to cover any school labour purchases. Schools can calculate staff costs, including on-costs, using the School Purchase page in the School Budget Solution Staffing module.

On-costs recovered from schools as part of this process include:

- Annual leave
- Leave loading
- Long service leave levy
- Sick leave/ emergent/ parental
- Superannuation
- Worker's compensation.

On-cost rates will vary for different types of employees, such as casual and temporary, given the differing nature of their employment. A detailed breakdown of costs can be found in the [On-cost recovery table](#).

The payment of on-costs by schools means that leave costs will be covered by the Central "pool" for leave and schools will therefore be able to replace school-purchased labour without additional cost.

## Responsibilities

### Principals

- Ensure sufficient funds are available for school-purchased labour
- Approve the appointment

## Process

1. School:
  - determines need for school-purchased labour
  - uses the School Budget Solution – Staffing – School Purchase page to determine full cost of proposed labour purchase
  - employs staff
  - completes the [Appointment and Roster Variation Form](#) (DoE employees only) with staff details
  - forwards Appointment and Roster Variation Form to Payroll.
2. Human Resources
  - processes the Appointment and Roster Variation Form through TSS.
3. Finance Branch
  - processes fortnightly direct debit sweep from school bank accounts
  - emails Direct Debit Notification advice to schools.
4. School:
  - reconciles Direct Debit Notification advice in OneSchool.

## Definitions

Nil	
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## Legislation

- [Public Service Act 2008 \(Qld\)](#) ch.4 p.1 s.98

## Delegations/Authorisations

- [Human Resources Delegations Manual](#) (DoE employees only)

## Related policies

- Nil

## Related procedures

- Nil

## Guidelines

- [Salary recoveries for school purchased labour – advice for schools and regions](#) (DoE employees only)

## Supporting information/websites

- [On-cost recovery rates and school-purchased employment cost centres](#)
- [Indicative on-costs calculator](#) (DoE employees only)
- [OneSchool Help – Salary recovery](#) (DoE employees only)

## Contact

For further information, please contact:

Finance Branch through the [Services Catalogue Online](#) (DoE employees only).

Customers and users external to the department should email:

[SchoolBasedSalariesReporting.STRATRES@qed.qld.gov.au](mailto:SchoolBasedSalariesReporting.STRATRES@qed.qld.gov.au).

## Review date

19/06/2022

## Superseded versions

*Previous seven years shown. Minor version updates not included.*

- 3.0 Salary Recovery Processes for School-Purchased Labour
- 4.0 School recovery processes for school-purchased labour

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