

Staff Connect Self Service User Guide Payroll Information Details

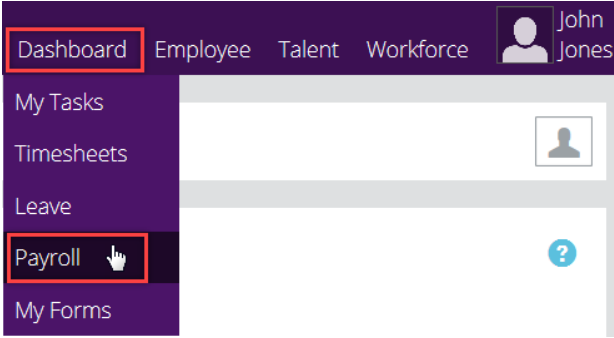
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1. PAYROLL

The Payroll page allows you to manage your bank accounts, pay advices and claims. To view payroll details Select the **Dashboard** menu and then the **Payroll** sub menu.



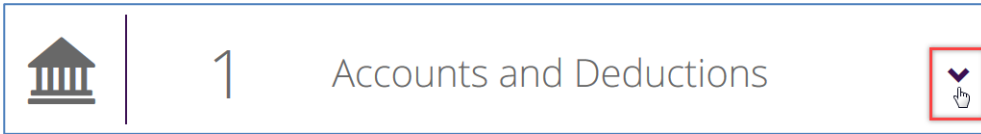
The options available are:

Payroll		
You can change your primary bank account or add an additional bank account. Ensure you use the correct BSB and Account number.		
	1	Accounts and Deductions
	1	Pay Summaries
	1	Claim Sheets
	0	Claim Lines

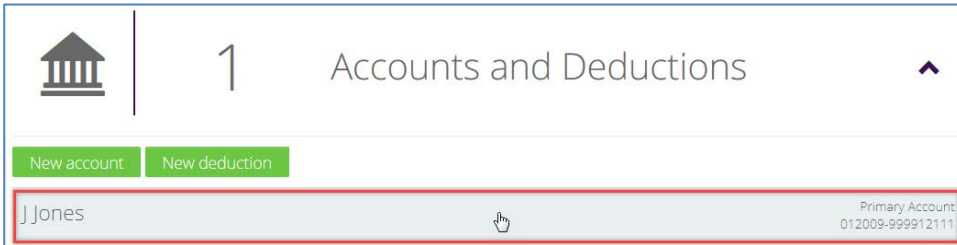
2. ACCOUNTS AND DEDUCTIONS

Primary Bank Account

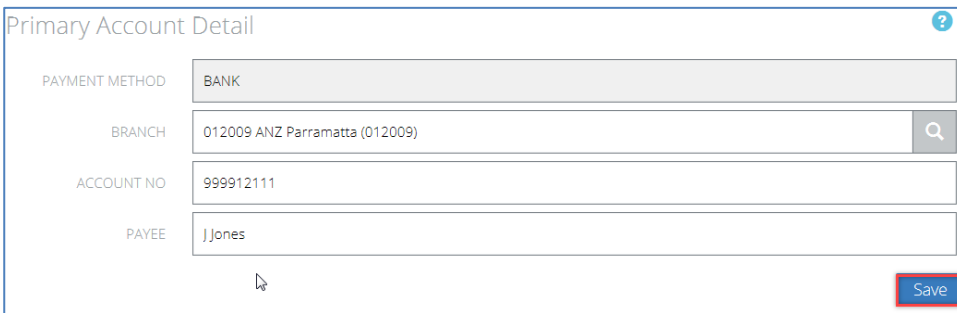
The Accounts and Deductions menu hosts your banking details. To see or change your banking details click on downward facing arrow on the Accounts and Deductions menu:



Your primary account should be visible. To see the details click on the primary account:

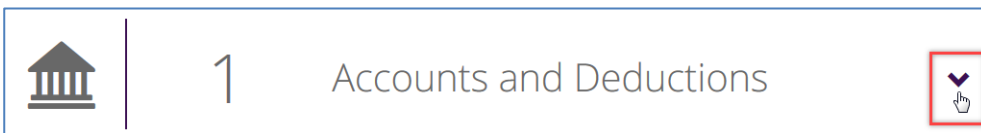


You can change/modify your primary account details in this screen and click Save for the changes to take effect.

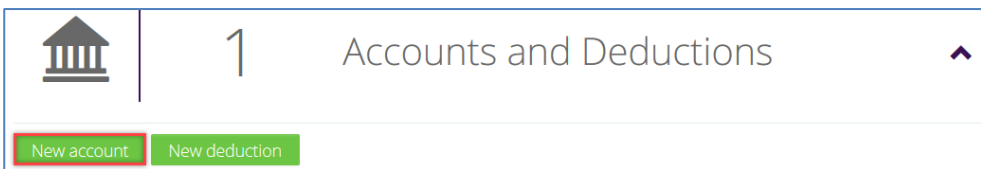


To Set up a Secondary Bank Account

To set up a secondary bank account click the drop down arrow on the Account and Deduction menu item.



Click the **New account** button.



Complete the **Account Detail** dialogue and click **Save**. Note that the **Start At** options include **Next Pay** or the **Pay After Next**.

Secondary Account Detail

BRANCH 012002 ANZ Sydney (012002)

ACCOUNT NO 123456789

PAYEE John Jones 2nd Bank Account

NORMAL AMOUNT 50

START AT Next pay

Save

To Close a Secondary Bank Account

Click on the 2ndary account visible underneath Accounts and Deductions.

Accounts and Deductions

New account New deduction

J Jones

Primary Account 012009-999912111

John Jones 2nd Bank Account

Secondary Account 012002-123456789 Starting 10/02/2018

\$50.00

Select the **Stop Reason** and click **Stop payment**. Note that **Last Payment is next pay** option means the pay period after the current pay period.

Stop Payment

STOP REASON

No more payments (stop now)

Last payment is next pay

Save Stop payment

3. PAY SUMMARIES

Pay Advice

If the downward arrow is clicked on the Pay Summaries menu then Pay Advices are visible.

Click on the Pay Advice to review the details and then a hyperlink can be clicked to open a PDF pay slip.

Pay Summary Detail

Date From	27/01/2018
Date To	09/02/2018
Date Paid	03/04/2018
Gross Pay	12,459.02
Tax Paid	5,849.00
Net Pay	6,610.02
Disbursements	0.00
Banked	6,610.02
Employer Super	
Pay Advice	Hyperlink to Pay advice

4. CLAIMS SHEETS

The Claims function is covered in its own user guide (Staff Connect User Guide – Claims)

5. PAYMENT SUMMARIES

At financial year end Aurion will generate Payment Summaries. They will be available from here by clicking on the downward facing arrow.