Completing a Registration of Interest in the ECSA Employment Portal

Electoral Commission of South Australia (ECSA) offers employment opportunities to work at the state or local government elections or South Australia's First Nations Voice to Parliament election.

To be considered for employment, you will need to complete a Registration of Interest (ROI) in the ECSA Employment Portal but before you do, it is important you understand the eligibility requirements.

To work at an election, you must:

- not be active in political affairs or have an association with a political party or candidate. This ensures you do not compromise the strict neutrality of the Electoral Commission
- agree to undertake a Nationally Coordinated Criminal History Check (NCHCC) if it is a requirement for your position, as identified in the 'special conditions' section of the relevant duty statement
- be at least 16 years of age at the time of receiving an offer of employment to work at a state election (as a Polling Assistant) or at least 18 years old for all other positions.
- be at least 18 years old of age at the time of receiving an offer of employment to work at a local government election
- have a unique email address. If you share an email address with another person who would like to work at an election event, you must each register with a unique email address. This ensures offers of employment are sent to the correct person
- read and agree to abide by ECSA's Code of Conduct for Electoral Officers. You do not need to complete or submit a Code of Conduct to ECSA as you will be asked to agree to the Code of Conduct as part of the registration process and again when you accept an offer of employment to enable ECSA to determine your eligibility for employment

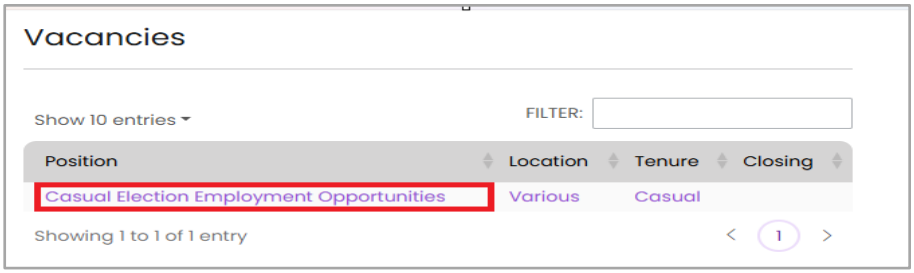
In accordance with ECSA's Code of Conduct for Electoral Officers temporary election workers are required to act honestly, impartially, professionally, ethically, and courteously in the performance of their duties.

Note: you only need to complete **one** ROI to be considered for employment at all ECSA elections and it will take roughly 30 to 45 minutes to complete the 3 part process.

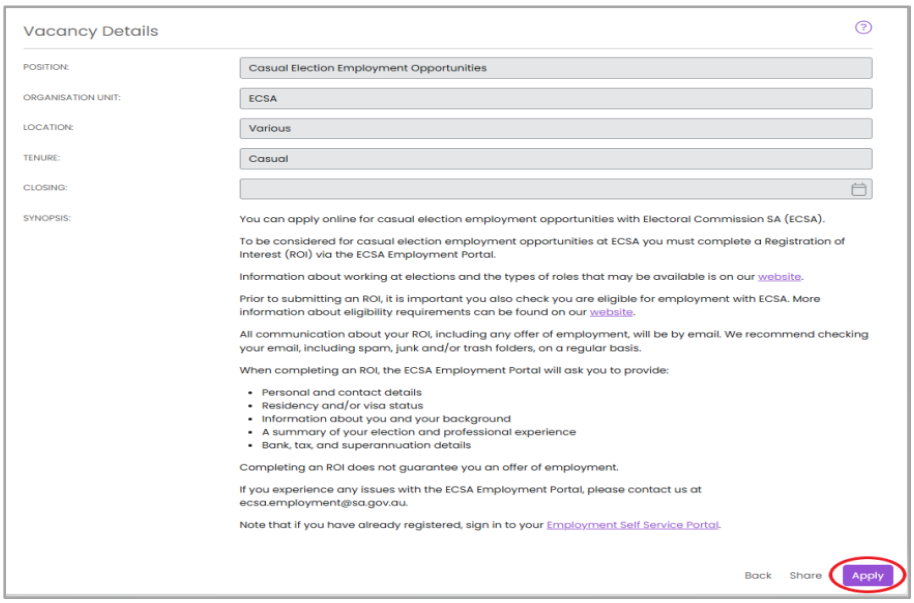
Information on available roles is available on the ECSA website and you can locate your preferred/closest districts here.

Part 1: Creating an account

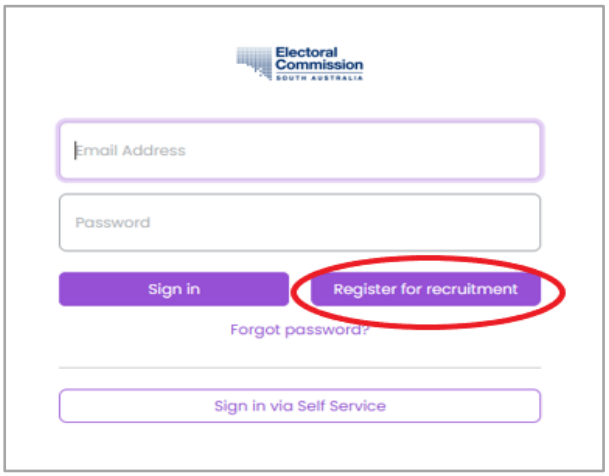
- start your ROI by typing https://candidate.aurion.cloud/ecsa/production/ into your internet browser and click on **casual election employment opportunities**



