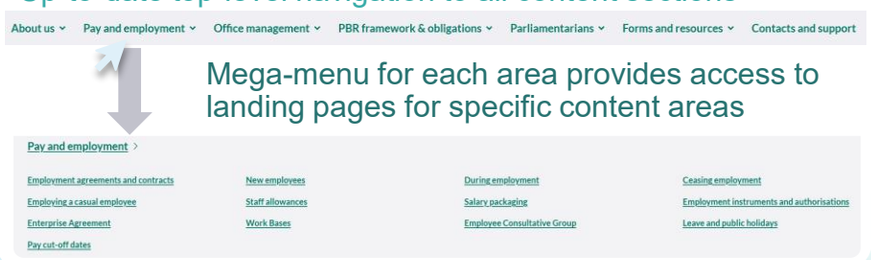
Australian Government
Department of Finance
Ministerial and Parliamentary Services

MaPS Website Quick Reference Guide

Up-to-date top-level navigation to all content sections



The three main content sections are highlighted on the home page for quick access:

- **Pay and employment:** find and apply the terms and conditions of your employment to your role.
- **Property:** how we set up and manage offices, including security, refurbishment relocation, equipment and maintenance.
- **Parliamentary business resources obligations:** advice and resources on how to understand and meet requirements.

One link to your top task

Employment:
- new contracts
- vary an existing contract
- upload employment documents

Entitlements:
- find leave information
- check salaries and pay rates
- estimate your final entitlements.

Budgets and expenses:
- logging maintenance and IT support jobs
- use PEMS to manage budgets
- test dominant purpose before you do an activity.

Key content with one click

Forms:
Filtered list of all forms, easily identifiable by number, topic and category

Contacts and support:
How to contact key support areas across MaPS, services and systems

Enterprise Agreement
Your employment terms and conditions of employment with supporting guidelines and other resources

What's new on the website

If you miss an email or circular, then you will find the latest changes and communications from MaPS here.

Your calendar reminder of events you don't want to miss

The next 3 dates in our calendar are highlighted on the home page, with access to the whole schedule so you can plan ahead.

Privacy, accessibility and copyright information

Check out how we manage privacy as part of the Department of Finance, website accessibility and copyright, and our information disclaimer.

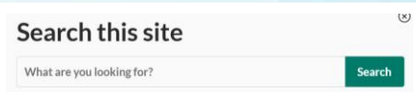
Contemporary home page design



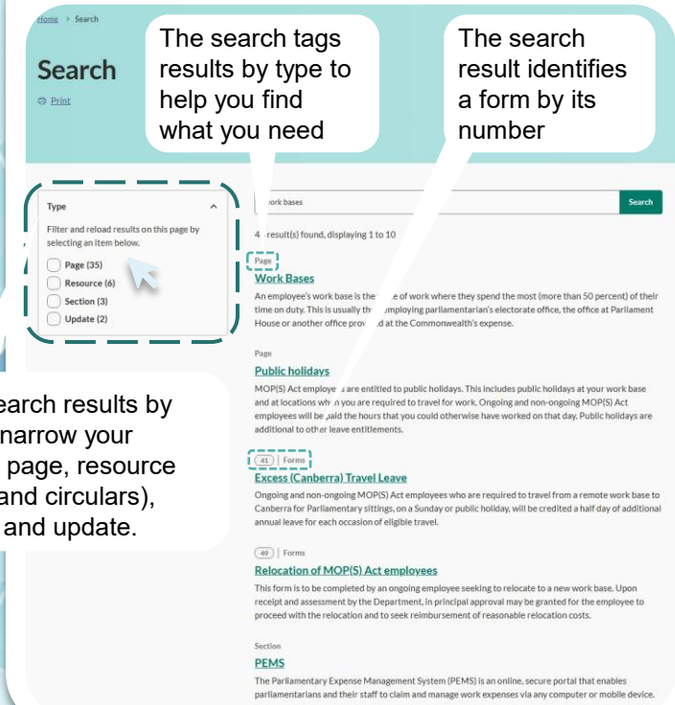
Instant access to our services and partner agencies



Improved search functionality



Filter search results to identify the right resource



Filter search results by type to narrow your search: page, resource (forms and circulars), section and update.

Find essential contacts

- How to get in touch with our Helpdesk, office maintenance, state offices, and partner agencies.
- External contacts for IT, health and safety, financial, travel and office expenses, and photographic services



Forms are filtered by topic

All MaPS forms are available from this tile.
You can filter and reload the results by selecting the topic of the form you require.



