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THIS E-MAIL HAS BEEN SENT TO EMPLOYEES in a SITE MANAGER or SITE ASSISTANT Role in HRS

Transition to online HR forms

From **term 4 2019** a number of commonly used [HR forms](#) must be submitted online.

From this date, paper based forms will no longer be accepted for processing by Shared Services SA (payroll).

This includes applications for:

- [annual](#), [sick](#), [retention](#), and [special](#) leave
- [change in time](#)
- claims for [private motor vehicle](#), [overtime](#), [protective clothing](#) and [shift, penalty and hours worked](#)
- allowances for [first aid](#), [on call](#), and [locality](#)
- change to [bank account details/pay disbursement](#)

All sites need to transition to online processes before the start of term 4.

Online forms are available by visiting www.eduportal.sa.edu.au/forms.

Benefits

The transition to online forms is part of our modernisation strategy, enabling us all to operate more efficiently and effectively. Online forms have a number of benefits including:

- quicker processing time (including payment)
- upfront validation
- guided workflows
- prefilled information
- reducing the risk of lost or misplaced forms.

Exceptions

There will be a very small number of employees who will still need to use paper based forms for leave & change in time. This includes employees on:

- 7 day a week rosters
- programmed day off rosters
- workers compensation.

These employees will need to ensure that they use the latest version of the paper form which will be available on the intranet just prior to the start of term 4.

Further information contacts

For further information refer to the individual links for intranet pages listed above.

General queries can be directed to Education.HR@sa.gov.au

Technical issues can be referred to Education.HRSystems@sa.gov.au

For further support, contact People and Culture Operations on 8226 1356

Access to the Application Portal will continue to be handled by ICT Service Desk 8204 1866 or 1300 363 227 for country callers.

Regards

P & C Systems and Services

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