- read the synopsis and click **apply**

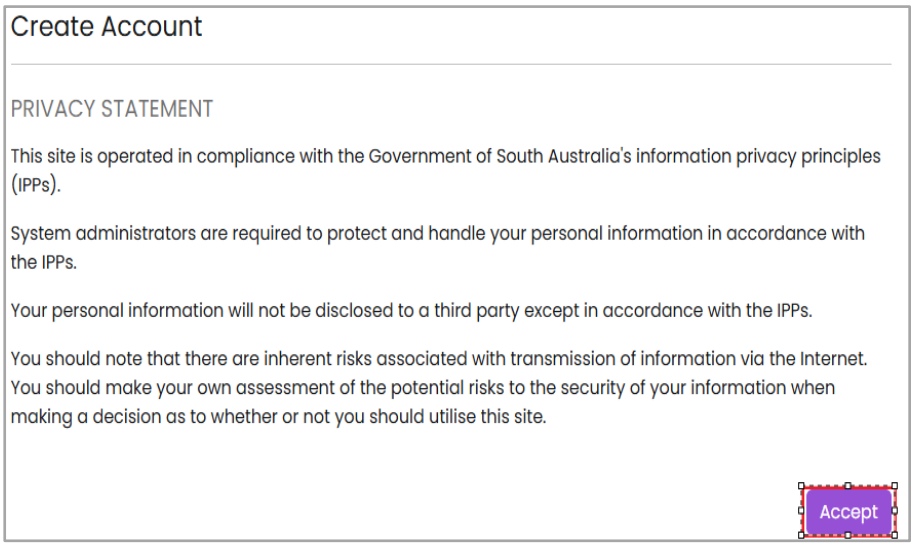


- click **register for recruitment** noting the Employment Portal will **not** recognise your email address until you have completed the first part of the ROI process



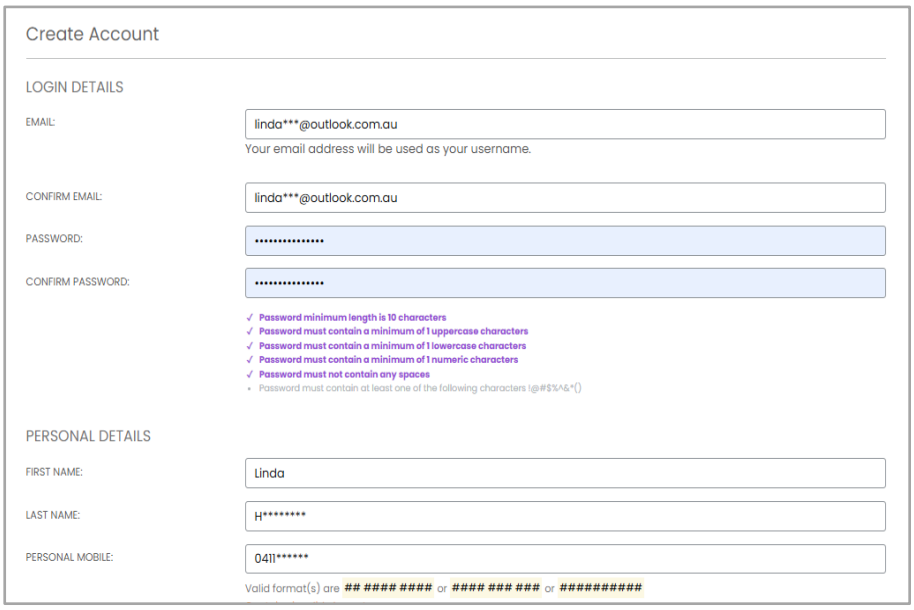
ECSA Employment Portal – updating your details

- read the privacy statement and click **accept**

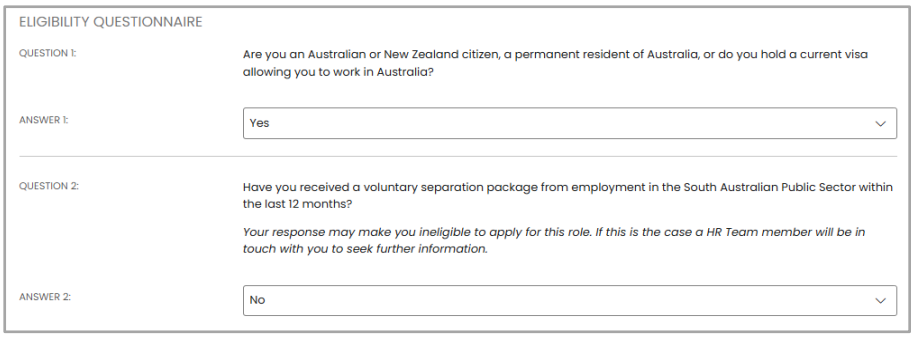


- enter your details into the fields, noting your email address will be your username

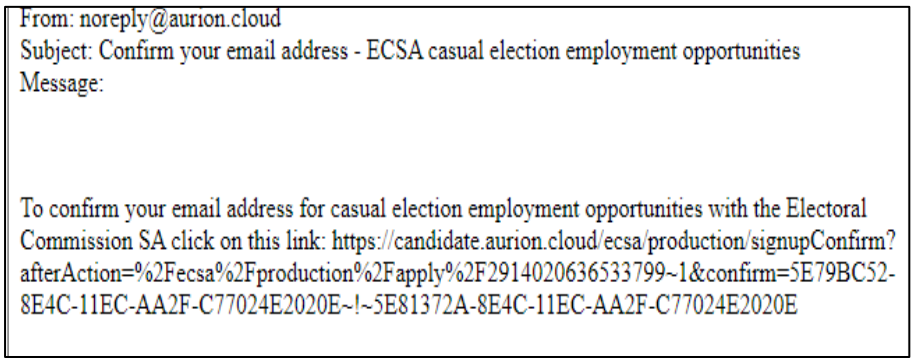
Your username is the email address you used to create your Registration of Interest (ROI) and will never change even if you change your email address. You can, however update your communication email address in the [ECSA Employment portal] to ensure you receive any communication from ECSA or offers of employment.



