



Aussiepay

Aussiepay Get Started Guide

Employee Self Service (ESS) & Leave Management

Aussiepay

www.aussiepay.com.au

1800 PAYROLL



Employgroup Employee Self Service and Leave Management features provide your staff access to payroll-related data relevant to their employment, including:

- Payslips
- Pay History
- Personal Details
- Leave requests
- Banking details
- Leave entitlements

In addition to having real-time access to this important information, your employees can also now perform a range of administrative functions, such as update their personal information, print payslips and submit leave applications.

As shown below, employees can view their current payslip as well as all historical payslip data since their employment start date.

The screenshot shows the Aussiepay Employee Self Service dashboard for Jennifer ANISTON. The dashboard includes a sidebar with navigation links: Home, My Account, and Leave / Expense. The main content area displays a notification about office closing, a table of recent expense requests, and a table of recent payslips.

Amount	Expense Type	Status
\$1000.00 (Include GST)	Expenses	Paid
\$500.00 (Include GST)	Expenses	Paid
\$1.00 (Include GST)	Expenses	Paid
\$1000.00 (Include GST)	Expenses	Declined
\$20.00 (Include GST)	Expenses	Paid

Pay Date	Period
08/01/2015	07/01/2015 - 07/01/2015
15/11/2014	01/11/2014 - 30/11/2014
17/10/2014	01/10/2014 - 31/10/2014
29/03/2014	22/03/2014 - 28/03/2014
22/03/2014	15/03/2014 - 21/03/2014

As well as being able to update standard personal information such as their home address, phone number, email address and emergency contact details, employees can change and update their own bank account details

The screenshot shows the Aussiepay Employee Self Service dashboard for Jennifer ANISTON, specifically the Personal Details form. The form includes fields for Family Name, Given Name, Middle Initial, Gender, Birth Date, Address 1, Suburb, Country, Home Phone, Mobile Number, Email Address, Email Type, Address 2, State, Postcode, and State Employed.

Employgroup leave management feature allows your employees to manage and monitor their annual leave arrangements, including the online submission of leave applications, along with





keeping track of their leave applications and receiving updated as the applications progress, as demonstrated below

Employer Message

Leave Applications
02/01/2015
Leave Applications are due every Friday. [more>>](#)
Shut down
20/05/2011
The office will be closing early today. [more>>](#)

Recent Leave Requests

Period	Hours	Leave Type	Status
07/01/2015 - 12/01/2015	22.80	Personal Leave	Cancelled
02/01/2015 - 29/01/2015	136.80	Annual Leave	Paid
02/10/2014 - 14/10/2014	53.20	Annual Leave	Paid
29/03/2014 - 08/04/2014	45.60	Annual Leave	Paid
05/03/2014 - 21/04/2014	243.20	Annual Leave	Paid

[Apply For Leave](#)

Leave application

Leave Form Request

Employee Name: Jennifer ANISTON Approver: CURRIE, Michael (Leave Administrator)

Position: Created On: 19/01/2015

Type of Leave: Status: New

Last Day at Work: First Day Back to Work:

Attachment: Comments:

Working Days per week: Total Working Days: 1

Saturday, Sunday and Public Holidays: 0 Hours Applied:

The following example illustrates the calendar-based feature that employees can use to quickly and easily project their annual leave balances in advance

Project Annual Leave

Project Leave for:

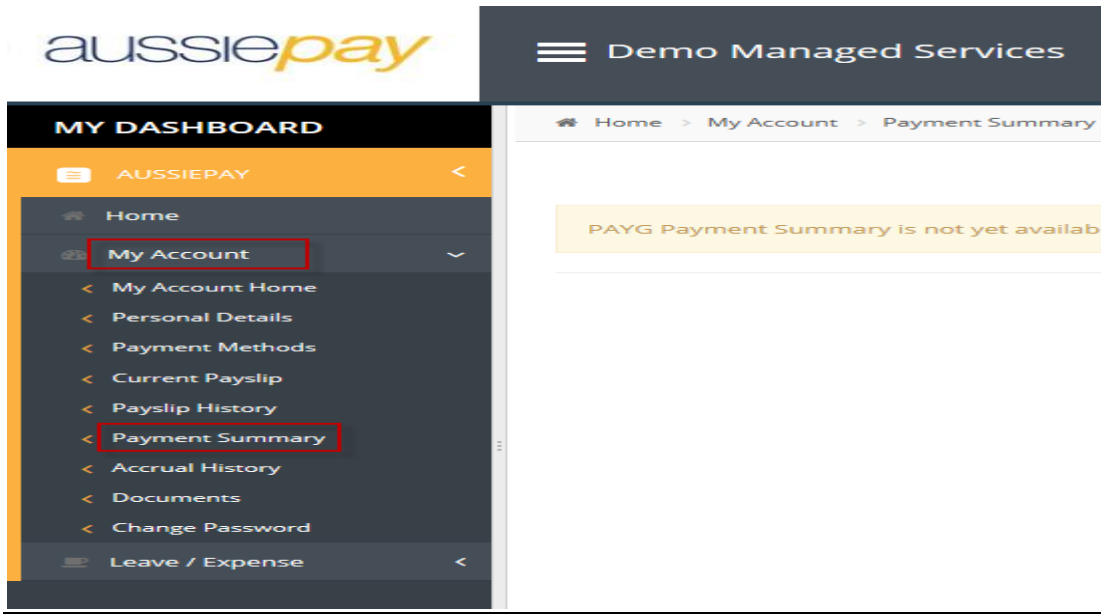
Payment Group: Monthly Employees

Project From: 07/01/2015 Project To:

143.51 **149.35**
Current Annual Leave Balance (hours) Projected Annual Leave (hours)

Employee will be able to access their payment summaries and payment summaries history.





Employees can access their payroll details on their mobile from Blackberry, iPhone or android, allowing them to conveniently perform all of these functions anytime and anywhere.

If you need further assistance, please contact your payroll consultant on service@aussiepay.com.au or (02) 8844 0777

