

## LDS Entity & Pay Run Change Q&A

This document contains all of the questions and answers raised in the meetings held over Wednesday 10, Thursday 11 and Friday 12 September 2025.

### Questions & Answers

#### **Do I need to do anything if I'm not in LDSS or LDSC?**

No. Only LDSS and LDSC employees need to submit new TFN and super forms.

#### **Are the forms to be printed and filled in?**

The documents will be sent out via DocuSign so you can review and sign electronically.

#### **If you are on a Higher Duties contract, will you receive two letters?**

Yes, you will receive two letters – one for the Higher Duties role and one for the Substantive role.

#### **How do we know what we put on previous tax declaration or superannuation forms?**

##### **Your Tax File Declaration reflects:**

- your declaration of Australian residency for tax purposes,
- whether you are claiming the tax-free threshold, and
- whether you have a HECS/HELP or other student loan and are contributing to that.

##### **Your Superannuation Choice Form reflects:**

- the super fund you nominate to receive your contributions,
- whether you are choosing your own fund or your employer's default fund, and
- the account details (including fund name, USI/SPIN, and member number if applicable) needed to direct contributions correctly.

#### **What happens if staff are away during the period that the new contracts are sent out and due back?**

If you are away and would like to receive the info pack via your personal email address, please contact Rodney Kite at [rodney.kite@lwb.org.au](mailto:rodney.kite@lwb.org.au) to arrange this.

Alternatively, if this option does not suit your personal circumstances, please also reach out to Rodney so that alternative arrangements can be made.

**What about the staff that are on leave right now and continuing leave over the period to November, such as those on long service leave or other long-term leave? What will be happening with those?**

We will review the individual circumstances of those on continuing leave to determine whether we need to reach out and make contact.

From a payroll perspective, their status will remain unchanged, and their leave dates will continue as originally scheduled. Any leave that spans the transition period will still be recognized in full. The only change will be to the payment date, which will be adjusted accordingly.

## Entitlements and years of service

**For LDS staff who came over to LWB in 2018, when the new LWB contract starts will that be seen as our first year at LWB or the beginning of our 8<sup>th</sup> year at LWB?**

Your years of service will be recognised in line with your original commencement date. All entitlements and leave balances will be transferred over to the new entity.

The name on the top of your payslip will change but everything else should stay the same. Your rosters, patterns of work and work arrangements stay the same.

**With a new contract being written, will those people that came from ADHC still receive their grandfathered rate?**

Yes, any grandfathered rates of pay will continue to apply.

**Is the new contract that we are signing going to be based on the salary that we currently have or are there going to be any changes?**

Your salary / Award rate will remain the same. Nothing will change as far as pay rates are concerned.

**What happens to my leave balances?**

Your leave balances will transfer automatically over to the new entity and remain intact.

**Will all leave already entered in the system be moved over?**

All future leave bookings will be managed via the usual processes. All timesheet employees have their leave managed via the rostering process.

If you are a salaried employee, you will need to resubmit your future leave requests via MyHR into the new entity.

**Will my superannuation be affected?**

Super contributions will continue as usual. LDSS and LDSC employees must submit a Superannuation Guarantee Form due to the ABN change.

## Payroll changes

### **If I pay extra tax fortnightly, will that amount transfer over, or will I have to complete new paperwork?**

This will be paused for the 1-week pay. Existing arrangements will be reinstated once the fortnightly pay cycle recommences.

### **Will we still be using Kronos and UKG or have to switch over to Lumary?**

The plan is to remain on Kronos for at least the next 4-5 months. However, all employees will eventually need to transition to a different platform for Rostering and Time & Attendance, as Kronos is approaching end-of-engineering and will no longer be supported.

### **Will we still be paid on the same day of the week?**

Yes, payroll funds will continue to be sent to banks on Wednesday so funds will show in your account either Wednesday night or Thursday morning, depending on who you bank with. Maxxia payments will stay the same day as well.

### **What happens if you do not change your secondary account details during the 1-week pay period?**

If you don't have enough funds for the secondary bank account, it may error out. This may be an issue only for the 1-week payment, so calling it out so you are all aware. For that 1-week payment, take into consideration some of those deductions that you have going to different bank accounts, you might need to make sure there are enough funds in your account for these. You can re-instate those secondary bank accounts once you transition back to the normal fortnightly cycle.

### **Will my pay date change permanently?**

No. Only during the transition week. After 12 November 2025 you will return to the standard fortnightly pay cycle

### **What if I need help or find an error in my pay?**

Please contact the **Share Services Payroll Team** on (02) 4033 4600 – Option 3. They will be available to support you through the transition.

### **How do you determine which you belong to; LWBD, LDSC or LDSS, particularly if you came from ADHC?**

If you transitioned from ADHC you are employed under either LDSC or LDSS. You are able to see which at the top of your payslip.

**When staff attend these meetings about the LDS Entity change, will they be paid for this meeting?**

Absolutely – if you are not already rostered on, you can speak to your DSL and claim remote allowance for attending this meeting.

## **Maxxia / Salary Packaging**

**Will there be more people from Maxxia available via phone around November to answer any of our questions regarding the “how to acceleration” on the app?**

Yes, there will be – the Maxxia call centre has been briefed and will be ready to assist you.

**I have the Maxxia wallet card for meals and entertainment, but I take the other component in cash. Will that still remain the same and go to the same bank account?**

Yes, the bank account and the reimbursement details will remain the same – just keep that card so we can re-establish your meals and entertainment onto that card for you. Any funds that are left over on that card will come over, they just might not be available for a couple of days but if you want to use that beforehand, please feel free to do so.

**All the documentation sent so that the additional Maxxia payment can be made, that remains the same too?**

Yes, that will be carried over. This will all be put in writing so that it is clear, and the letter that you receive will also include information from Maxxia directly so you will be able to reference that.

**I have salary packaging – will this change?**

Salary packaging deductions will pause for the 1-week cycle and automatically resume on your next fortnightly pay.

**Can we maximise our salary packaging benefits until November and then reset from November to March?**

No – because all entities are registered with Maxxia as one, it means we are unable to maximise benefits across both entities. Your salary packaging / FBT limits are applied at the group level rather than per entity.