- complete the eligibility questionnaire (15 questions) using the drop-down arrows
- when all questions have been answered, click **continue**

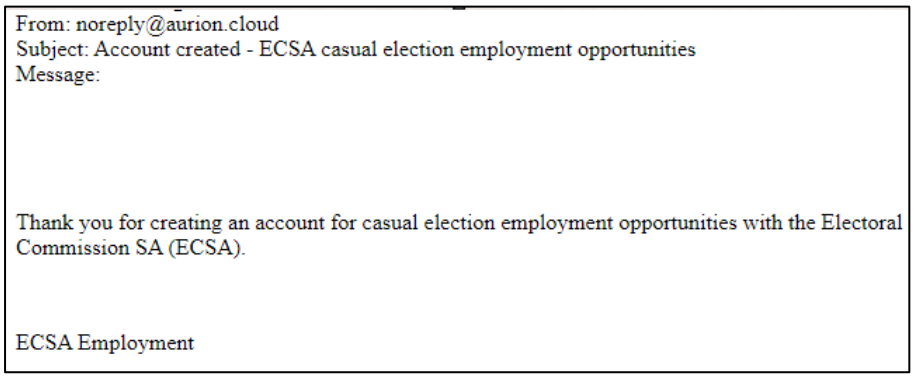


- after creating your account, you will receive an email from noreply@aurion.cloud asking you to confirm your email address by clicking on included link or copy and paste the URL into your internet browser


From: noreply@aurion.cloud
Subject: Confirm your email address - ECSA casual election employment opportunities
Message:

To confirm your email address for casual election employment opportunities with the Electoral Commission SA click on this link: https://candidate.aurion.cloud/ecsa/production/signupConfirm?afterAction=%2Fecsa%2Fproduction%2Fapply%2F2914020636533799~1&confirm=5E79BC52-8E4C-11EC-AA2F-C77024E2020E~!~5E81372A-8E4C-11EC-AA2F-C77024E2020E

- after confirming your email address, you will receive another email from noreply@aurion.cloud


From: noreply@aurion.cloud
Subject: Account created - ECSA casual election employment opportunities
Message:

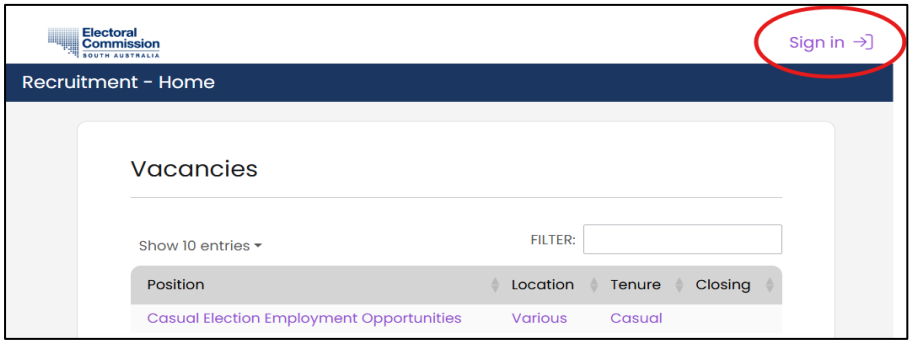
Thank you for creating an account for casual election employment opportunities with the Electoral Commission SA (ECSA).

ECSA Employment

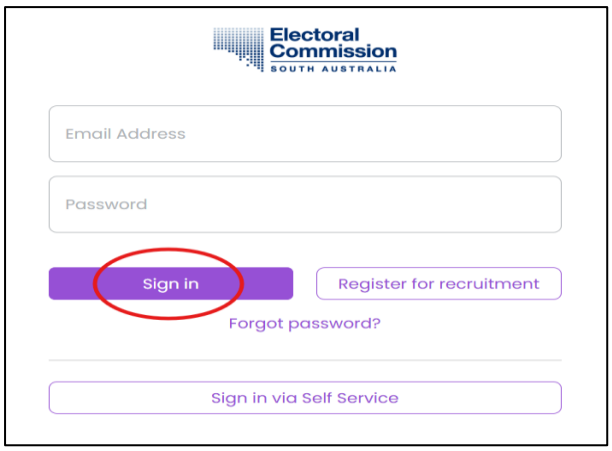
Part 1 of the ROI process – creating your account is now complete.

Part 2: Personal details and screening questionnaire

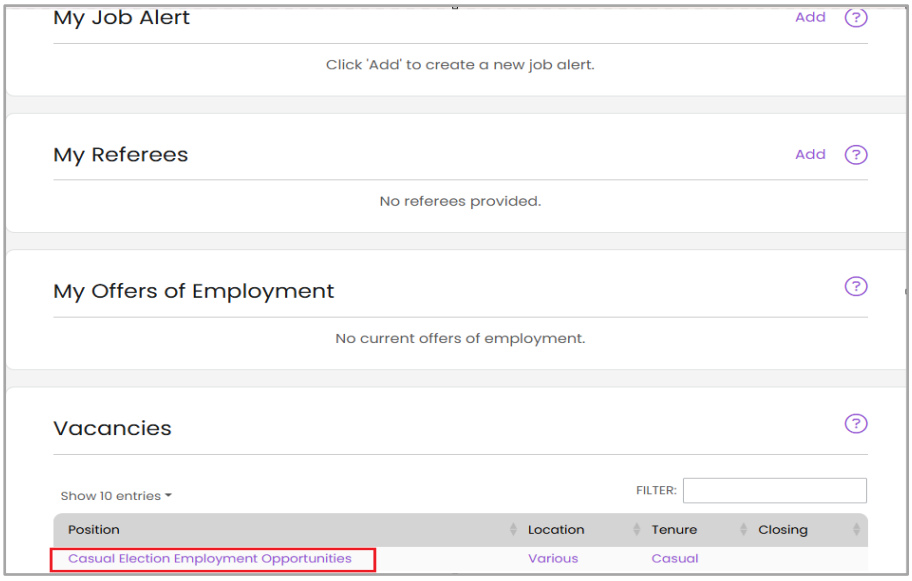
- start part 2 of your ROI by typing https://candidate.aurion.cloud/ecsa/production/ into your internet browser, and click **sign in** at the top right.



