**[My Profile] [Allocations] [Payroll] [My VICNA Email]**

570c551e590ac

-Click on the image to upload or change your profile picture.

-Please ensure it is a recent color photo of your face with light background.

-Management reserves the right to approve or disapprove a profile picture.

**Personal Details**

First Name: Abc

Last Name: Xyz

Date of Birth: 01/01/1990

Residential Address: 01 Street Name, Suburb, State 3333

Personal Email: [abc.xyz@gmail.com](mailto:abc.xyz@gmail.com) (Please do not provide your VICNA email here)

Mobile Phone: 0412 345 6789

Home Phone: 03 8000 9000

VICNA Username/Email: [personalized@vicna.com.au](mailto:personalized@vicna.com.au)

Password: xxxxxxxx (with edit option)

Employee ID: 123456

AHPRA Registration Number: NMW0001234567 Expiry Date: 31 May 2017

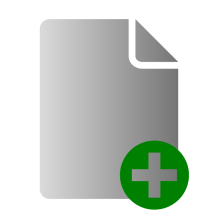
Basic Life Support: HLTAID003 Expiry Date : 31 May 2017

Police Check: VIC0123456 Expiry Date: 31 May 2018

WWC: WWC0123456 Expiry Date: 31 May 2019

Upload Documents [What would you like to upload] [Drop Down list to select from AHPRA, BLS, Police Check, WWC, Reference Letter, Driver’s License, Passport, Visa , Citizenship Certificate, Medicare, Record of Immunization, Medical Certificate, Other][Browse File] [UPLOAD]

Your uploaded documents:



**[My Profile] [Allocations] [Payroll] [My VICNA Email]**

**Available Shifts [+]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Peninsula Private Hospital - Frankston | Role: RN, EEN  Specialty: Surgical | 01 June 2016  Sunday | Start: 21:45  Finish: 07:15 | Penalties:   * Sunday * Night Shift   Breaks: Unpaid 30 minutes | **[Accept]**  **[More Info]**  **[Decline]** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Elm Mount Martha Valley - Safety Beach | Role: RN  Specialty: Aged Care, In-Charge | 01 June 2016  Sunday | Start: 21:45  Finish: 07:15 | Penalties:   * Sunday * Night Shift * In-Charge   Breaks: Paid 30 minutes | **[Accept]**  **[More Info]**  **[Decline]** |

**My Availability [+]**

**Week Starting 02 June 2016 [-]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DAY & DATE | AM | PM | ND | NOTES |
| MON 02 Jun 2016 | [YES][NO][MAYBE] | [YES][NO][MAYBE] | [YES][NO][MAYBE] |  |
| TUES 03 Jun 2016 | [YES][NO][MAYBE] | [YES][NO][MAYBE] | [YES][NO][MAYBE] |  |
| WED 04 Jun 2016 | [YES][NO][MAYBE] | [YES][NO][MAYBE] | [YES][NO][MAYBE] |  |
| THUR 05 Jun 2016 | [YES][NO][MAYBE] | [YES][NO][MAYBE] | [YES][NO][MAYBE] |  |
| FRIDAY 06 Jun 2016 | [YES][NO][MAYBE] | [YES][NO][MAYBE] | [YES][NO][MAYBE] |  |
| SATURDAY 07 Jun 2016 | [YES][NO][MAYBE] | [YES][NO][MAYBE] | [YES][NO][MAYBE] |  |
| SUNDAY 08 Jun 2016 | [YES][NO][MAYBE] | [YES][NO][MAYBE] | [YES][NO][MAYBE] |  |

Do you want to save this as your permanent availability? [YES] [NO]

**Week Starting 09 June 2016 [+]**

**Week Starting 16 June 2016 [+]**

**Week Starting 23 June 2016 [+]**

Go to the week with date [DD] [MM] [YYYY] **[GO]**

**[SAVE CHANGES]**

**Allocated Shifts [+]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Elm Mount Martha Valley - Safety Beach | Role: RN  Specialty: Aged Care, In-Charge | 22 May 2016  Sunday  Start: 07:00  Finish: 15:15 | Penalties:   * Weekend * In-Charge   Break(s):  30 minutes unpaid | For more info  [Click Here] | To upload timesheet  [Click Here] |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Elm Mount Martha Valley - Safety Beach | Role: RN  Specialty: Aged Care, In-Charge | 29 May 2016  Sunday  Start: 21:45  Finish: 07:15 | Penalties:   * Weekend * ND * In-Charge   Break(s):  30 minutes paid | For more info  [Click Here] | To upload timesheet  [Click Here] |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Elm Mount Martha Valley - Safety Beach | Role: RN  Specialty: Aged Care, In-Charge | 02 Jun 2016  Thursday  Start: 15:00  Finish: 22:15 | Penalties:   * PM * In-Charge   Break(s):  30 minutes unpaid | For more info  [Click Here] | To upload timesheet  [Click Here] |

**My Preferences [+]**

Offer me shifts up to *[Select a value] [Select a unit]* from my residence.

