

s 47F

From: s 47F
Sent: Tuesday, 16 August 2016 3:16 PM
To: s 47F
Subject: FW: Quote for Payment Summaries [SEC=UNCLASSIFIED]

From: s 47F
Sent: Tuesday, 19 July 2016 3:23 PM
To: s 47F
Subject: RE: Quote for Payment Summaries [SEC=UNCLASSIFIED]

Hi s 47F,

Thanks so much for your assistance!

Kind regards,
s 47F

From: s 47F
Sent: Tuesday, 19 July 2016 3:14 PM
To: s 47F
Subject: RE: Quote for Payment Summaries [SEC=UNCLASSIFIED]


Hi s 47F

They have checked the Southside APO delivery hub (where all our mail is transported to each day for sorting) and the good news is these letters are not at the hub meaning that the letters were forwarded on for delivery.

I have asked if there is any further information they can provide and am awaiting a response (although as letters are not a trackable item I am unsure of what additional information they will be able to provide). Again as soon as I hear back I will let you know straight away.

Kind regards,

s 47F
Account Manager

 **National Mailing & Marketing** T: (02) s 47F
PO Box 7077, CANBERRA BC ACT 2610
11 Tralee Street, HUME ACT 2620
s 47F | www.nationalmailing.com.au

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From: dss
Sent: Tuesday, 19 July 2016 10:00 AM
To: s 47F
Subject: RE: Quote for Payment Summaries [SEC=UNCLASSIFIED]

Hi s 47F

I was given a contact at the local hub in Canberra, he is not in yet so I have sent him an email asking that he check the depot to see if by some chance the tubs of letters are still sitting there. As soon as I get a response I will let you know.

Is there any way to check with other Canberra recipients to see if they have received theirs?

Kind regards,

s 47F
Account Manager

National s 47F
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Marketing 11 Tralee Street, HUME ACT 2620
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s 22

[Redacted]

s 22

[Redacted]

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s 22

[Redacted]

s 22 [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

s 47F

From: s 47F
Sent: Tuesday, 16 August 2016 3:19 PM
To: s 47F
Subject: FW: Payment summaries mailout [SEC=UNCLASSIFIED]
Attachments: DSS, NDIA & SSAT Pay Sums 2015-2016 Files[SEC=UNCLASSIFIED]; 15-16 SSAT PaySum Print File.pdf; 15-16 DSS PaySum Print File.pdf; 15-16 NDIA 1 PaySum Print File.pdf; 15-16 NDIA 2 PaySum Print File.pdf; 15-16 NDIA 3 PaySum Print File.pdf; 15-16 NDIA 4 PaySum Print File.pdf

From: s 47F
Sent: Friday, 22 July 2016 11:00 AM
To: s 47F
Subject: FW: Payment summaries mailout [SEC=UNCLASSIFIED]

From: s 47F
Sent: Friday, 22 July 2016 10:46 AM
To: s 47F
Subject: Payment summaries mailout


Hi s 47F

As attached we received six summary files which totalled 2,105 summaries, breakdown of counts below. When I spoke to Steve prior to receiving the file he advised to expect just over 2,000 summaries.

185 x DSS
429 x NDIA1
415 x NDIA2
418 x NDIA3
434 x NDIA4
224 x SSAT

Kind regards,

s 47F
Account Manager

 **National Mailing & Marketing** s 47F
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11 Tralee Street, HUME ACT 2620 s 47F | www.nationalmailing.com.au

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s 47F

From: s 47F
Sent: Wednesday, 27 July 2016 8:06 AM
To: s 47F
Subject: RE: DSS Payment summaries [SEC=UNOFFICIAL]

Hi s 47F

The last of the payment summaries have been sent to the mailing centre this morning.

Regards

s 47F

Team Leader
Pay and Conditions Section
People Branch
Department of Social Services

s 47F

DSS acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

From: s 47F
Sent: Tuesday, 26 July 2016 4:08 PM
To: s 47F
Subject: RE: DSS Payment summaries [SEC=UNOFFICIAL]

Hi s 47F,

All the payment summaries have been corrected (code issues), all the ceased employees (1841) have had their payment summaries sent out (sent to mailing centre on Friday, mailed out on Monday).

The only outstanding issue is the 42 ETP summaries that we asked the mailing centre not to send, I asked s 47F (today 12:52pm) to resend an update document, so I could forward to the mail centre, this hasn't been sent yet, once this is received I can forward to the mailing centre and all payment summaries will have been sent.

s 47F has gone home, I just called s 47F and he directed me onto s 47F was unsure of what exactly needed to be done as he hasn't been involved. s 47F is going to call me back soon after he investigates.