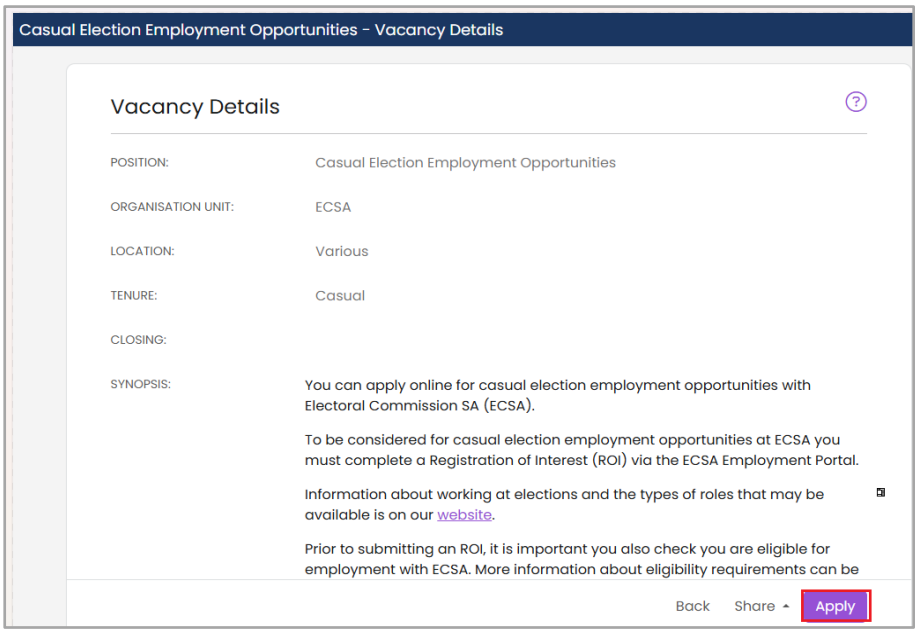
- enter your username and password and click **sign in**



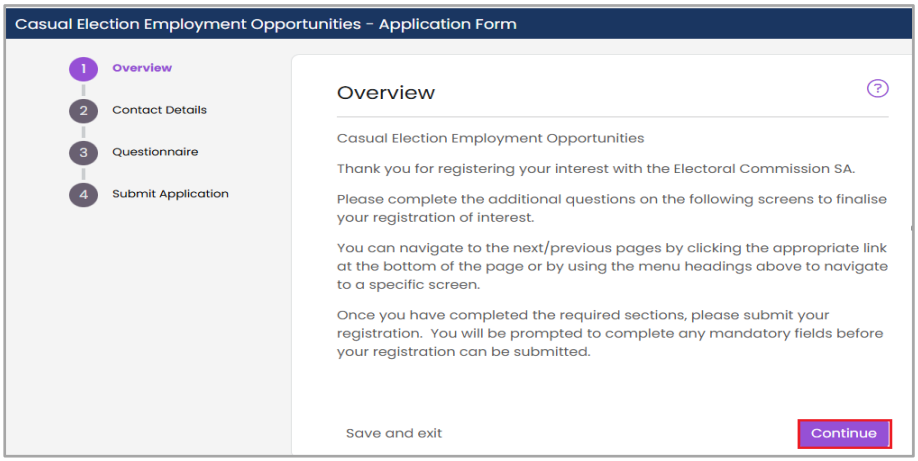
- click **casual election employment opportunities**