Allocators can call me after 10pm? [YES] [NO]

Allocators can call me before 6am? [YES] [NO]

Allocators should text me notifications for shift broadcast? [YES] [NO]

I am willing to travel to regional places if reimbursed for travel & accommodation? [YES] [NO]

Do not offer me shifts from:

|  |  |
| --- | --- |
| Facility/Ward/Specialty | Requested by: |
| [Click here to add] | N/A |

**[SAVE CHANGES]**

**[My Profile] [Allocations] [Payroll] [My VICNA Email]**

**Payroll Details [+]**

**ATO Tax File Number (TFN):** 000 000 000

**Nominated Bank Account(s) for Salary Deposit:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Account Holder’s Name | Bank Name | BSB | Account Number | % of Salary |
| Abc Xyz | Commonwealth Bank of Australia | 063004 | 11689874 | 100% |
| [Click Here] to Add another Account | N/A | N/A | N/A | N/A |

**Nominated Superannuation Fund:**

|  |  |
| --- | --- |
| Superannuation Product Identification Number (SPIN) |  |
| Member Number |  |
| Fund ABN |  |
| Fund Name |  |
| Fund Address |  |
| Fund Phone Number |  |

**Weekly PAYG Summaries [+]**

Please enter the pay period ending dates and click **[OK]** to view your weekly PAYG summaries (Payslips).

Payslips for the current Financial Year are displayed by default. To view other Financial Year's payslips, change the *Start Date* & *End Date*, and click *OK*.

You will need Adobe Acrobat Viewer in order to view https://ehca.healthcareaustralia.com.au/rscs/images/pdfsmall.gif PDF files. Please [Install or Upgrade your Adobe Reader](http://get.adobe.com/reader/) to the latest version if you have not previously installed it, or if you have an earlier version already installed on your computer.

|  |  |  |  |
| --- | --- | --- | --- |
| **Start Date:** | |  | | --- | |  | |  | |
| **End Date:** | |  | | --- | |  | |  | |

**[OK]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Pay Period Ending** | **Date Paid** | **Gross** | **Tax** | **Nett** | **View/Save Payslips** |
| 14/02/2016 | 17/02/2016 | $1000.00 | $200.00 | $800.00 | **C:\Users\Shaz\AppData\Local\Microsoft\Windows\INetCache\IE\NQV5L741\pdf_icon[1].png** |
| 07/02/2016 | 10/02/2016 | $1500.00 | $300.00 | $1200.00 | **C:\Users\Shaz\AppData\Local\Microsoft\Windows\INetCache\IE\NQV5L741\pdf_icon[1].png** |

**Group Certificates [+]**

Here are your last five EOFY PAYG Summaries from VICNA.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial Year** | 2015-2016 | 2014-2015 | 2013-2014 | 2012-2013 | 2011-2012 |
| **View/Save Group Certificate** | **C:\Users\Shaz\AppData\Local\Microsoft\Windows\INetCache\IE\NQV5L741\pdf_icon[1].png** | **C:\Users\Shaz\AppData\Local\Microsoft\Windows\INetCache\IE\NQV5L741\pdf_icon[1].png** | **C:\Users\Shaz\AppData\Local\Microsoft\Windows\INetCache\IE\NQV5L741\pdf_icon[1].png** | N/A | N/A |

For older group certificates, email payroll at [payroll@vicna.com.au](mailto:payroll@vicna.com.au) or use **Pay Enquiries** feature.

**Pay Enquiries [+]**

New Enquiry:

|  |
| --- |
| Subject: |
| Enquiry: |

**[SUBMIT]**

Previous Enquiries:

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Receipt Number | Status | Options |
| 21 May 2016 | VIC00002 | In Progress | Mark Resoled [ ]  For more options  [Click Here] |
| 10 Jan 2016 | VIC0001 | Resolved | For more options  [Click Here] |

**[My Profile] [Allocations] [Payroll] [My VICNA Email]**

***VICNA email address:***

***Compose***

***Inbox***

***Sent***

***Drafts***

***Deleted***

***Spam***

***New Folder+***