

Change to pay day

Summary

St John of God Health Care (SJGHC) is implementing a change to the pay processing cycle which will result in caregivers receiving their pay one business day later than they do now. This change will apply to all St John of God Health Care hospitals and services, with exception of Accord and Hawkesbury District Health Service. The first group transitioned to the new pay cycle will be caregivers paid as part of the St John of God Mt Lawley (MTL) Hospital paygroup (your paygroup is stated on the top right of your payslip).

1. When will this change happen?

- **Mt Lawley** – The new pay processing schedule will come into effect for the St John of God Mount Lawley (MTL) paygroup for all payments occurring after Monday, 10 October 2022. Caregivers will receive their pay into their accounts one business day later from this date onwards.
- **All other St John of God Health Care hospitals and services, including Group Services** - The new pay processing schedule will come into effect for all payments occurring after the pay period ending **Monday, 24 October 2022**. Caregivers receiving their pay into their accounts one business day later from this date onwards.

2. How will I be impacted?

From the week commencing Monday, 24 October, you will receive your pay one business day later than you do now; for example, if you currently receive your pay on Thursday morning, you will now receive it on Friday morning. Before this change, you must:

- Adjust your debit debits to align with the new pay day or later, particularly if you are concerned you may have insufficient funds in your account to cover recurring direct debits such as mortgage or rent.
- Be aware salary sacrificing payments (e.g. Maxxia and Maxxia wallet reimbursements), will also arrive one business day later than they do now.

3. What do I need to do before the pay day changes?

You will need to review your recurring direct debits and, if necessary, adjust these to occur at least one business day later.

It is recommended you adjust your direct debits well in advance of the pay day change to allow adequate processing time, avoid late fees and to minimise any inconvenience to you.

Please refer to the 'Change to pay day checklist' handout. We will remind you to do this up until the change is in place, via Cora, Pulse, email, SMS and communal area posters and flyers.

4. Why will I receive my pay later?

You will receive your pay at later day/time due to the adjustment of the deadline for manager review, approval and submission of timesheets from 11am Monday to 8am Tuesday (local time).

5. Why has the pay processing time been adjusted?

The decision to adjust the pay processing time is in direct response to feedback provided by caregivers throughout our hospitals and services, in order to improve efficiency of pay processing and accuracy of pays.

We anticipate this change will provide many benefits to our caregivers including:

- Reducing the risk of incorrect and under payments.
- Ensuring hours worked are captured appropriately.
- Capturing leave appropriately.
- Allowing managers to complete, review and amend timesheets later, instead of during the busy Monday morning period.
- Reducing the need for managers to work on Monday public holidays.

6. How was the new process decided upon?

This change has been collaboratively decided upon and agreed by hospital operations, and group services teams including Workforce and Payroll, following a rigorous discernment, and is in direct response to feedback provided by a variety of caregivers and managers

7. Have the unions been advised of this change?

Yes, we have advised the relevant state unions about our change to pay processing times and the resulting later pay day for our caregivers.

8. Where can I get more information?

You can talk to your manager and further information can be found:

- on Pulse
- on Cora (homepage news and under My employment – [Pay](#))
- Posters, flyers and digital screens at your hospital/service
- Email the Change to Pay Day team at: GS.PayChange@sjog.org.au

On behalf of the Change to Pay Day team, our sincere thanks to caregivers and managers for your support of this change and helping us ensure a smooth transition for all caregivers.