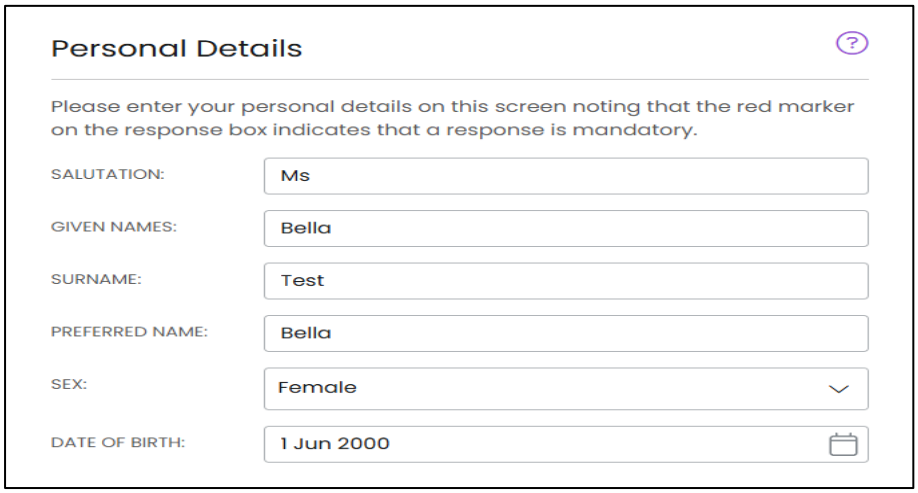
- click **apply**



- read the overview and click **continue**

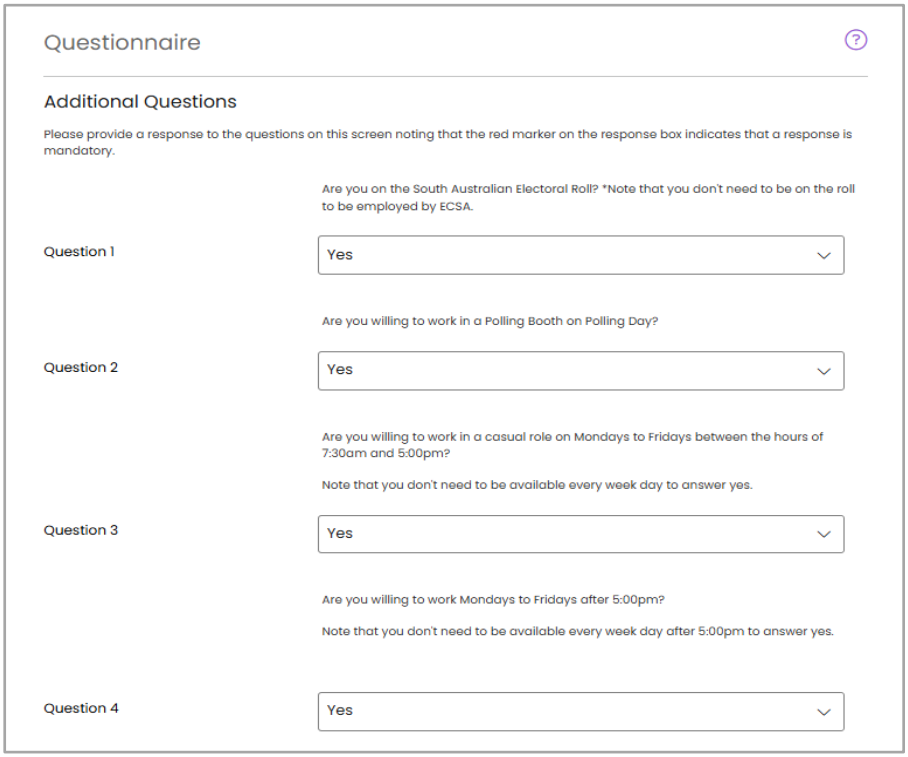


- work through the fields entering your personal details

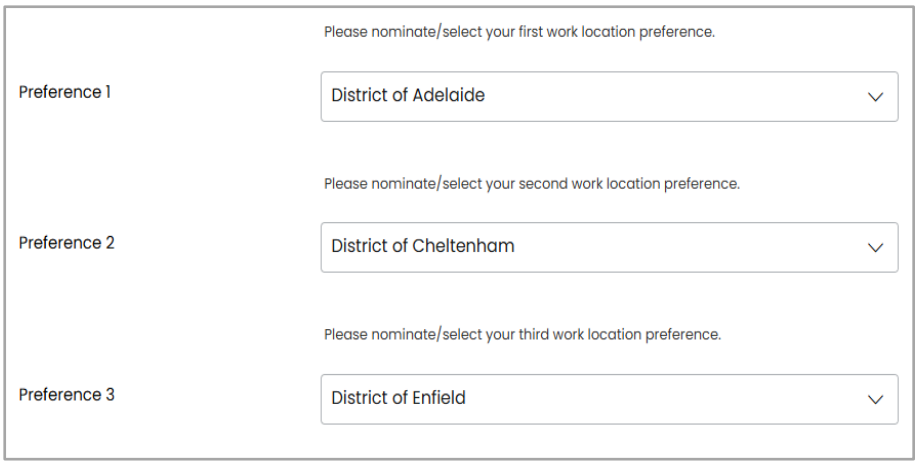


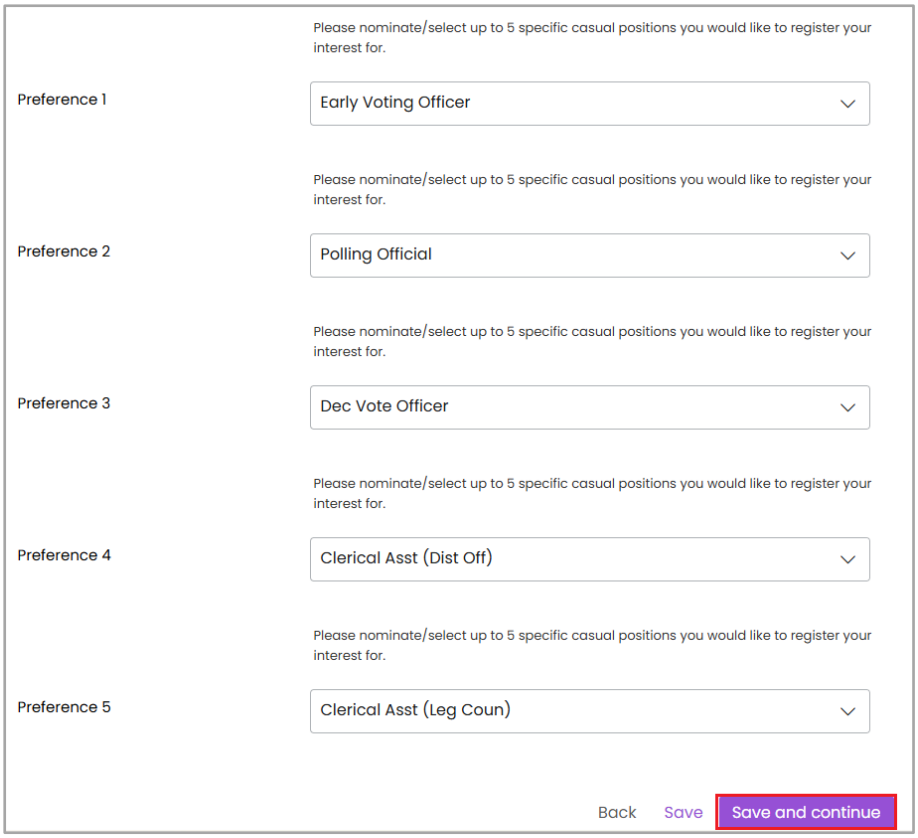
- when entering your address, type your post code and if your suburb doesn't appear in the drop-down box, click on the magnifying glass to find your suburb

- click **save and continue**
- complete the screening questionnaire using the drop-down arrows, noting you **do not** need to upload a copy of your vaccination certificate

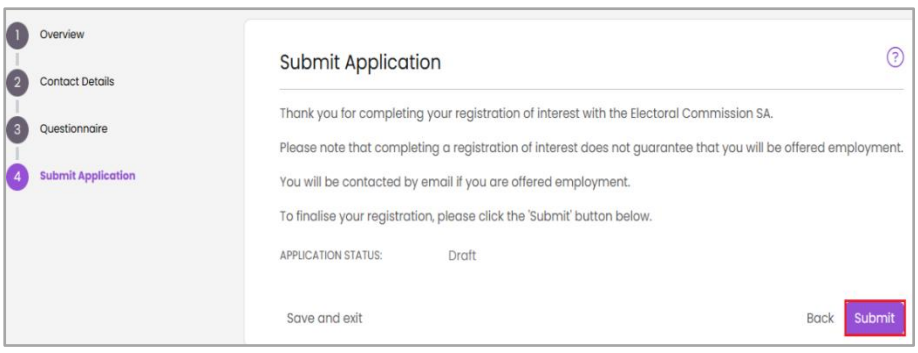


- information on available roles is available on ECSA website and you can locate your preferred/closest districts here