Regards

s 47F

Team Leader
Pay and Conditions Section
People Branch
Department of Social Services

s 47F

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From: s 47F
Sent: Tuesday, 26 July 2016 2:50 PM
To: s 47F
Subject: FW: DSS Payment summaries [SEC=UNOFFICIAL]

Hi

Please see email below – that s 47F replied to about the missing payment summaries.

Can I please have confirmation that all of the outstanding payment summaries that were discovered last week (approx. 1800) have now been corrected and sent to the National Mail Centre to be posted – including the ones without the correct codes.

Thank you.

Regards

s 47F
Director
Pay and Conditions Section
People Branch
Department of Social Services
P: s 47F

We aspire to be Australia's pre-eminent social policy agency

From: s 47F
Sent: Tuesday, 26 July 2016 1:50 PM
s 47F
Subject: RE: DSS Payment summaries [SEC=UNOFFICIAL]

Hi s 47F

We followed up with IMTG last week, and found that a batch out of the 3000 ex-DSS employee summaries, that we have been mailing out had been delayed. They were generated on Friday and hopefully are now wending their way to people through Australia Post.

Can you let me know if folk still haven't received them on Thursday and I will get my boots on for some appropriate motivating.

Apologies

s 47F

From: s 47F
Sent: Tuesday, 26 July 2016 1:22 PM
To: s 47F
Subject: DSS Payment summaries [SEC=UNOFFICIAL]

Hi s 47F – hope you are well.

Do you have any update on the distribution of DSS Payment Summaries?

Staff are asking....

s 47F

s 47F

Health State Network
Australian Government Department of Health

s 47F
Location: Level 9, 595 Collins Street, Melbourne

PO Box 9848 Melbourne, VIC 3001, Australia

The Department of Health acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

s 47F

From: s 47F
Sent: Friday, 22 July 2016 1:55 PM
To: s 47F
Subject: Payment Summaries Enquiry [DLM=For-Official-Use-Only]

Hi s 47F

Thank you for meeting with us today re: outstanding payment summaries. We are checking the codes – as we have noticed that one of the payment summaries for a former employee who received a VR has the incorrect ETP code (e.g. a “T” code instead of an “R” code for redundancy. The T code = payment to a deceased estate). This has tax implications – so we are looking at the payment summaries that s 47F has sent us this afternoon to confirm these are correct.

Hoping we can give the ‘ok’ to the National Mailing Centre to post the payment summaries posted first thing Monday.

Can you please advise when the payment summary information will be sent to the ATO – so we can respond to enquiries? We are receiving calls from employees/former employees who are trying to do an electronic lodgement of their tax return and their salary/tax information is not automatically populating in the on-line form.

Regards

s 47F

Director
Pay and Conditions Section
People Branch
Department of Social Services
P s 47F

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s 47F

From: s 47F
Sent: Tuesday, 26 July 2016 10:46 AM
To: s 47F
Subject: FW: - payment summary update. [SEC=UNCLASSIFIED]
Attachments: FCP0000094645ETPSUM LOCL s 47F .pdf

Hi all,

FYI!

Kind regards,

s 47F

From: s 47F
Sent: Tuesday, 26 July 2016 10:40 AM
To: s 47F
Subject: RE: [SEC=UNCLASSIFIED]

Hi s 47F ,

A total of 1,841 Payment Summaries were mailed out yesterday for the addition distribution.

The 42 ETP summaries attached have not been despatched as they are pending approval.

Kind regards,

s 47F

Account Manager

National s 47F
Mailing & PO Box 7077, CANBERRA BC ACT 2610
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From: s 47F
Sent: Monday, 25 July 2016 8:47 AM
To: s 47F
Subject: FW: [SEC=UNCLASSIFIED]

Hi s 47F ,

Hope you have a lovely weekend!

Just checking in to see if a decision had been made regarding the attached payment summary file, are we to despatch these or exclude them from the additional distribution?

Kind regards,

s 47F
Account Manager

National s 47F
Mailing & PO Box 7077, CANBERRA BC ACT 2610
Marketing 11 Tralee Street, HUME ACT 2620
s 47F | www.nationalmailing.com.au

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From: s 47F
Sent: Friday, 22 July 2016 1:46 PM
To: s 47F
Cc: s 47F
Subject: RE: [SEC=UNCLASSIFIED]

Hi s 47F

1,883 summaries received in total.

Hi s 47F, I just received a call from s 47F asking that we hold off on file [FCP0000094645ETPSUM LOCL s 47F.pdf](#) until it has been approved. Please advise once approved and we will get them straight out. As discussed all of these letters will be sent via Standard mail letter service. We will have these despatched on Monday.

