Australian Government
Department of Finance

PEMS
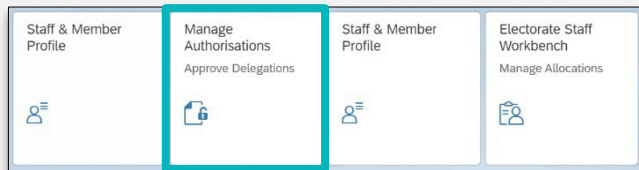
PEMS HELP GUIDE

MANAGE AUTHORISATIONS

This guide will explain how a parliamentarian can delegate specific authorisations to staff such as approving leave or managing office expenses.

Authorisations are allocated to Parliamentarians by default and ONLY they can delegate access to MOP(S) Act Employees in their organisational unit.
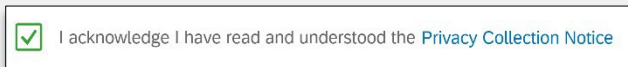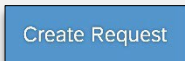
*Note: Requests can ONLY be approved by the Parliamentarian.
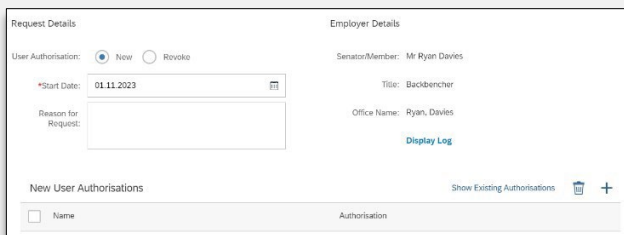
How to create a request for authorisation

1. Log in to PEMS and then select the **Manage Authorisations** tile

2. Click the create request button and agree to the terms and conditions

☑ I acknowledge I have read and understood the Privacy Collection Notice

3. A request details form will appear, ensure the user delegation is set to **New**

4. Select the access start date and the reason
5. Click the plus '**+**' icon to add a user
6. Select required authorisations (see the list of authorisations on the following pages)
7. Save the request
8. Submit the request (multiple requests can be made in one batch)

*Note: Authorisations can be initiated by Parliamentarians or MOP(S) Act Employees. Staff can also request another staff member be given an authorisation. However ONLY Parliamentarians can approve requests for authorisation.
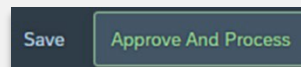
How to approve and/or cancel requests

The Request Items screen displays all authorisation requests including all requests made by employees.

To approve:

1. Review the request
2. Select approve

Keep in mind that Parliamentarians have authority to make and approve their own requests

To cancel a request that is pending approval:

3. Click on the request which shows the details
4. Click cancel located at the bottom right hand corner

How to revoke access

A Parliamentarian can revoke access at any time:

1. Select the **Manage Authorisations** tile
2. Click the Create Request button and agree to the terms and conditions
3. Enter the date from which it will take effect and the reason
4. Click the plus '**+**' icon to add the user
5. Click **Approve And Process** Button

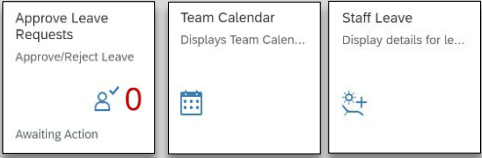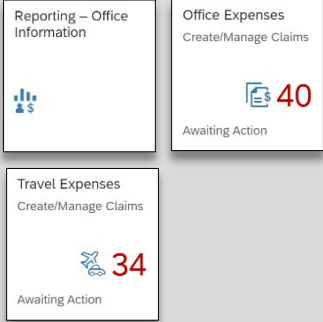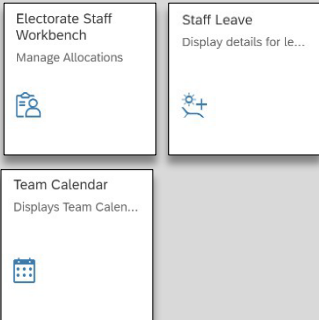| AUTHORISATION NAME		PEMS TILE OR LINK
Appoint/Engage Staff	Appoint staff (authorise new ongoing, non-ongoing or casual employment agreements, or promote staff to a higher classification), vary hours of duty, and change funding arrangements **PEMS:** View to Electorate Staff Workbench tile *Note: HR requires the submission of webforms*	Electorate Staff Workbench Manage Allocations **Tile is View Only** MaPS website link: • Employing a casual employee • Employing a non-ongoing employee • Employing an ongoing employee • Variation to an existing employment agreement
Approve Higher Duties	Approve higher duties (temporary progression) *Note: HR requires the submission of webforms*	MaPS website link: • Variation to an existing employment agreement
Withhold Increment	Withhold the **1 July salary increment** for eligible employees	Contact: mpshelp@finance.gov.au
Approve Competency Advancement	Approve a competency advancement for an electorate officer, such as from electorate officer A (EOA) to electorate officer B (EOB), or EOB to electorate officer C (EOC) *Note: HR requires the submission of webforms*	MaPS website link: • Competency assessment - from Electorate Officer A to Electorate Officer B • Competency assessment - from Electorate Officer B to Electorate Officer C
Approve Salary Advancement	Approve a salary advancement within an employee's classification *Note: HR requires the submission of webforms*	MaPS website link: • Variation to an existing employment agreement
Allocate Electorate Staff Allowance	Allocate/reduce Electorate Staff Allowance (ESA) **PEMS:** View to the Electorate Staff Workbench tile *Note: HR requires the submission of webforms*	Electorate Staff Workbench Manage Allocations **Tile is View Only** MaPS website link: • Electorate staff allowance allocation

