



## Employee Self Service & Leave Management Guide for Employees

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## EMPLOYEE SELF SERVICE & LEAVE MANAGEMENT

### Logins

- Each employee will be setup with ESS or Leave User Access and will automatically be sent a temporary password via email

Dear John,

You have now successfully been setup in Aussiepay's ePayroll System. Your temporary login credentials are as follows:

Email : john.smith@domain\_name.com.au

Password: rX63GLpn

Your login credentials will be expired within 72 hours. Please click

<https://saas.epayroll.com.au/login.aspx?ChannelID=45> immediately to change your credentials.

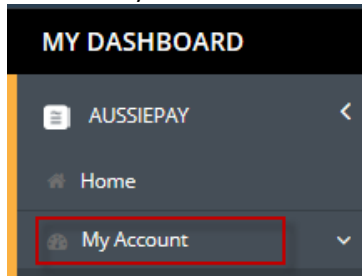
- Each temporary password is valid for 72 hours after which it will expire.
  - You will have 5 attempts to login or the account is locked.
  - If your account expires or becomes locked please contact your payroll administrator to reset your password.
  - If you forget your password you can enter your email address in the Login screen and click **Forgot Password**, a new temporary password will be e-mailed to you within 5 mins. Please note: you can only do this once every 30 minutes.
  - New password must be a minimum of 6 characters and must contain at least 1 letter and at least one number.
  - The easiest way for an employee to enter a temporary password is to copy and paste it from the email using CTRL-C and CTRL-V.
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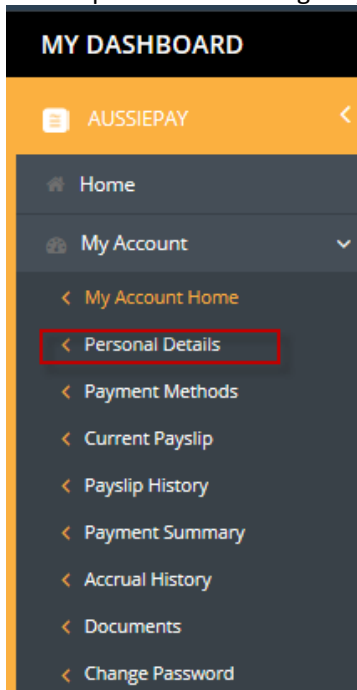
## Employee Self Service

View & Edit Personal Details

Click on My Account



To edit personal or emergency contact details click the Personal Details tab.



Once selected, the following page will appear.

MY DASHBOARD

AUSSIEPAY

Home

My Account

My Account Home

Personal Details

Payment Methods

Current Payslip

Payslip History

Payment Summary

Accrual History

Documents

Change Password

ABC Company Pty Ltd

Fred JONES

Home > My Account > Personal Details

Personal Details

Family Name: \* JONES

Home Phone 0296660000

Given Name: \* Fred

Mobile Number 0410000000

Middle Initial: \* R

Gender: Male

Email Address fred@smith.com.au

Birth Date: \* 3/08/1997

Email Type: HTML

TEXT

Address 1: \* 15 mary St

In case of emergency

Address 2:

Name:

Suburb: \* Pagewood

Relationship:

State: \* NSW

Postcode: \* 2035

Phone:

Country: \* Australia

Mobile:

State Employed: NSW

Address 1:

Occupation: Bean counter

Address 2:

Pay Location: Sydney

Address 3:

Start Date: 20/08/2010

Other Information

Entry Date: \* 20/08/2010

Display Name

Employee Code: 1234

Mobile Number

Termination Date: 18/10/2013

Country of Birth

Termination Reason: Resignation

Car Rego

Web Roles

☐ Authority Administrator

☐ Employee Authority

☐ Expense Administrator

☐ Internal Consultant

☐ Paid Payroll Authority

☐ Report User Non-Monetary

☐ Time Sheet Administrator

☐ Custom GL User

☒ Employee Self Service User

☐ Expense Approver

☐ Leave Administrator

☐ Payroll Authority

☐ Request Input sheet User

☐ Time Sheet Approver

☐ Document Administrator

☐ Employer Authority

☐ Expense User

☒ Leave Approver

☐ Report Administrator

☐ Salary Packaging Authority

☐ Time Sheet User

☐ Document Manager

☐ Employer Authority Limited

☐ Flow Chart Administrator

☒ Leave User

☐ Report User Monetary

☐ Submit Payroll Authority

Save Changes

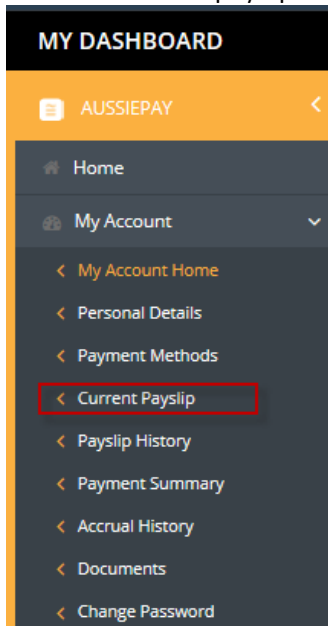
Powered by ePayroll Copyright 2014 v8.1.2.7004

After changes are made, please ensure you click Save Changes.

Save Changes

## View Payslips

To view a current payslip select the My Account tab, then select the Current Payslip tab.



The current payslip will appear on the screen, see below.

Home > My Account > Current Payslip

Page 1 of 1 Pdf

**ABC Company Pty Ltd ABN ( 8023456789 )**

Employee : JONES, Fred Pay Date : 19/10/2013  
Location : Sydney Period : 16/10/2013 - 22/10/2013  
Occupation : Bean counter Paycycle : Weekly

Description		Rate	Unit	Amount
Ordinary Hours	Sydney 1	\$26.3158	38.000	\$1,000.00
Gross Package				\$1,000.00
Annual Leave On Termination		\$26.3158	192.923	\$5,076.93
Gross Pay				\$6,076.93
Tax (includes \$20.00 Extra Tax)				(\$1,914.00)
Net Pay				\$4,162.93
9.25% (REST Employer Sponsored Division - RS)				\$92.50

Payment Method	Amount	Bank BSB	Account Number	Ref Details
Manual Bank Transfer	\$4,162.93	112-879	12345	

YTD Details		Leave Entitlements
Gross Package	\$10,076.93	
Gross Pay	\$10,076.93	
Tax	(\$2,706.00)	
Net Pay	\$7,370.93	
Employer Super	\$462.50	

Click the Print icon at the top of the payslip to print the current payslip.

Home > My Account > Current Payslip

Page 1 of 1 Pdf

**ABC Company Pty Ltd ABN ( 8023456789 )**

Employee	: JONES, Fred	Pay Date	: 19/10/2013
Location	: Sydney	Period	: 16/10/2013 - 22/10/2013
Occupation	: Bean counter	Paycycle	: Weekly

## View previous payslips

Click on the Payslip History tab

**MY DASHBOARD**

AUSSIEPAY <

- Home
- My Account ▾
  - < My Account Home
  - < Personal Details
  - < Payment Methods
  - < Current Payslip
  - < **Payslip History**
  - < Payment Summary
  - < Accrual History
  - < Documents
  - < Change Password

Select the Financial Year from the drop down box if the payslip you wish to see is not the current financial year.

Home > My Account > Payslip History

Financial Year 2013 - 2014 ▾

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Click the Paycycle Title link corresponding to the pay period you wish to view and the payslip will be displayed accordingly.