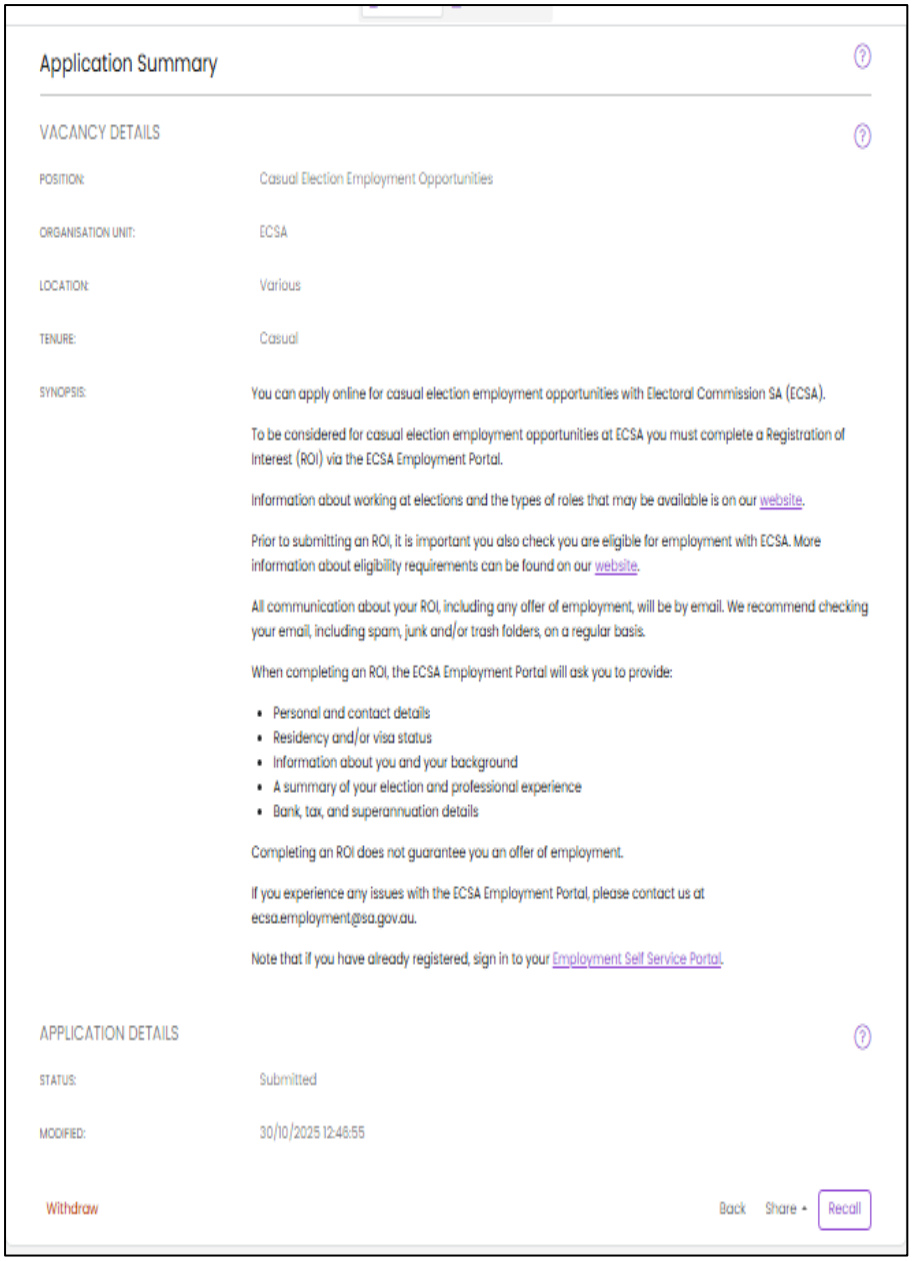




- click **save and continue**



- click **submit**



- if you need to change any of the details in your ROI, click **recall**
- if you decide not to work for ECSA, click **withdraw** to cancel your ROI

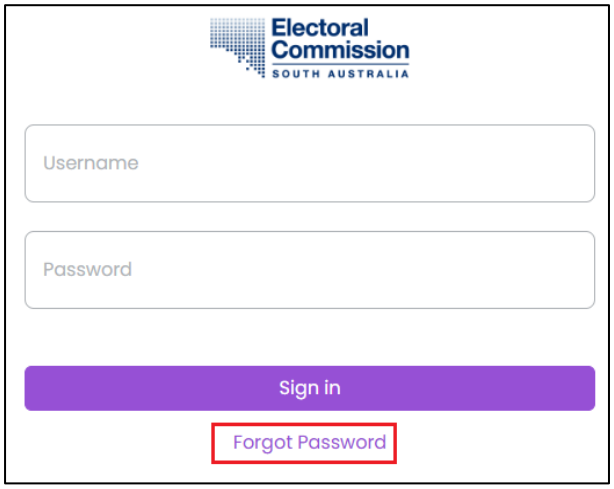
Part 2 of the ROI process – personal details and screening questionnaire is now complete.

Part 3: Finalising your ROI – bank, tax and super details

- start part of your ROI 3 by clicking on the hyperlink to access the ECSA Employment Portal or enter the URL https://erm.aurion.cloud/ecsa/production/personnel/login into your internet browser**,** enter your username and password and click **sign in**

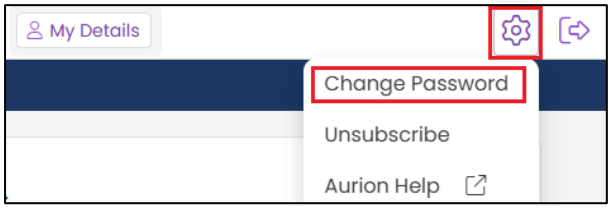
Your username is the email address you used to create your Registration of Interest (ROI) and will never change even if you change your email address. You can, however update your communication email address in the ECSA Employment portal to ensure you receive any communication from ECSA or offers of employment.

If you have forgotten your password, click 'forgot password?', enter your username and a new password will be sent to your email from noreply@aurion.cloud.



If you do not have access to the email address you used to create your ROI, please contact the ECSA Employment Desk on 1300 974 103 (9am to 5pm Monday to Friday) or email ecsa.employment@sa.gov.au for assistance resetting your password.