Kind regards,

Section 47F
Account Manager

National s 47F
Mailing & PO Box 7077, CANBERRA BC ACT 2610
Marketing 11 Tralee Street, HUME ACT 2620
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From: s 47F [mailto:filepoint@dss.gov.au]
Sent: Friday, 22 July 2016 1:20 PM
To: s 47F
Subject: [SEC=UNCLASSIFIED]

You have received 5 secure files from s 47F @dss.gov.au.
Use the secure links below to download.

s 47F

Good afternoon.

As discussed with s 47F from DSS Pay & Conditions Section, please find attached the additional files containing 2015/2016 Payment Summary data.

Please let me know if there are any issues or if you have any questions

regards

s 47F

s 47F

HR Systems Administrator
SAP and Corporate Solutions Section
Corporate and Data Services Branch
Department of Social Services
P: s 47F

Secure File Downloads:

Available until: **21 August 2016**

Click links to download:

[FCP0000094645ETPSUM LOCL s 47F .pdf](#)
279.92 KB, Fingerprint: c8aa26604bb664bd5cad9b60ff81cf45 ([What is this?](#))

[FCP0000094681PAYSUM LOCL s 47F .pdf](#)
2.83 MB, Fingerprint: 4e168ca70a7f5672e8b1577913bce6e8 ([What is this?](#))

[FCP0000094682PAYSUM LOCL s 47F .pdf](#)
4.73 MB, Fingerprint: 9cdd2d2c2e6823fc452cf7c27565ced1 ([What is this?](#))

[FCP0000094686PAYSUM LOCL s 47F .pdf](#)
3.40 MB, Fingerprint: 19e107dfc6ded3f328e243b7886727ca ([What is this?](#))

[FCP0000094687PAYSUM LOCL s 47F .pdf](#)
7.23 MB, Fingerprint: ebb4d6879a771587d84e5887fc890392 ([What is this?](#))

You have received secure links within this email sent via [filepoint.dss.gov.au](#). To retrieve the files, please click on the links above.

s 47F

From: s 47F
To: s 47F
Subject: Monday, 15 August 2016 10:40 AM
FW: Payment Summary Document [DLM=Sensitive:Personal]

s 47F

Team Leader
Pay and Conditions Section
People Branch
Department of Social Services

s 47F

DSS acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

From: s 47F
Sent: Friday, 22 July 2016 10:33 AM
To: DSS Payroll
Cc: s 47F
Subject: RE: Payment Summary Document [DLM=Sensitive:Personal]

Hi s 47F,

These are not additional payment summaries; these are regular payment summaries for employees who have ceased.

s 47F

Team Leader
Pay and Conditions Section
People Branch
Department of Social Services

s 47F

DSS acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

From: DSS Payroll
Sent: Friday, 22 July 2016 10:30 AM
To: s 47F; DSS Payroll

Cc: s 47F
Subject: RE: Payment Summary Document [DLM=Sensitive:Personal]

Morning

I created the file on what was given to me by Pay and Conditions as additional DSS Pay Sum to be sent.

Regards

s 47F
DSS Payroll
SAP & Corporate Solutions
Corporate and Data Services
Department of Social Services
P: s 47F | **F:** 02 6204 7782 | **E:** dsspayroll@dss.gov.au

From: s 47F
Sent: Friday, 22 July 2016 10:25 AM
To: DSS Payroll
Cc: s 47F
Subject: RE: Payment Summary Document [DLM=Sensitive:Personal]

Hi s 47F,

In the email the DSS file has 185 documents, we would expect it to be much higher than that based on all the regular cessations and mogs out etc.

Can you provide further advice?

Regards

s 47F
Team Leader
Pay and Conditions Section
People Branch
Department of Social Services
s 47F

DSS acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

From: DSS Payroll
Sent: Thursday, 21 July 2016 4:06 PM
To: s 47F
Subject: RE: Payment Summary Document [DLM=Sensitive:Personal]

Afternoon s 47F

Attached are the payment summary files by company code. This includes the DSS file of additional employee to be mailed.

Regards

s 47F

DSS Payroll

SAP & Corporate Solutions

Corporate and Data Services

Department of Social Services

P: s 47F | **F:** 02 6204 7782 | **E:** dsspayroll@dss.gov.au

From: s 47F

Sent: Thursday, 21 July 2016 3:57 PM

To: DSS Payroll

Cc: s 47F

Subject: Payment Summary Document [DLM=Sensitive:Personal]

Hi s 47F,

Can you please provide the payment summary document that was sent to the external mailing company?

This will allow the pay team to check whether the document was sent if employees are disputing it being sent.