Paycycle Title	Start Date	End Date	Pay Date
<a href="#">Weekly</a>	16/10/2013	22/10/2013	19/10/2013
<a href="#">Weekly</a>	09/10/2013	15/10/2013	12/10/2013
<a href="#">Weekly</a>	02/10/2013	08/10/2013	05/10/2013
<a href="#">Weekly</a>	25/09/2013	01/10/2013	28/09/2013
<a href="#">Weekly</a>	18/09/2013	24/09/2013	25/09/2013

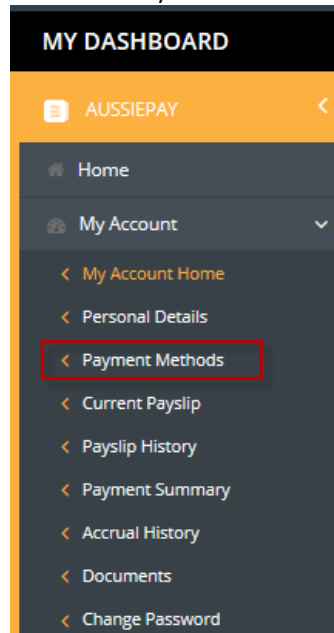
### Why can an employee not see Recent Superannuation Contributions?

This is only displayed where Aussiepay makes the payments to the super fund on behalf of the employer. We cannot display superannuation contributions where the employer makes the payment themselves.

NOTE: Payslips only become visible to the employee once your payroll has been marked as paid or the bank file created.

### View & Edit bank details or payment methods

Go to the Payment Methods tab.



Current accounts are shown as per below:

[Home](#) > [My Account](#) > [Payment Methods](#)

≡ Add Payment Method

Payment Type:

Manual Bank Transfer

▼

Account Name: \*

Bank BSB:

Amount

Account Number: \*

Reference

☐ Primary Account

Add Payment Method

≡ Edit Payment Method

	Payment Type	Bank BSB	Account Number	Account Name	Amount	Reference
Edit	(Primary Account) Manual Bank Transfer	112-879	12345	JONES Fred		

To edit your bank details, click the **Edit** link.

≡ Edit Payment Method

	Payment Type	Bank BSB	Account Number	Account Name	Amount	Reference
Edit	(Primary Account) Manual Bank Transfer	112-879	12345	JONES Fred		

Make any required changes and click **Update**.

≡ Edit Payment Method

	Payment Type	Bank BSB	Account Number	Account Name	Amount	Reference
Update	Cancel	Manual Bank Transfer	112-879	123 45	JONES Fred	

NOTE: The Primary Account is the account that receives your net wages. You can also create other bank deductions by entering the required information within the 'Add Payment Method' area of the screen. Please ensure that the Primary Account check-box is not ticked.

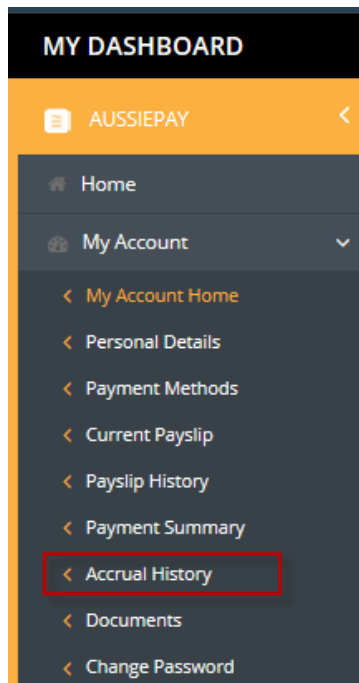
Employee access to change bank details and payment methods is given by the ESS administrator and can be turned off for all employees.



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## Viewing Leave Accruals

Select the My Account Home tab then Accrual History.



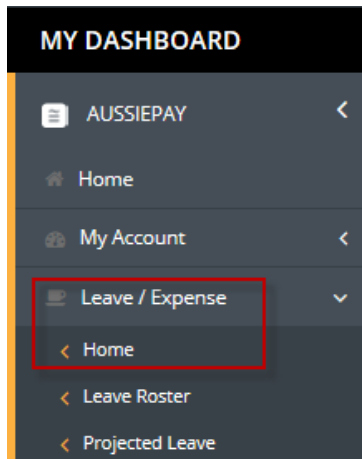
NOTE: The Annual Leave balance must be shown on payslips as required by legislation. However an employer is not required by law to show other leave types such as Personal leave and Long Service Leave, but may choose to do so.

