



# **TANDA** Users Webinar





# Session Overview

- Why vSure exists and why TANDA partners with us
- Configuring TANDA for vSure
- Fundamentals of vSure
- Everyday usage of vSure with TANDA
- A note on Student Visas
- Common issues and FAQs
- New features, enhancements and what's next?

**TANDA**

# Your obligations



- 2 key pieces of legislation:
  - Migration Amendment [Reform of Employer Sanctions] Act 2013
  - Migration Amendment [Strengthening Employer Compliance] Act 2024
- Download our legislation White Paper here:  
<https://offers.vsure.com.au/white-paper>
- Download our Work Rights compliance checklist here:  
<https://offers.vsure.com.au/work-rights-compliance-checklist>

# Your obligations



- In simple terms:
  - You **MUST** validate the work rights of **ALL** staff at the point of recruitment
    - **YES** this includes a requirement for citizens to prove their citizenship
    - Performing a visa check for all non-citizens
  - In the case of temporary non-citizens, you must take “reasonable steps, at reasonable times” to ensure they maintain their work rights, this specifically means rechecking ALL visas throughout the cycle of employment, not just at onboarding and expiry.
  - NOTE: the definition of staff extends to **Contractors** not just direct employees

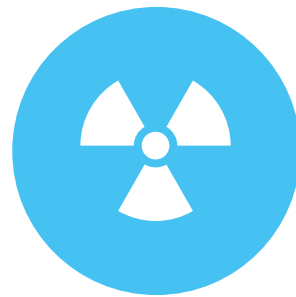
# Risks & Consequences

## Challenges relating to the **Migration Amendment [Reform of Employer Sanctions] Act 2013 & Migration Amendment [Strengthening Employer Compliance] Act 2024**

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**Fines**



**Reputational Risk**



**Additional headcount (cost) to manage the manual process at recruitment & monitoring**



**Poor Employee eXperience**

### Penalties

The penalties and process for each level of offence are summarised below:

	Infringement Notice	Civil Penalty Order	Criminal Offence	Aggravated Offence
<b>How Enforced</b>	Issued by DIPB	Civil Court Proceedings	Criminal Court Proceedings	Criminal Court Proceedings
<b>Fault Element</b>	None	None	Knowledge or Recklessness	Knowledge or Recklessness
<b>Fine – Corporate</b>	\$79,200	\$396,000	\$594,000	\$1,485,000
<b>Fine – Individual</b>	\$15,840	\$79,200	\$118,800	\$297,000
<b>Other</b>			Up to 2 years' imprisonment	Up to 5 years' imprisonment

Last update November 2024. Source: <https://immi.homeaffairs.gov.au/visas/employing-and-sponsoring-someone/employer-responsibilities/work-related-contraventions>

Note that these penalties apply for **each offence** – if a number of workers are detected working illegally, the fines could be very significant indeed.

# What does vSure do?

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The OG and dominant market leader for employer compliance relating to the **Migration Act (Work Rights) Compliance:**



All new recruits  
Work Rights  
validation



Monitoring all  
temporary visas  
“reasonable steps,  
at reasonable  
times”



