



The slide features a blue header with the GPSA logo (General Practice Supervision Australia) in the top right. On the left, there is a vertical grey bar containing the text 'ADMINISTRATION WEBINAR' and '8th October 2024'. The main content area has a blue background with a large white play button icon. The title 'The Ins-and-Outs of Registrar Contracts and Payroll' is written in large white font.

ADMINISTRATION  
**WEBINAR**

8<sup>th</sup> October 2024

**The Ins-and-Outs of  
Registrar Contracts  
and Payroll**

**GPSA**  
GENERAL PRACTICE SUPERVISION AUSTRALIA

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The slide has a grey header with 'ADMINISTRATION WEBINAR' on the left and the GPSA logo on the right. The main content is on a white background. It starts with a section header 'Why the employment contract is important' in blue. Below it is a sub-header 'Where training intersects with the law...' followed by a bulleted list of three points.

ADMINISTRATION **WEBINAR**

**GPSA**  
GENERAL PRACTICE SUPERVISION AUSTRALIA

**Why the employment contract is important**

Where training intersects with the law...

- It is a requirement of the AGPT and RGTS pathways that the registrar is employed throughout their training
- Employment in Australia carries legal obligations under the *Fair Work Act 2009 (Cth)*
- Breaches of the *Fair Work Act* carry fines starting at \$93,900

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## Why the employment contract is important

Where employment intersects with training...

- Employment of the AGPT/RGST registrar is limited to entities accredited for training by ACRRM and/or RACGP
- Employment of the AGPT/RGST registrar is restricted to fixed terms determined by the training provider
- Employment of the AGPT/RGST registrar is governed by the National Terms & Conditions for the Employment of Registrars (NTCER)

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## Key terms to be agreed with the registrar

- **Item 4 - Commencement date**
  - Make sure the registrar's practice orientation is scheduled no earlier than this date
  - This is the date the registrar starts to be paid for their agreed weekly hours
- **Item 7 - Ordinary roster**
  - Do you know the registrar's relevant mandatory education dates?
  - How will you manage educational release around the registrar's mandatory attendance of out-of-practice education?
  - Have you confirmed the availability of supervisors on the registrar's in-practice hours?

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## Key terms to be agreed with the registrar

- **Item 8 – After Hours and On-Call Hours**
  - Any after-hours work noted in the contract is treated as ordinary time (also 11.4.2)
  - Inclusion of after-hours or on-call shifts must take into account the need for a clear rest period of 10 hours between the registrar's shifts
- **Item 9 – Supervision and Teaching**
  - Who will be the registrar's principal and alternate supervisors?
  - If allocated supervisors are not practice principals or employees of the training site, have they confirmed their availability throughout the entire contract term?

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## Key terms to be agreed with the registrar

- **Item 10 – Study Leave**
  - If the registrar asks for study leave to be included in their contract terms, what would you say? It is their right to ask, so do you know your rights?
- **Item 11 – Remuneration**
  - **Base Hourly Rate**
  - **Total Hours** on Ordinary Roster – average weekly hours to include weekend, after-hours and on-call shifts if payable at base hourly rate

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## Key terms to be agreed with the registrar

- Item 11.3 – Frequency of Pay
  - How often will you pay the registrar's **base salary**?
  - Options are **weekly** or **fortnightly**
- Item 11.4 – Calculation of Percentage
  - **Agreed Percentage** must be no less than 44.79% PLUS SUPERANNUATION
  - **Calculation Basis** – Billings or Receipts?
  - **Frequency of Calculation** must be no less than monthly (4-weekly, 3-weekly, 2-weekly or weekly)

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## Key terms to be agreed with the registrar

- Item 11.7 – Annual Leave Calculation
  - 7.69% x total ordinary hours in Item 7, plus any additional hours agreed by registrar and practice throughout the contract term
- Item 12 – Additional Special Conditions
  - Has the registrar made any specific requests? Maybe they want to additional instruction in Merina insertions, have asked for unpaid study leave, or need to take leave in advance of accrual for a long-planned holiday: note these details here

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## How to use the GPSA/GPRA contract templates

- Part-time template for part-time registrar (<38 hours/week)
- Full-time template for full-time registrar (38 hours/week)
- Have the practice logo handy as an image file (.jpeg / .png)
- Use both the legal entity and the business name for the contract

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## Tips and advice: setting up registrar payroll

- ✓ Make sure your accounting system (MYOB/Xero) is up-to-date and correctly set up with the details from the Contract Schedule
- ✓ Ensure your payroll item for Registrar Top Up is set to accrue superannuation
- ✓ Do you have a payroll item for Registrar Additional Ordinary Hours? This needs to be set up at the ordinary base rate and accrue annual and personal leave; NB *overtime* does not accrue leave – ensure the overtime payroll item is set up as 150% of base rate for ordinary hours

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## Tips and advice: setting up registrar payroll

### Manually Check:

- ✓ Annual leave accruing as **7.69%** of all ordinary and additional ordinary hours (not accruing on overtime)
- ✓ Personal leave accruing as **3.85%** of all ordinary and additional ordinary hours (not accruing on overtime)
- A full-time registrar's payslip should show annual leave accrual of 2.9222 hours for every 38-hour week

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## Tips and advice: setting up registrar payroll

### Set up your payslips carefully!

It is not an option to include these items...

- Employer name and ABN
- Date of payment
- Pay period
- Annual leave and personal leave accrual per pay and leave balances (not mandatory but you have to tell them if they ask, it's easier this way)
- Superannuation contributions paid including any salary sacrifice super amounts and the name of the superannuation fund
- Ordinary hour rate
- Number of hours worked at that rate
- Total number of hours paid
- Top Up payment amount
- Gross and net pay

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## Tips and advice: setting up registrar payroll

Know your chart of accounts and payroll items!

- ✓ **Too many cooks in the accounting software kitchen can mean duplicated payroll items and wonky reports...**  
which cause all sorts of conflict and potentially bigger legal and/or accounting issues down the track
- ✓ **Make sure you know where / how to update payroll items and superannuation...**  
superannuation increasing on 1 July 2026; MBS indexation increase will need to be applied to registrar base hourly rate for first full pay period after 1 July 2026; registrar with you for 2 consecutive terms will need base rate change reflecting new contract

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## Tips and advice: setting up registrar payroll

Get your reports right!

- ✓ **Know which report works best in your practice software to give you billings/receipts for the payroll dates and show reversals and adjustments**
- ✓ **Make sure any write offs for bad debt are not included in calculation for payroll: you need to check your reports**

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## Tips and advice: setting up registrar payroll

Set up your communication channels!

- ✓ Make sure the registrar can access timely info about any reversals/ rejections etc impacting their gross billings
- ✓ Be prepared so you can explain to the registrar on day 1 how - and how often - you will communicate with them about their billings and payroll matters

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## Summary and resources

- NTCER: <https://gpsa.org.au/employment-support/ntcer/>
- Contract Templates: <https://gpsa.org.au/employment-contract-template/>
- Registrar Remuneration FAQs: <https://gpsa.org.au/registrar-remuneration-faqs/>
- Registrar Leave Entitlements FAQs: <https://gpsa.org.au/registrar-leave-entitlements/>
- Training Requirements FAQs: <https://gpsa.org.au/training-requirements/>
- Employment FAQs: <https://gpsa.org.au/updating-registrar-employment-for-2025-26-faqs/>

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# Let's keep the conversation going!



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