Regards

s 47F

Team Leader

Pay and Conditions Section

People Branch

Department of Social Services

s 47F

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s 47F

From: s 47F
Sent: Friday, 22 July 2016 1:06 PM
To: s 47F
Subject: RE: 2015/2016 Payment Summaries for Terminated employees [SEC=UNCLASSIFIED]

Thanks s 47F

I have checked the 5 documents and everything appears to be correct, I checked a few from each document and I can see regular cessations, mogs and VR's for the ETP payments, everything I expected to see.

s 47F has spoken to s 47F from Mailing and Marketing and they are expecting to receive the additional documents shortly.

Regards

s 47F
Team Leader
Pay and Conditions Section
People Branch
Department of Social Services
s 47F

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From: s 47F
Sent: Friday, 22 July 2016 12:53 PM
To: s 47F
Cc: s 47F
Subject: 2015/2016 Payment Summaries for Terminated employees [SEC=UNCLASSIFIED]

Good afternoon all.

The ETP (1 file) and PAYG (4 files) Payment Summary pdf documents have been generated and are attached for your information.

Regards

s 47F

s 47F
HR Systems Administrator
SAP and Corporate Solutions Section
Corporate and Data Services Branch
Department of Social Services
s 47F

From: s 47F
Sent: Wednesday, 27 July 2016 11:54 AM
To: s 47F
Subject: RE: [HRI202459] - Payment summary [SEC=UNCLASSIFIED]

Hello s 47F

As requested please find attached your payment summary for the 2015/16 financial year.

Unfortunately since my email to you we have realised that a glitch occurred with the generation of the payment summaries, and those employees who had ceased did not have their payment summary created. The payment summaries have been created and were posted on Monday of this week.

Kind regards

s 47F

s 47F
Assistant Team Leader
Pay and Conditions Section
Department of Social Services
s 47F

Please note that I am part time and work Monday, Tuesday & Wednesday.

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From: s 47F
Sent: Tuesday, 26 July 2016 5:51 PM
To: s 47F; HR Service Desk
Subject: RE: [HRI202459] - Payment summary [SEC=UNCLASSIFIED]

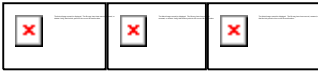
Dear s 47F

Thank you for your email. I still haven't received my payment summary. Could you please send me an e-copy instead?

Thanks

s 47F

Section 47F
Director – Evidence and Evaluation
Indigenous Health Division
Department of Health
s 47F



We acknowledge the traditional custodians of the land, community, sea, and waters where we live and work. We pay our respects to elders past, present and future and value the contributions Indigenous Australians make in our society.

From: s [REDACTED]
Sent: Wednesday, 13 July 2016 9:33 AM
To: s 47F [REDACTED]
Subject: s 47F [REDACTED] - Payment summary [SEC=UNCLASSIFIED]

Hello s 47F [REDACTED]

Payment summaries were sent in the mail earlier this week. Please allow a few days to receive it in the mail due to Australia Post's new delivery timeframes.

Kind regards

s [REDACTED]

Section 47F [REDACTED]
Assistant Team Leader
Pay and Conditions Section
Department of Social Services
s 47F [REDACTED]

Please note that I am part time and work Monday, Tuesday & Wednesday.

DSS acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

From: s 47F [REDACTED]
Sent: Monday, 11 July 2016 5:01 PM
To: 'hrservedesk@dss.gov.au'
Subject: Payment summary [SEC=UNCLASSIFIED]

Good afternoon

Would you please be able to email me a copy of my DSS payment summary for 2015-16? I moved from DSS to Health in April 2016.

Thanks

s 47F [REDACTED]

Section 47F [REDACTED]
Director – Evidence and Evaluation
Indigenous Health Division

Department of Health

s 47F



We acknowledge the traditional custodians of the land, community, sea, and waters where we live and work. We pay our respects to elders past, present and future and value the contributions Indigenous Australians make in our society.

From: STAFF NOTICES

Sent: Monday, 11 July 2016 3:35 PM

Subject: 15-16 Payment Summaries now available [SEC=UNCLASSIFIED]

Colleagues

Your 2015-16 Payment Summaries are now available via SAP ESS. You can access and print your Payment Summary by following the instructions on the [intranet](#).

If you have opted to have your Payment Summary mailed, you should receive it by 14 July.

If you were employed by Department of Social Services or Department of Human Services prior to 5 November 2015, you should also receive a Payment Summary from your previous employer for the period 1 July to 4 November 2015. Contact details for these departments are hrservicesdesk@dss.gov.au and payroll.services@humanservices.gov.au

For assistance or further information please contact [the HR Helpdesk](#) on (02) 6289 8888.

Kind regards

Fay Holden

Assistant Secretary

Portfolio Investment Division

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Section 47F.pdf (15.9KB)

image001.png (2.8KB)

image002.png (4.0KB)

image003.png (4.0KB)

(26.7KB)

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