Plain English  
definition of work  
rights: visa codes  
conditions



Automating an  
audit trail  
demonstrating  
compliance

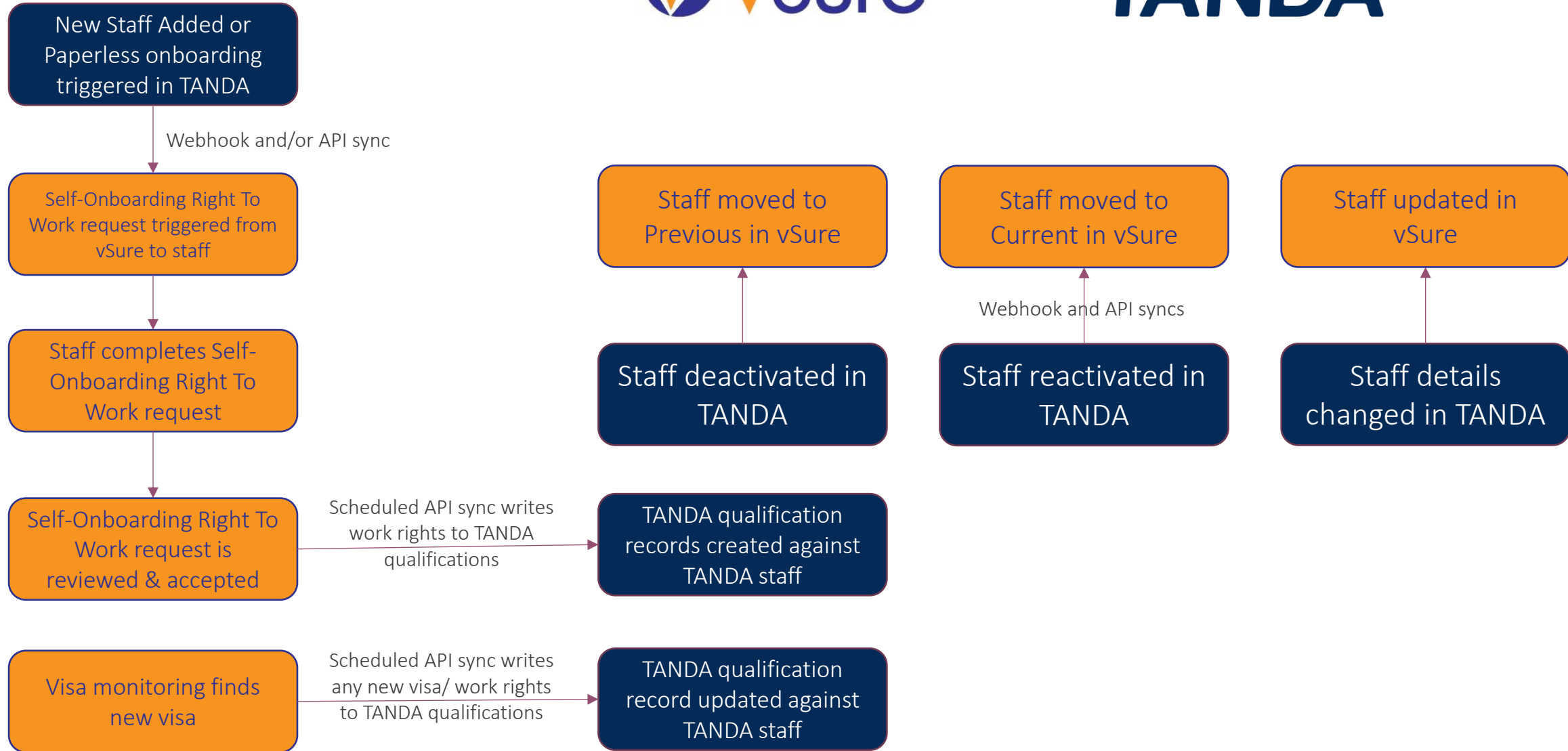
## 2 options for integration

1. API Key
2. OAuth2 “handshake” – login to TANDA from within the vSure Integration Service

NOTE: Either way, integration is tied to a user profile. If that user leaves / is deactivated in TANDA, a new integration is necessary



# TANDA



# Configuring **TANDA** for optimal work rights compliance

## Goals:

1. Make sure EVERYONE has had a Right To Work check
  2. Ensure staff are being rostered compliant to their work rights
- Rostering rules can be driven by Qualifications

# Note recent integration change

Only Employees in TANDA sync to vSure now.

No longer need a vSure record for directors or external HR/Payroll staff if they are not an employee.

**Permission levels**  
You can select more than one

- Admin  
Access to all functions in Tanda
- Payroll Officer  
Configure staff and export to payroll
- General Manager  
Access rosters and timesheets for all staff
- Team Manager  
Manage rosters and timesheets for staff in selected teams
- Employee  
Active employee who can be rostered and use the time clock for timesheets

# Configuring **TANDA** for optimal work rights compliance

1. Make sure EVERYONE has had a Right To Work check
  - i. Right To Work Qualification
  - ii. Roster Blocking
  - iii. Requirement of all Teams (or Roles)

# Configuring **TANDA** for optimal work rights compliance

2. Ensure staff are being rostered compliant to their work rights
  - i. **Right To Work** Qualification manages Visa Expiry Date
  - ii. **Student Visa Primary** Qualification manages the 48 hour Rule and allows for management of course / holiday dates
  - iii. **Student Visa Secondary** Qualification manages the 48 hour Rule fullstop, with no confusion that holidays mean anything
  - iv. **407 Secondary Training Visa** Qualification manages the 40 hour rule

NOTE: we can map as many visas to as many Qualifications as you like, this is just the simplest and easiest to manage.