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## Online Leave Management

This section describes how an employee or manager can request leave online.

Click the Leave / Expense Tab, then Home



Click the Apply link next to Leave application.

Apply Leave

≡

Leave Form Request

Please provide a Doctors Certificate for all Sick days taken. All Annual Leave needs to be applied 5 days prior to Leave Taken.

Employee Name:	Corey CORYSON	Approver:	ROD, Danielle (Client Training Manager)
Position: *	<div>All Employees</div>	Created On:	29/07/2014
Type of Leave: *	<div>Annual Leave Carer's Leave Compassionate Leave Long Service Leave Personal Leave Unpaid Leave No Accrual</div>	Status:	New
Last Day at Work: *	<div></div>	First Day Back to Work:	<div>31/07/2014</div>
Attachment:	<div>Select</div>	Comments:	<div></div>
Working Days per week: *	<div>5</div>	Total Working Days:	1
Saturday, Sunday and Public Holidays:	0	Hours Applied:*	<div>7.60</div>

Note : The above estimate of annual leave hours and days to be taken need to be reviewed if there is a state or regional specific public holiday (eg Melbourne Cup Day or Show Day) within the period leave is applied for. All national holidays (eg Anzac Day, Australia Day) are included in the calculation once they are gazetted. Please adjust the leave applied if needed.

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Select the Type of Leave from the drop down list.  
Select the LAST DAY worked from the calendar.  
Select the FIRST DAY back at work from the calendar.

Enter any comments you want the supervisor to view.

NOTE: The application will take into account State/National Public Holidays should they occur in the duration of leave.

NOTE: You will be able to edit the amount of hours accordingly, should you apply for less than a days leave, or if you work part time.

If you are a part time employee and apply for the leave dates as shown you will need to edit the number of hours in the Hours box.

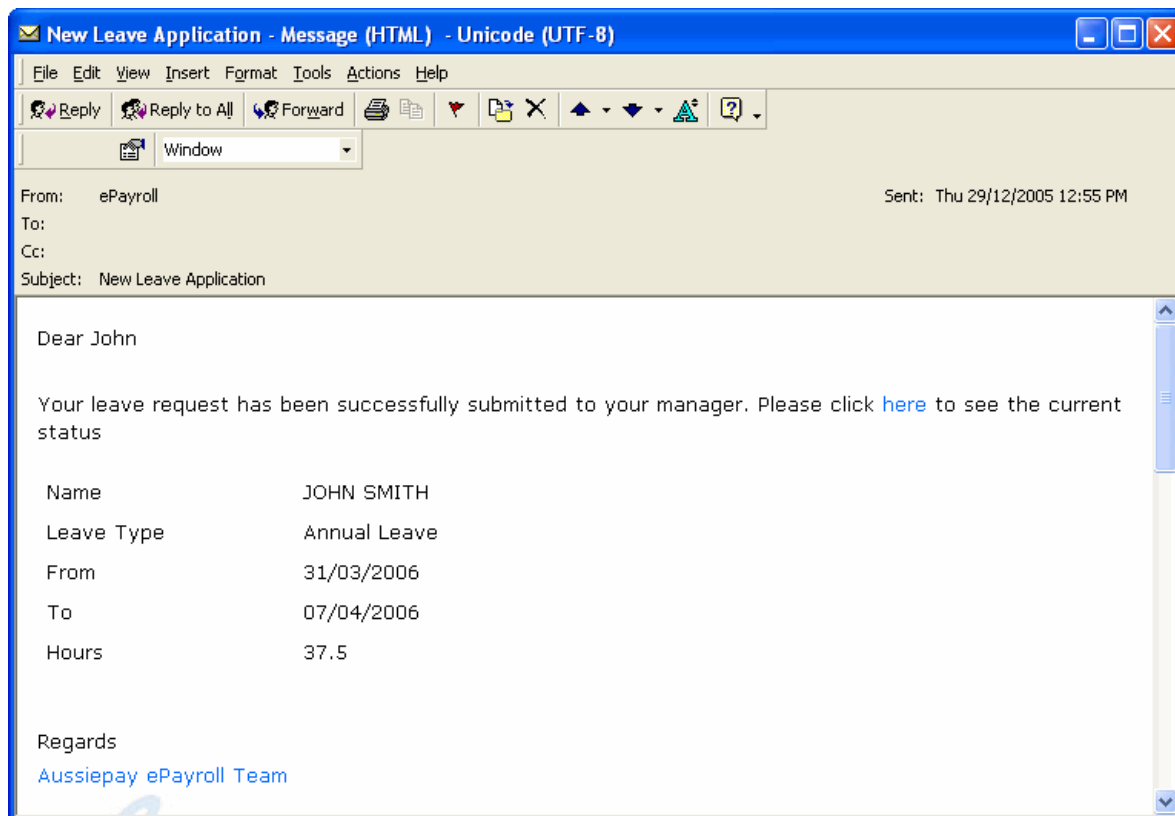
Click the Submit Leave Form button to apply for leave.

