Payroll Restructure FY24

Hospitals | Home care | Virtual care | Retirement living | Residential aged care

Summary of Proposed Restructure

Proposal: Mater Payroll Team to be moved into National Payroll Team upon implementing National Kronos

Vision for Payroll: A centre of excellence for all Calvary staff, with opportunities for all staff to learn and grow

Condition Matching: NSW Health conditions have been assessed and a proposed process for matching conditions is provided for consultation process prior to offering contracts of employment

Work Conditions: National Payroll Team will provide laptop, phone and work from home days in alignment with the pay cycle

Mater Support: On site support will be provided for a period post go-live but the expectation is that payroll team will attend Warabrook on Monday and Tuesday of the pay week to learn the new processes

Working Together: There are still change management challenges for the project such as pay averaging and aligning with national quality assurance processes and this is something we'll do as a team.

Calvary

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Our Vision for Payroll

More than Pay Processing! Enabling hospital performance through best practice rostering and supporting our clinicians through better planning and time & attendance systems

We will operate a single payroll team, operating as a centre of excellence for all Calvary staff, with opportunities for all staff to learn and grow.

We will upgrade from Kronos to Dimensions, paving the way for more intuitive workflows and more effective processes for our staff.

We will spend less time processing pays and more time helping managers with their planning across Calvary

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Mater Transition Support

Biometric clocks installation November 2023

- All staff register clocks
- Time and attendance parallel testing to support overall pay checking for Mater Hospital (super important for ironing out any issues!)
- Health Services Union are notified of the change management plan. The consultation period is from 26th October 2023 until Calvary Mater Hospital transitions to the new payroll system or until all individual employment arrangements are agreed and contracts signed

Go Live March 2024

- Implementation of new payroll system
- Transition of payroll team for new contracts
- Ongoing site support by Payroll Team
- All Payroll team at Warabrook for Pay Monday and Tuesday
- Kerry Chapman transfers to change lead

Mater site support transition to BAU – 30 September 2024

- This can be reviewed closer to the date depending on overall system uptake

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Working Together

- There are still change management challenges for the project such as pay averaging and aligning with national quality assurance processes and this is something we'll do as a team

- Our team focuses on building relationships and communicating effectively, owning what needs to happen and kicking goals for the team, co-designing change so that we do it with people not to them… that will be the expectation of everyone in Payroll as we move towards becoming a single team

- There are some things that we can not negotiate on in the project like what the enterprise agreement says.

- Where we have room to consider our approach, we will, and the example of this is in pay averaging which is not something we provide anywhere else in Calvary

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Next Steps

- Individual consultation meetings will be arranged with staff to discuss the Position Description, Total Remuneration Package and individual professional development opportunities. Its anticipated this will occur week commencing 30th October 2023.

- CMN Payroll Team to visit the Warabrook office and meet the team.
  Its anticipated this to occur week commencing 13th November 2023.

- Meeting with the CMN IT and National ICT to be held to understand the IT infrastructure as CMN Payroll team will need to have access to National network whilst working onsite at CMN.

Its acknowledged that change can be unsettling for those involved. The EAP support service has a range of confidential support and resources that can be accessed over the phone or via the internet. Call 1300 687 327 to make a confidential appointment or book online using the organisation code CALHCAL.