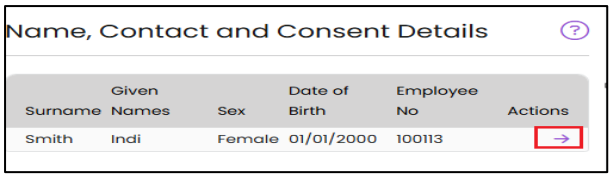
To change your reset password to a password of your choice, login to the ECSA Employment Portal, click on the 'settings cog' and 'change password'.



Your password must contain at least 10 characters including 1 capital letter, 1 lowercase letter, 1 numeric character and 1 of the following special characters (!@#$%^&*) and is case sensitive.

The **My Details** screen is your home page in the ECSA Employment Portal and you can return to it at any time by clicking on the 'my details' box.

The **current election roles** section will remain empty until you have accepted an offer of employment.



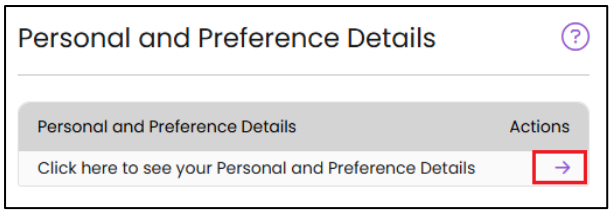
The **name, contact and consent details** field captures your personal information.

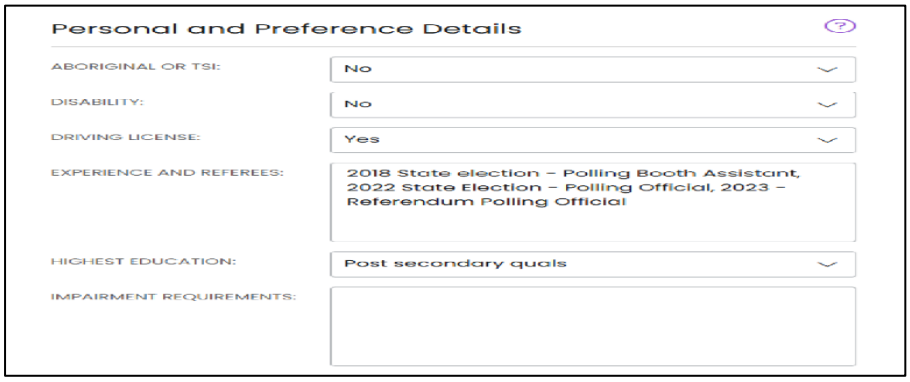
To enter/update your **name, contact and consent details**, click on the arrow to open the details screen and enter the required information.

- click **save** to keep changes or **back** to discard your changes

The **personal and preference details** field captures your personal details.

To enter/update your **personal and preference details** including your availability to work, click on the arrow to open the details screen and enter the required information.

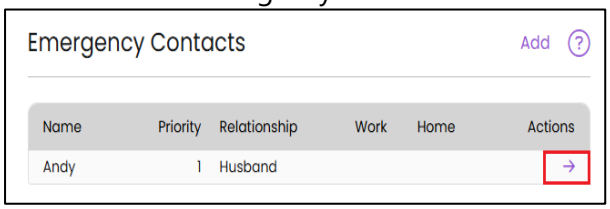




- click **save** to keep changes or **back** to discard your changes

The **emergency contacts** field captures your emergency contact details.

To enter/update your emergency contacts details, click on the arrow and enter your next of kin details, noting the person you nominate as priority '1' will be the first person contacted in the case of an emergency.



- click **save** to keep changes or **back** to discard your changes

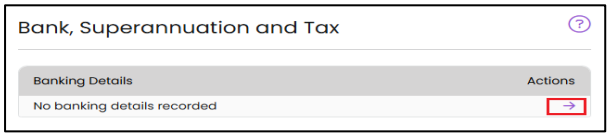
The **pay advices** section will remain empty until your first pay is processed. You pay advice will be available the Friday after the week worked.

ECSA reports your income directly to the ATO so you will not receive a payment summary at the end of the financial year. Instead, this information will be available on your final pay advice and/or your MyGov profile.

The bank, super and tax field captures your bank, tax and super details.

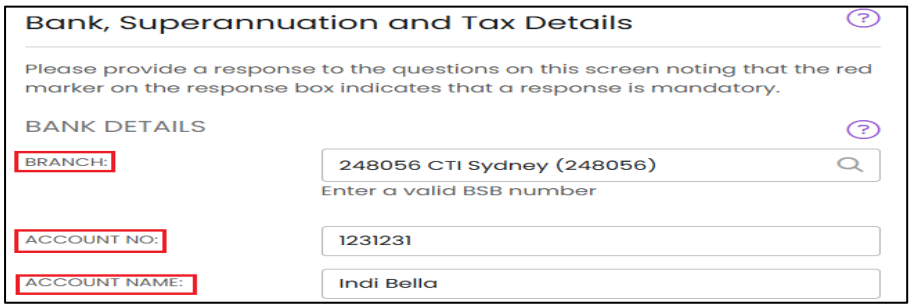
To enter/update your **bank, super and tax details** click on the arrow and enter the relevant details.

Note: the Employment Portal is locked between **3.30pm Tuesdays and 1pm Thursdays** and you will not be able to enter or update your bank, super or tax details during this time.



To enter/update your **bank** details:

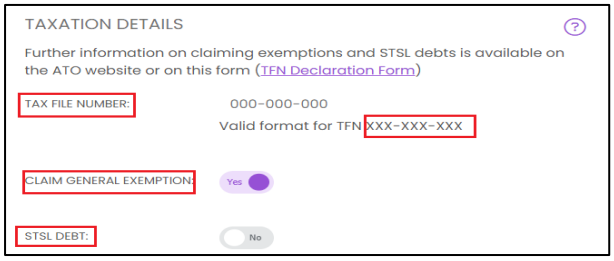
- click on 'branch' and enter the bank BSB and select your bank from the drop-down menu
- click on 'account no' and enter your account number without spaces or dashes (i.e. 1231231)
- click on 'account name' and enter your given name and family name (first and surname)



If you cannot find your BSB please email ecsa.payroll@sa.gov.au with your banks' name and BSB and it will be added into the ECSA Employment Portal for you to select.

