

South East Queensland Updates

17 October 2024

Dear colleagues,

We are writing to outline important information about the way you will be paid by Achieve Australia (Achieve), including how and when your payments will start.

As you heard at induction, **the transition to Achieve takes place at 12 noon, 21 October 2024**. For those who finish a shift prior to 12 noon or are on shift at 12 noon, you will be paid by Mercy Community. For those who start a shift at or after 12 noon on 21 October, you will be paid by Achieve. If you **incur personal mileage on your car** at any time on 21 October it will be paid by Mercy Community so make sure you complete the Mercy Community forms at the end of your shift and submit to Mercy Community accordingly.

Rosters to follow

Please refer to your Mercy Community Roster for all shifts that start anytime up to 12 noon 21 October, and to your Achieve Roster for shifts that start after 12 noon 21 October 2024.

If you have not received your Achieve Roster, please contact hr@achieveaustralia.org.au.

When you will be paid

Achieve employees are paid fortnightly. You will receive your first payslip on 6 November 2024 covering relevant hours worked during the period of 12 noon 21 October to 3 November in accordance with the SCHADS Award.

Continuity of your service and benefits

You will transition to become an employee of Achieve from 12 noon on 21 October. Your accrued and unused annual, sick and long service leave balances will transfer across to Achieve from this time and date. For the purposes of continuity of service, **your start date remains your original start date with Mercy Community.**

Reminder to check and or update details in the Talent Management System (TMS)

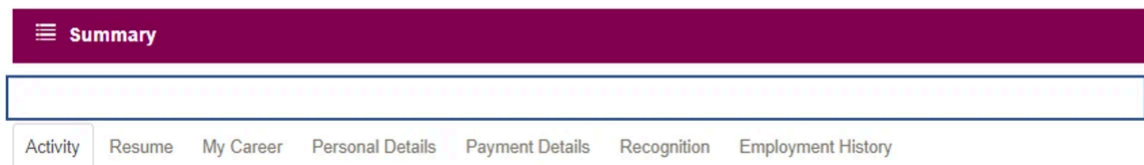
As explained during your induction session, we need everyone to complete a few onboarding tasks in our TMS.

You can do this by following the steps below:

1. Open an internet browser and go to office.com
2. Log in using the credentials provided to you at induction.
3. Navigate to Achieve Central, and then click on the TMS icon.
4. Next, click on 'Home' and locate the 'payment and personal details update' form located in your 'to do' list.

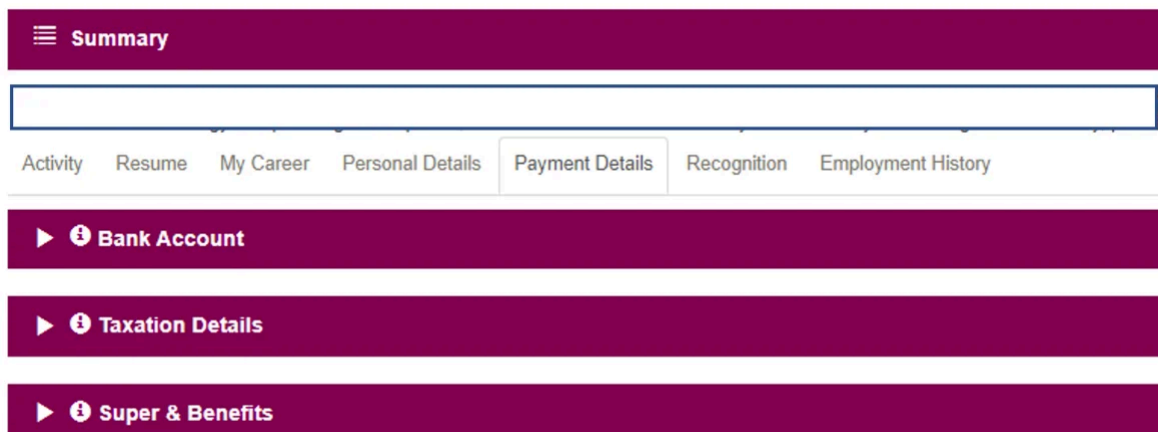
To Do List	Status	Due
New Appointee Form for Non-Frontline	Not yet started	10/03/2022
Operations Staff - Change of Conditions - Internal Use Only	Not yet started	12/03/2022
COVID-19 Vaccination Status	Not yet started	13/06/2022
Employment Vacancy Notification- Manager Use Only	Rejected	31/08/2022
Payment and Personal Details Update - Important to complete so your pay can be processed when you start with Achieve Australia.	Pending	02/02/2023

5. Open this task and hit 'start task' and scroll down the page until you see 'Summary' as below.



The screenshot shows a web form with a dark blue header bar containing a hamburger menu icon and the word "Summary". Below the header is a large white rectangular input field. Underneath the input field is a horizontal navigation bar with seven tabs: "Activity", "Resume", "My Career", "Personal Details", "Payment Details", "Recognition", and "Employment History". The "Payment Details" tab is currently selected and highlighted.

Open each section to enter your details. Click on 'Payment Details' to enter details of the bank account you want your pay deposited into. Click on 'Taxation details' to record your Tax File Number and 'Super and Benefits' to nominate the super fund for us to deposit your super contribution payments.



This screenshot shows the same web form as above, but with three expandable sections visible below the navigation bar. Each section has a dark blue header with a right-pointing triangle icon, an information icon, and the section name: "Bank Account", "Taxation Details", and "Super & Benefits".

Please do this ASAP to avoid delays with your first pay. After completing the sections, press 'done' at the bottom of the form.

Personal details

Under the Personal Details tab, please provide your 'Next of Kin', 'Emergency Contact Details', and check your 'Personal Contact Details' are correct then complete the 'Diversity Questions'. Click on 'done' at the bottom of the form when you have completed the sections. View the screenshot below to see the sections that need to be completed.

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Summary

Activity

Resume

My Career

Personal Details

Payment Details

Recognition

Employment History

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Contracts

There are currently no contracts available for this user.

▶

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Next of Kin

▶

📄

Emergency Contact Details

▶

📄

Personal Contact Details

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Diversity Questions

If you could not attend induction, you can still complete this form by using the instructions emailed to your personal email address. Please complete this work without delay.

If you have any questions, please don't hesitate to contact your friendly People, Performance and Culture team via hr@acheiveaustralia.org.au so the team can get in touch with you.

Welcome aboard.

Kind regards,



Angela Johnston,
Chief People Officer



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