



PEMS Factsheet

Changes and reminders to PEMS

This factsheet outlines changes to office claims functionality, and provides tips on how to process/manage these changes.

Historical claims

All claims entered into PEMS before 1 July 2022 can be found under the new *'Office Expenses – Historical'* tile. If you are unable to locate the tile on your homepage - [find out how to add a tile to your home page](#).

Submitting Office Claims

The **'Submit'** function has been replaced by **'Assign to'**, requiring the Parliamentarian name to be selected, before the claim is sent for certification. Once assigned, the claim will retain a status of **'Draft'** in your dashboard until certified. To assist with managing this change, we recommend setting up your dashboard to include the **'Assigned To'** column which will indicate on your dashboard who the claim is with for action.

The **'Assigned To'** column can be added to your dashboard by selecting the 'Cog'  button and ticking the **'Assigned To'** column.

Goods and Services Description

The **'goods/services description'** field is required as a part of the claim submission process, and may appear in publicly available expenditure reporting. Descriptions should broadly reflect the types of goods and services received.

MaPS encourage you to familiarise yourself with the description types used in previous expenditure reports.

Addition of Work Expense information

A **'Work Expense'** field has been added to the claim process in order to enhance reporting, and ensure work expenses are allocated to the appropriate budget. MaPS is developing a Playbook to assist users in selecting the correct work expense, which will be circulated in due course.

New Vendor Creation

Regularly used vendors have been migrated as a part of the release, requiring only new and first time vendors to be created.

In order to search for a vendor, simply type the vendor name in the search field and click  icon. If the search does not return the desired result, you may need to select the **'Request New'** button to create the vendor. You will be taken to a new screen, requiring the vendor's details to be input.

Once all the required fields have been updated, and the relevant invoice attached, press **'Send Email'**.

You will receive a notification by email once the vendor has been created, enabling you to finalise the claim process.

More details can be found in [Create Office Expense Claim](#) How to Guide.

For further information or support:

MaPS

Non-travel related work expenses and HR services and advice.

 maps.finance.gov.au

IPEA

Travel related advice, travel claim or reporting enquiries relating to parliamentarians and their employees.

 ipea.gov.au



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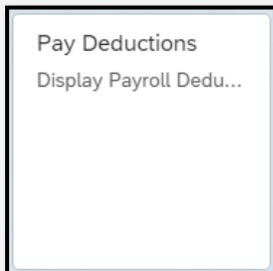
How to update your bank details

It is important your bank details are current. To change or update your bank account details, simply enter required information through the **My Profile** tile. You can also add a secondary account.



Pay deductions and allowances

You can setup recurring deductions directly from your pay in PEMS using the **Pay Deductions** tile.

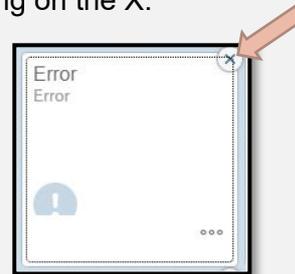


These include health insurance, life insurance and workplace giving.

More details can be found in [How to Guide Payslips](#).

How to remove a tile

To remove a tile from your home screen, select the icon  which is located on the top right-hand corner of your screen. From the drop menu select 'Edit Home Page'. The home screen will enter to an edit mode shows X on all tiles at your home screen. Simply choose the tile you are no longer wish to view by clicking on the X.



To exit the edit mode, return to  and select 'Exit Edit Mode'.

To add tiles to your home screen refer to [Home Page and Tile Functions](#) How to Guide.

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