Australian Government
Department of Finance

PEMS

HELP GUIDE

REQUEST AND MANAGE AUTHORISATIONS

Parliamentarians can delegate specific authorisations to their staff, such as approving staff leave or travel expenses and access to expenditure reporting or budget information.

By default, parliamentarians have all authorisations, and MOP(S) Act staff have no authorisations. Without additional authorisations staff can still perform basic functions, such as creating office and travel expenses.

The instructions below explain how to request and manage authorisations, and the following pages outline the different authorisations available.

Request authorisation/s for staff

Authorisations can be initiated by Parliamentarians or MOP(S) Act Staff. Staff can request authorisations for themselves or for another staff member. Multiple requests can be made in the same submission. **Only Parliamentarians can approve authorisation requests.**
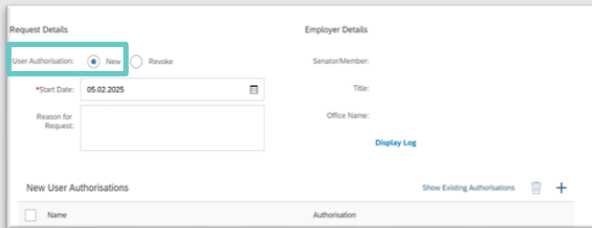
1. Log into PEMS and select the **Manage Authorisations** tile.
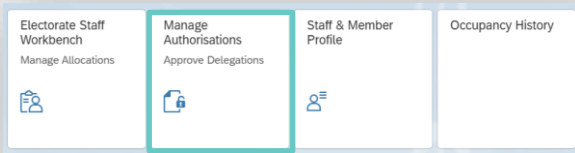
2. Click **Create Request** at the bottom of the screen. Agree to the Terms and Conditions on the next page.

☑ I acknowledge I have read and understood the Privacy Collection Notice
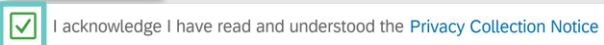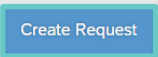
3. A request details form will appear. Ensure the User Authorisation is set to **New.**

4. Select the access start date and enter the reason for the authorisation request.

5. Click the plus '**+**' icon to add the user/s (multiple can be added).

6. Select required authorisations (multiple can be added - see the list of authorisations on the following pages).

7. Parliamentarians, click the **Approve And Process** button. Staff, click the **Submit** button.

Approve/Reject or cancel requests

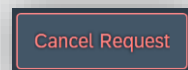1. From the **Manage Authorisations** tile, click on the relevant record and review the request.

2. Parliamentarians can either **Reject** or **Approve And Process** the authorisation request.
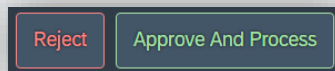
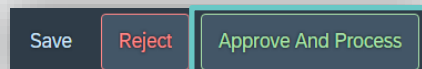*Note: Parliamentarians have authority to make and approve their own requests.*

3. Staff can cancel a request by clicking **Cancel Request**.

Revoke access

Authorisations can be revoked by the Parliamentarian only.

1. From the **Manage Authorisations** tile, click **Create Request** and agree to the Terms and Conditions.

2. Ensure the User Authorisation is set to **Revoke**.

3. Select the start date and enter the reason for the revocation.

4. Click the plus '**+**' icon to add the user/s and authorisation/s to revoke.

5. Click **Approve And Process**.

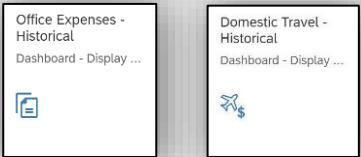| AUTHORISATION NAME		PEMS TILE OR WEB LINK
Appoint/Engage Staff	Appoint staff (authorise new ongoing, non-ongoing or casual employment agreements, or promote staff to a higher classification), vary hours of duty, and change funding arrangements. **PEMS:** View staffing information using the 'Electorate Staff Workbench' tile. Note: • Above tasks require submitting webforms to HR (see MaPS website links). • By default, Appoint/Engage Staff also provides authorisation to approve a Record of Hours for a casual employee, and Allocate Electorate Staff Allowance.	Electorate Staff Workbench Manage Allocations **Read-only tile** MaPS website link: • Employing a casual employee • Employing a non-ongoing employee • Employing an ongoing employee • Variation to an existing employment agreement
Approve Casual Hours	Approve a Record of Hours for a casual employee. Note: This does not provide authorisation to engage a casual employee.	MaPS website link: • Casual Record of Hours Form
Approve Higher Duties	Approve higher duties (temporary progression). Note: Above tasks require submitting webforms to HR (see MaPS website links).	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: Above tasks require submitting webforms to HR (see MaPS website links).	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: Above tasks require submitting webforms to HR (see MaPS website links).	MaPS website link: • Variation to an existing employment agreement

AUTHORISATION NAME		PEMS TILE OR WEB LINK
Allocate Electorate Staff Allowance	Allocate/educe Electorate Staff Allowance (ESA). **PEMS:** View ESA allocations, NTA and staffing information using the 'Electorate Staff Workbench' tile. Note: • Above tasks require submitting webforms to HR (see MaPS website links). • This does not provide authorisation to appoint/engage an employee.	**Electorate Staff Workbench** Manage Allocations **Read-only tile** MaPS website link: • Electorate staff allowance allocation
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.	PWSS website link: • Studies assistance and study leave application
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. Note: Above tasks require submitting webforms to HR (see MaPS website links).	**Team Calendar** — Displays Team Calen... **Staff Leave** — Display details for le... **Read-only tiles** **Approve Leave Requests** — Approve/Reject Leave — 0 — Awaiting Action MaPS website link: • Maternity leave application • Long service leave application

AUTHORISATION NAME		PEMS TILE OR WEB LINK
Access Staff Details	**PEMS:** View staff details (including classification, salary point, allowances, work-pattern, leave history and balances) using the: • '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.	Electorate Staff Workbench — Manage Allocations Staff Leave — Display details for le... Team Calendar — Displays Team Calen... **Read-only tiles**
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 the 'Reporting – Office Information' tile. **PEMS:** View all claims and transactions using the 'Office Expenses' tile. **PEMS:** View domestic travel claims and transactions using the 'Travel Expenses' tile.	Reporting – Office Information Office Expenses — Create/Manage Claims — 40 — Awaiting Action Travel Expenses — Create/Manage Claims — 34 — Awaiting Action
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.	Certify Expenditure Reports — Review/Certify Expen... — 19 — Awaiting Action

AUTHORISATION NAME		PEMS TILE OR WEB LINK
Approve Travel	**PEMS:** Approve travel claims using: Approve Expense Claims tile. Approve MoPS Act staff travel related forms.	Approve Expense Claims Office / Travel ☑ 6 Awaiting Certification IPEA website link: • [Travel forms > MOP(S) Act staff](#)
Receive personal advice IPEA Act s12(1C)	Seek and receive personal travel advice on behalf of your parliamentarian.	IPEA website link: • [Personal advice](#)
Authorise loss or damage claims to employee property	Approve lost/damaged property claims for staff.	MaPS website link: • [Claim for loss or damage to clothing or personal effects](#)
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.	Office Expenses - Historical Dashboard - Display ... Domestic Travel - Historical Dashboard - Display ... **Read-only tiles**

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 relating to parliamentarians and their employees.

🌐 **ipea.gov.au**