To enter/update your **taxation** details:

- enter your tax file number (TFN) in the format XXX-XXX-XXX (i.e. 123-456-789).
- if you are eligible to claim the tax-free threshold (general exemption, click **claim general exemption** radio button to turn the field purple.
- If you have a study and training support loan, click **STSL debt** radio button to turn the field purple.



If you are eligible to claim the tax-free threshold but you do not click the 'claim general exemption' radio dial or you do not enter your TFN, you will be taxed by the Australian Taxation Office (ATO) at the highest tax rate.

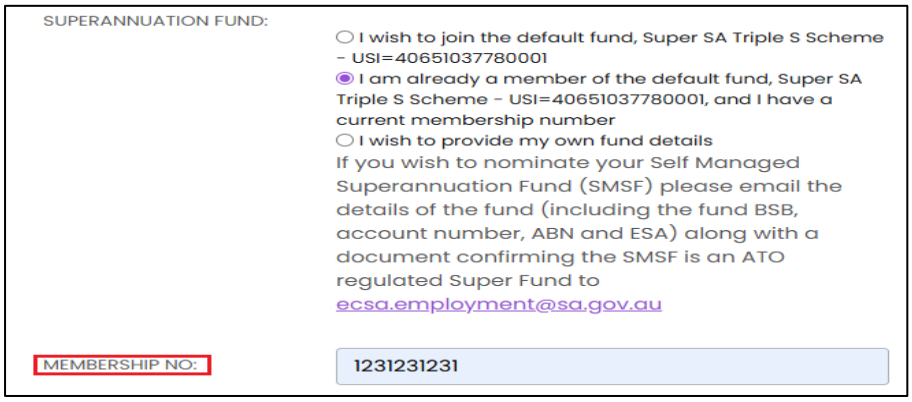
Information on your eligibility to claim the general exemption or applying for a TFN is available at www.ato.gov.au.

ECSA is unable to make any tax adjustments once your pay is processed, including reducing the amount of tax paid. Instead, you will need to submit a tax return at the end of the financial year and the ATO will determine if you are entitled to a tax refund based on your individual circumstances.

To enter/update your **superannuation details,** select one of the following:

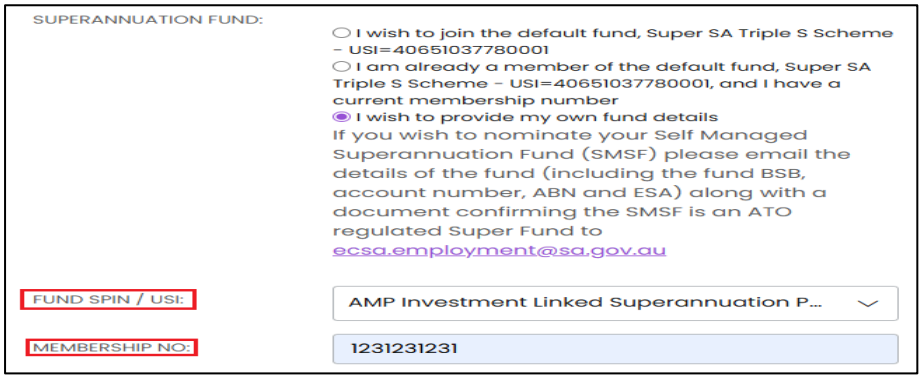
1. join ECSA's default fund, Super SA by clicking on the radio button;

2. use your existing super account with Super SA by clicking on the radio button and entering your member number without spaces or dashes (i.e. 123123123123)



If you do not have a TFN and want to select Super SA, click on the radio button and enter 'new member' in the membership no field.

3. nominate your preferred super fund/ ATO registered self-managed super fund by:
   - clicking on the fund Spins/USI field and start typing your fund's name
   - selecting the correct USI for your super fund
   - clicking in the membership number field and enter your member number without spaces or dashes (i.e. 123123123123)

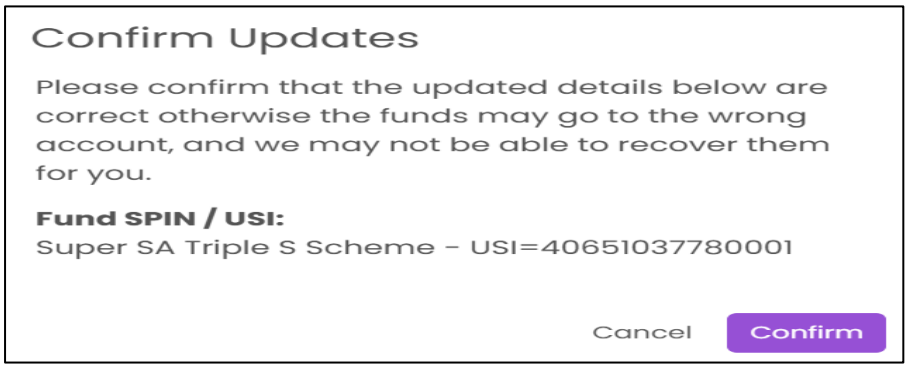


If you cannot find your super fund in the ECSA Employment Portal, please email ecsa.payroll@sa.gov.au with your super fund name, ABN and USI and it will be added into the ECSA Employment Portal for you to select.

If you wish to nominate your SMSF, email the fund's details including fund name, ABN, BSB, account number, electronic service address (ESA) and your member number, if applicable to ecsa.payroll@sa.gov.au and it will be added into the ECSA Employment Portal for you to select.

Click **save** to keep changes or **back** to discard your changes.

After you click 'save', a pop-up screen containing your bank, tax and super details will appear. Please review details carefully as providing incorrect details will delay payment into your bank or super fund.



Click **confirm**

What now?

Your Registration of Interest is now completed, and you will be moved into the employment pool and considered for employment at a future election.

Keep an eye on your email inbox (including your spam/junk folders) as offers of employment will be sent to the email address you used in your ROI.

Thank you for your registration and your interest in working with the Electoral Commission of SA.

Contact

If you need further assistance, please contact the ECSA Employment Desk on 1300 974 103 (9am to 5pm Monday to Friday) or email ecsa.employment@sa.gov.au.