New and improved features

Content navigation

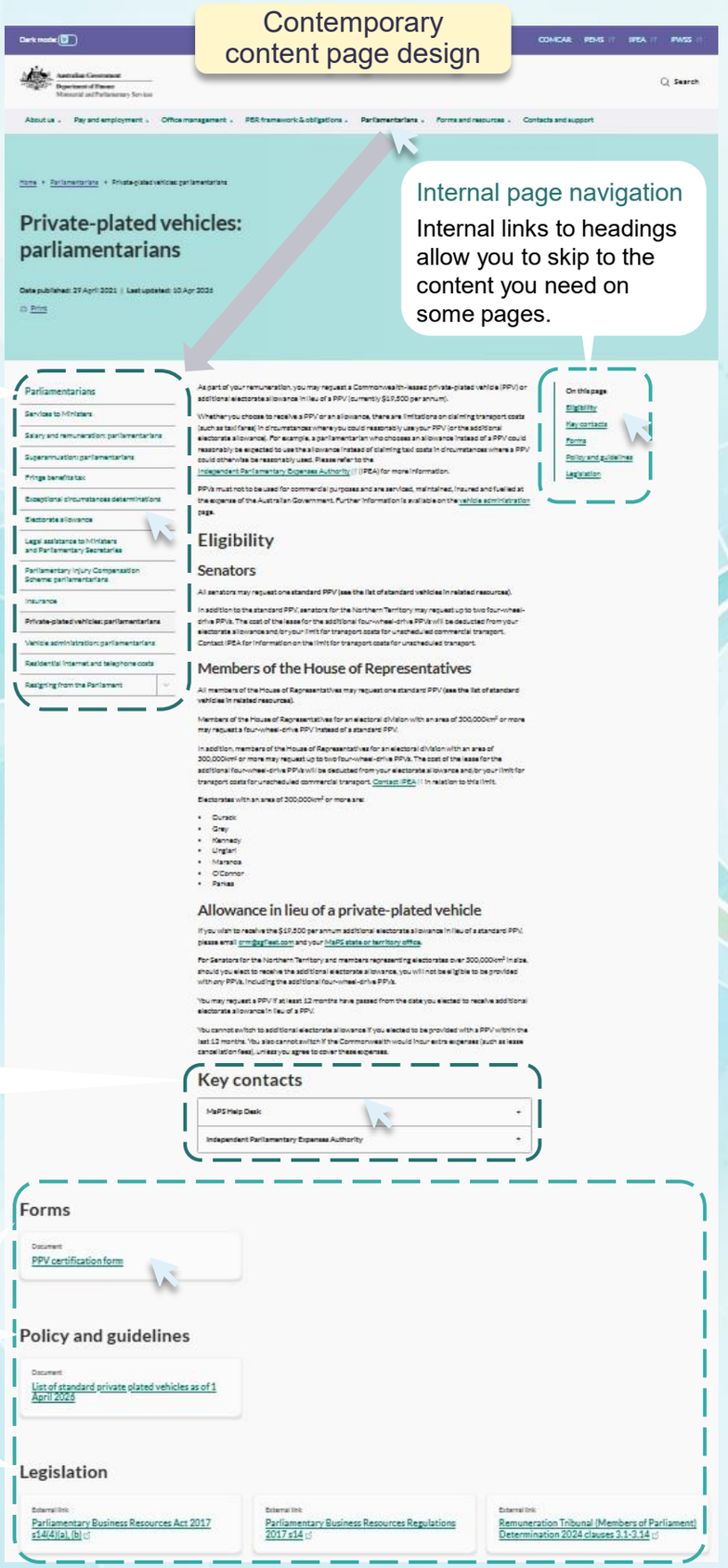
The content section navigation shows you the other pages in this section. This provides access to complimentary and relevant content. The colour changes on the page title when you are using the page.

Who can you contact

Drop-down menus contain phone numbers and email addresses to the Helpdesk or relevant agency.

Relevant resources for the page content

Find essential forms, policies and guidelines, and legislation below the page content.





The **updated Record of Hours (RoH)** includes improvements based on user feedback, including:

- a new Quick Start Guide for users who just need the basics
- an estimated gross budget impact field
- a detailed User Guide available on the MaPS website for step-by-step assistance
- an updated list of current parliamentarians.

New landing page for Pay and Employment

Pay and Employment information is now easier to find.

Key information, such as MOP(S) Act employment, have been brought together on 1 page.

This page has been designed in tiers to focus on employee needs identified by user feedback.

Tier 1 – Stages of employment: new employees; during employment; and ceasing employment.

Tier 2: MOP(S) Act employment: links to key information on conditions and processes.

Tier 3: Related information: additional links for further information relevant to employees and parliamentarians, such as employing a casual employee and casual pay rates, leave and public holidays, and work bases.