NOTE 2: One rule we haven't been able to automate is "Designated Regional Area" restrictions

# A note on Student Visas

Work Condition	Masters or PhD By Research	Masters by coursework	All other course types
8104 (Secondary)	48 hours per fortnight limitation does <b>not</b> apply	48 hours per fortnight limitation does <b>not</b> apply	48 hours per fortnight limitation applies (during term & semester break), no exceptions
8105 (Primary)	48 hours per fortnight limitation does <b>not</b> apply	48 hours per fortnight limitation applies during semester, but <b>not</b> during semester break	48 hours per fortnight limitation applies during semester, but <b>not</b> during semester break

# Changes to how you use **TANDA**

1. Do add “Right To Work” Qualification as a requirement of all Teams or Roles
2. Do make the “Right To Work” Qualification Roster Blocking ***once all staff are in vSure***
3. **Do NOT** request the “Right To Work” / “passport” Qualification in paperless onboarding
4. If an employee directly updates the Qualification (course dates, visa details etc), **do NOT approve it**. vSure is the source of truth for work rights

# TANDA Hire

- **NOTE: vSure for TANDA Hire is not included for everyone, you must check with vSure if your contract includes TANDA Hire checks**
- Most TANDA clients use onboarding checks rather than pre-employment / TANDA Hire checks
- TANDA Hire RTW checks are triggered by **Application Stages** and returned against **Applications** against **Jobs**
- Completed checks added as **Notes**



# TANDA Hire

Move application to "Send vSure RTW check" stage in TANDA Hire

Self-Onboarding Right To Work request triggered from vSure to Prospective staff

Optional: update TANDA Hire Stage: "vSure RTW request sent"

Candidate completes Self-Onboarding Right To Work request

Optional: update TANDA Hire Stage: "vSure RTW request awaiting Review"

Self-Onboarding Right To Work request is reviewed & accepted

Stage	Type	Features	Triggers	Actions
Received	System	Email	None	EDIT
Shortlisted	System	Interview Scheduling	None	EDIT
Interviewed	System		None	EDIT
Send vSure RTW Check	Custom		None	EDIT
vSure RTW Request Sent	Custom		None	EDIT
vSure RTW Check Awaiting Review	Custom		None	EDIT
vSure RTW Check Complete	Custom		None	EDIT
Reference Check	System		None	EDIT
Offered	System		None	EDIT
Hired	System		None	EDIT
Rejected	System	Exclude from Counts Email	None	EDIT

Update application record and Stage in TANDA

Staff moved to Current in vSure

Candidate Hired in TANDA

# Using vSure with **TANDA**

- The Basics:
  - Logging in, Navigation, Knowledge Base, Support Tickets etc
  - Prospective, Current and Previous statuses
  - Settings
  - Notifications
- Initial Right To Work checks
  - Workflow
  - What you need to do
  - FAQs
- Managing staff and work rights compliance ongoing
  - Scenarios and actions

# Helpdesk most common tickets

- Logging in URL
  - We have a enhancement coming to avoid this in future
- Geo Blocking – vSure ONLY available in Australia and New Zealand
- Employee's onboarding workflow keeps resetting / can't complete the check
- Visa check fails, why?
  - ONLY 3 data points matter:
    - DOB
    - Passport Country
    - Passport Number
- Integration has stopped working

# What's coming?

- A new way to manage Primary Student Visas and that period between course finishing and visa expiring / new visa kicking in
- Visa Grant Letter for a Bridging Visa → creates short-term visa to extend visa expiry by 2 weeks (so you can keep rostering staff before VEVO shows the Bridging Visa)
- Everyone will be able to login from the vSure public website
- Standing by for compliance changes – 'tis the political season for it

# Did you know

- vSure offers SSO (via the likes of Microsoft Entra)
- vSure does have a custom reports module with automated, scheduled reporting available
- vSure has a New Zealand edition



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