**Submit Leave Form**

The employee will receive an automated email confirming their leave request.

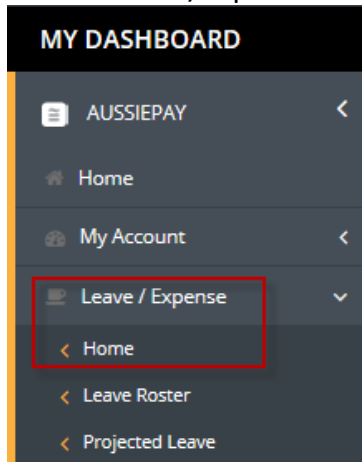
NOTE: the Leave Administrator or Manager can also apply for leave on behalf of an employee.

To do this, in the Request Tab select the employee from the Leave Request drop down list and click Apply



## Cancelling a Leave request

Click the Leave/Expense Tab, then Home.



Click the Edit button next to the leave application.

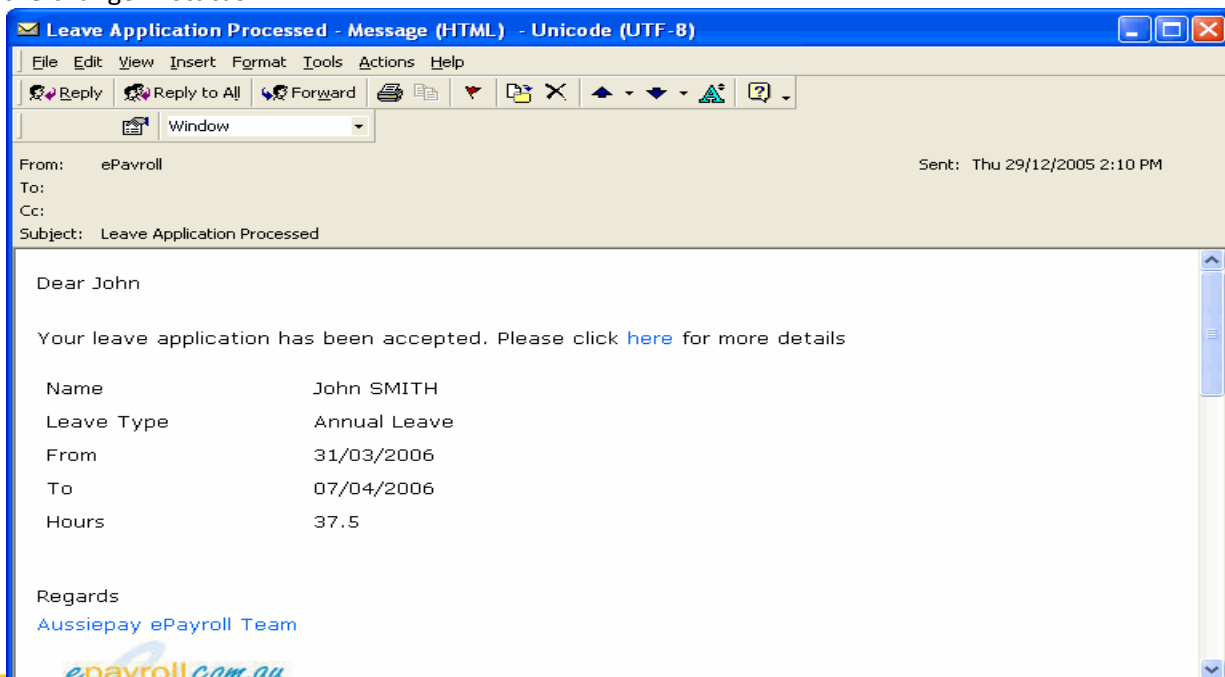
	Employee	Leave Type	From	To	Approver	Hours	Date Applied	Status
<b>Edit</b>	CORYSON, Corey	Annual Leave	02/07/2014	04/07/2014	ROD, Danielle	15.2	29/07/2014	Processing

