

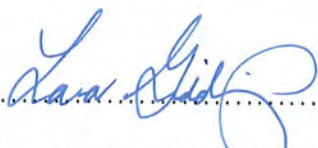
Employment Direction No. 13

PAY ADVICE DETAILS

Operative Date: 4 February 2013

Directive

Pursuant to Section 17 of the *State Service Act 2000*, I hereby direct that the arrangements and requirements set out in this Employment Direction are to apply.



Issued by authority of the Minister administering the *State Service Act 2000*.

Date: 4-2-13

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1. Purpose

The purpose of this Direction is to assist all State Service Agencies by prescribing the pay advice information that is required to be provided to all employees.

2. Application

This Direction is to apply to all State Service Agencies and officers and employees within those Agencies.

3. Definitions

'**The Act**' means the *State Service Act 2000*.

'**The Minister**' means the Minister administering the Act.

'**Employee**' means a permanent or fixed-term employee appointed under Section 37 of the Act.

'**Officer**' means a person appointed as a holder of a prescribed office, senior executive or equivalent specialist in accordance with Section 31 of the Act.

'**Head of Agency**' is the person holding that office for the purposes of the Act in accordance with Section 30 of the Act.

'**The Employer**' is the Minister administering the *State Service Act 2000* in accordance with Section 14 of the Act.

'**Employment Direction**' means an Employment Direction relating to the administration of the State Service and employment matters as issued by the Employer in accordance with Section 17 of the Act.

'**Head of the State Service**' means the person appointed by the Premier to perform the functions and powers of the Employer, other than the power to issue Employment Directions, in accordance with Section 20 of the Act.

4. Legislation/Award Basis and Related Documents

State Service Act 2000, Part 4 (sections 14, 15, 16) and sections 17, 20, 30, 31 and 37.

5. Date of Operation

This Direction will take effect from the date the issue and will remain in force until varied or revoked.

6. Direction

6.1 Pay Advice Details

Pay advice details must at least include the following information:

For an employee engaged under a federal award or agreement of the Australian Industrial Relations Commission or employees of constitutional corporations, the requirements prescribed by Regulations made under the provisions of the *Workplace Relations Act 1996*; or

- 6.2 For an employee engaged under any other arrangement including a position classified under a State award of the Tasmanian Industrial Commission, the requirements prescribed by the *Industrial Relations Act 1984*.
- 6.3 Pay advice details may be provided by way of "Empower - HR Self Service" or any similar employee self-service system (ESS).

7. **Review**

This Direction will be reviewed by 4 February 2014.