



HELP GUIDE

ELECTORATE STAFF WORKBENCH

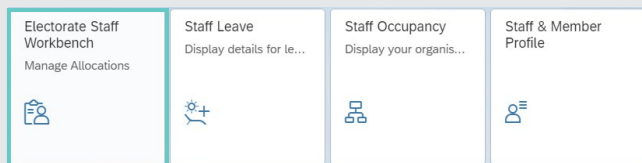
This guide will explain how to use the Electorate Staff Workbench (the Workbench) tile, including:

- How to find the tile in PEMS
- Viewing work-patterns and hours
- Viewing ESA allocations
- Viewing staff classifications and salary points
- Viewing staffing allocations as they change throughout the Financial Year

Refer to page 3 for a full overview of the information available via the Workbench tile.

Where to find the Workbench tile

To access the Workbench tile in PEMS, click on the tile from the PEMS homepage, or use the magnifying glass icon in the top-right corner to search for the tile.



Click on your employing Parliamentarian's name to open the Workbench.

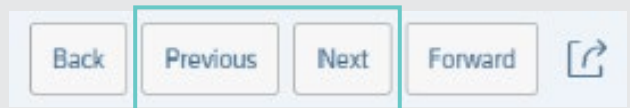
| Name | Title | Office Name | Political Party | State | Week Number |
|----------------|-------------|--------------|------------------------|-------|-------------|
| Mr Ryan Davies | Backbencher | Ryan, Davies | Australian Labor Party | VIC | 202522 |

Navigation

The Workbench displays a snapshot of the staffing allocations week-by-week.

By default, when the Workbench tile is opened, it will display the staffing allocation for the **current** week. For reference, the time period is shown in the top-left corner of the screen, under the Parliamentarian's name.

To navigate to the previous or the next week, use the 'Previous' and 'Next' buttons at the top-right of the screen.



ESA allocations

ESA allocations can be viewed via the Workbench.

At the top of the Workbench, the office's **total allocation** of ESA is shown under the heading, 'ESA Allocation'. Electorate employees who are the Nominated Traveller are automatically entitled to a Nominated Traveller Allowance (NTA), equivalent to 12 points of ESA. As the NTA cannot be re-allocated to other staff, these points are **not included** in the total ESA Allocation displayed at the top of the Workbench.

The available levels of unallocated ESA are shown under the heading, 'ESA Unallocated'.

| | |
|-----------------------|------------------------|
| ESA Allocation: 34 | ESA Unallocated: 34 |
|-----------------------|------------------------|

The ESA allocated to each employee is shown next to their name in each of the rows. Nominated Travellers receiving the NTA are identified by a 'Yes' under the NTA column and may be allocated an additional 1-6 points of ESA, depending on their Parliamentarian's circumstances. These additional points of ESA will be shown next to the Nominated Traveller's name. The 12 points for the NTA do not appear separately on the Workbench.

Where a staff member is funded across more than one position or funded using

both a position and the Electorate Support Budget, their ESA will appear against their name each time. This does not mean the employee is receiving duplicate amounts of ESA.

Staffing information

Position allocations are shown in rows on the Workbench. Each full-time position has a unique '**Position Number**', shown in the far-left column. If a position is being shared, for example by two part-time employees, this will be indicated by a repeated position number.

| Position Number | Classification | Name |
|---|-------------------------------|-----------------|
| Classification: Adviser 3 (non - Ministerial) | | |
| 84132152 | Adviser 3 (non - Ministerial) | Liana GREAR |
| Classification: Electorate Officer A | | |
| 13508465 | Electorate Officer A | Agnes GORMAN |
| 13508465 | Electorate Officer A | Sandeep SANAPAH |

The **classification of the position allocation** is shown in the next column. The classification is not necessarily the employee's classification; for example, an EOA may be funded against an EOB position, and will therefore be shown in the EOB row.

The **classification and pay-point of the employee** is shown in the 'Payscale Group' column. For example, an Electorate Officer B, pay-point 1, will be shown as 'ELOB 01'.

Viewing staffing details via the Workbench Tile

Components of the Workbench are outlined below.

Week (relevant period): Week: 18 - 24 Nov 2024

Relief staff expenditure (forecast for the Fin. Year): FY Relief Staff Value: 58,673.68 AUD

Relief staff expenditure (for the week): Week Relief Staff Value: 2,654.00 AUD

Total ESA allocation: ESA Allocation: 46

Unallocated ESA: ESA Unallocated: 9

Navigate Week-by-week: Back, Previous, Next, Forward

Allocations Table

| Position Number | Classification | Name | Payscale Group | Salary Condition | NTA | ESA | Current Workbase | Person/Position Hours | Vacant Position Hours |
|---|-------------------------------|--------------------|----------------|------------------------|-----|--------|------------------|-----------------------|-----------------------|
| Classification: Adviser 3 (non - Ministerial) | | | | | | | | | |
| 84132152 | Adviser 3 (non - Ministerial) | Liana GREAR | AV3N 07 | | No | | Canberra | 38.00 | 0.00 |
| Classification: Electorate Officer A | | | | | | | | | |
| 13508465 | Electorate Officer A | Agnes GORMAN | ELOA 03 | | No | ESA 3 | Rockwell | 22.80 | 0.00 |
| 13508465 | Electorate Officer A | Sandeep SANAPAH | ELOA 03 | | No | | Rockwell | 15.20 | 0.00 |
| Classification: Electorate Officer B | | | | | | | | | |
| 88975132 | Electorate Officer B | Zoe SANTIAGO | ELOB 05 | | No | ESA 8 | Rockwell | 38.00 | 0.00 |
| 10656423 | Electorate Officer B | Ray SEGAL | ELOB 05 | | No | ESA 10 | Rockwell | 38.00 | 0.00 |
| 79315324 | Electorate Officer B | Hayden PERCH | ELOC 03 | Competency Advancement | No | ESA 13 | Rockwell | 38.00 | 0.00 |
| 33513245 | Electorate Officer B | Natalie MOLTISANTI | ELOB 05 | | Yes | | Rockwell | 38.00 | 0.00 |
| Classification: Relief Bdg Electorate Officer | | | | | | | | | |
| 48311402 | Relief Bdg Electorate Officer | Daniel WOODROOF | ELOA 03 | | No | | Rockwell | 22.80 | 0.00 |
| 58613540 | Relief Bdg Electorate Officer | Max WHITBOURNE | ELOA 03 | | No | ESA 3 | Rockwell | 7.60 | 0.00 |

Position number (unique to each position allocation): 84132152, 13508465, 88975132, 10656423, 79315324, 33513245, 48311402, 58613540

Position classification: Adviser 3 (non - Ministerial), Electorate Officer A, Electorate Officer B, Relief Bdg Electorate Officer

Employee name: Liana GREAR, Agnes GORMAN, Sandeep SANAPAH, Zoe SANTIAGO, Ray SEGAL, Hayden PERCH, Natalie MOLTISANTI, Daniel WOODROOF, Max WHITBOURNE

Employee classification and pay-point: AV3N 07, ELOA 03, ELOB 05, ELOC 03, ELOB 05

Salary condition e.g., Competency Assessment: Competency Advancement

Employee workbase: Canberra, Rockwell

Weekly work hours for employee: 38.00, 22.80, 15.20, 38.00, 38.00, 38.00, 22.80, 7.60

Vacant hours available against position allocation: 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00

Nominated Traveller: Liana GREAR

ESA: ESA 3, ESA 8, ESA 10, ESA 13, ESA 3