Click the Cancel Application button.

Cancel Application

NOTE: Once leave has been paid it can no longer be cancelled by the employee.

Once your Manager has approved your Leave Request, you will receive another e-mail advising you of the change in status.



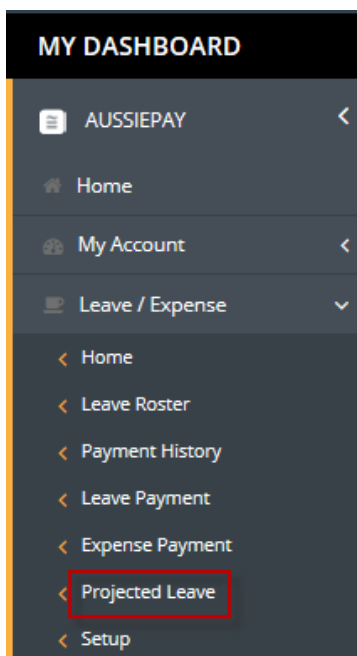
## Leave Request Status

- Processing - awaiting approval
- Cancelled - employee has cancelled the leave request
- Declined - Manager has declined the leave request
- Approved - Manager has approved the leave but has not been scheduled for payment
- Paid - has been scheduled for payment and input sheet updated.
- Hold - Manager has place the request on hold temporarily.

## Projected Leave

This enables an employee or manager to project annual leave to a set date.

Select the Leave / Expense Tab, then the Projected Leave tab.



Select the date you wish to project annual leave to on the calendar.

Click the Calculate Button

Project Annual Leave			
Project Leave for : *	<input type="text" value="CORYSON, Corey (All Employees)"/>		
Payment Group : *	Full time	Project From :	16/03/2014
Project To : *	<input type="text" value="29/07/2014"/>	Current Annual Leave Balance :	50.9540
<div>« « December 2014 » »</div>			

Please note that the projected leave amounts will not include any unprocessed leave applications.  
Annual Leave hours will be displayed.

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## Frequently Asked Questions (FAQ)

Q) An employee receive an error message – “You do not have any leave paycodes setup to apply for leave. Please talk to your payroll person to setup the required leave paycode”,

A) Please e-mail your Payroll Officer, they will need to assign the Leave Code to your record.

Q) An employee receives an error message – “There is no one available to process your application or your account is not being set up properly. Please contact your leave administrator”

A) Please contact your payroll office; they need to assign you to a position, and a manager for your applications to be approved.