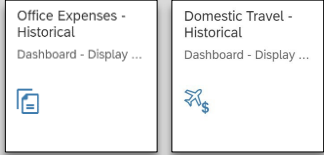| AUTHORISATION NAME		PEMS TILE OR LINK
Approve Relocation	Approve relocation expenses for ongoing staff	MaPS website link: • Relocation of MOP(S) Act employees • Claim for reimbursement of relocation expenses forms
Terminate Employment	Terminate employment	MaPS website link: • Termination of employment
Recommend Studies Assistance /Ad Hoc Training	Approve studies assistance/ad hoc training applications	MAPS website link: • Studies assistance and study leave application
Approve Travel	**PEMS:** Approve travel claims using: Approve Expense Claims tile Approve all staff travel related forms	Approve Expense Claims Office / Travel 📋 6 Awaiting Certification IPEA website link: Travel forms
Agree to Time Off in Lieu (TOIL)	Approve TOIL arrangements for staff	TOIL is an internal office arrangement
Approve Leave	**PEMS:** Approve staff leave using: Approve Leave Requests tile **PEMS:** View staff leave using: Team Calendar and Staff Leave tiles *Note: Certain types of leave must be submitted to MaPS for approval – e.g. maternity leave, supporting partner leave, long service leave and some miscellaneous leave. HR requires the submission of forms.*	Approve Leave Requests — Approve/Reject Leave — 👤✓ 0 — Awaiting Action Team Calendar — Displays Team Calen… — 📅 Staff Leave — Display details for le… — 🧑‍🦽+ MaPS website link: • Maternity leave application • Long service leave application
View Senator or Members Budgets	**PEMS:** View and export usage against all parliamentarian's budgets (including relief staff expenditure against the Electorate Support Budget) using: Reporting – Office Information tile **PEMS:** View access to all claims using: Office Expenses tile **PEMS:** View and edit access to most domestic travel claims and transactions using: Travel Expenses tile	Reporting – Office Information — 📊 Office Expenses — Create/Manage Claims — 💰 40 — Awaiting Action Travel Expenses — Create/Manage Claims — ✈️ 34 — Awaiting Action

AUTHORISATION NAME		PEMS TILE OR LINK
Access Staff Details	**PEMS:** View staff details (including classification, salary point, allowances, work-pattern, leave history and balances) using: • Staff Leave tile: View staff entitlements and historical leave requests • Team Calendar tile: View summary of your team's leave, public holidays, non-working days, etc. • Electorate Staff Workbench tile: View staffing allocations, office structure and ESA levels ✖ *PEMS: Does not enable the officer to vary/approve any changes to employment or to view private employee information*	
View Expenditure Reports	**PEMS:** View details of all expenses paid, invoices raised and repayments received for the office within the reporting period using: Certify Expenditure Reports tile **PEMS:** Access to hyperlinks to view additional details of • The officer's expenses paid, invoices raised and repayments made • Expenses created by the officer on behalf of their parliamentarian or another officer ✖ *PEMS: Does not enable the officer to use hyperlinks to view additional details of invoices or repayments for their parliamentarian or other officers* Important: *For access to hyperlinks to view additional details of all expenses for their parliamentarian or other officers 'View Senator or Members budgets' authorisation is also required – refer to 'View Senator or Members budgets' listed above.*	

Authorise loss or damage claims to employee property	Approve lost/damaged property claims for staff	MaPS website link: • <u>Claim for loss or damage to clothing or personal effects</u>
Office Manager	**PEMS:** View access to: • Domestic Travel – Historical tile: Display Travel claims between 1 Jul 2018 and 30 Jun 2022 • Office Expenses – Historical tile: Display Office claims between 1 Jul 2018 and 30 Jun 2022	
Receive personal advice IPEA Act s12(1C)	Seek and receive personal travel advice on behalf of your parliamentarian	IPEA website link: **Personal advice**