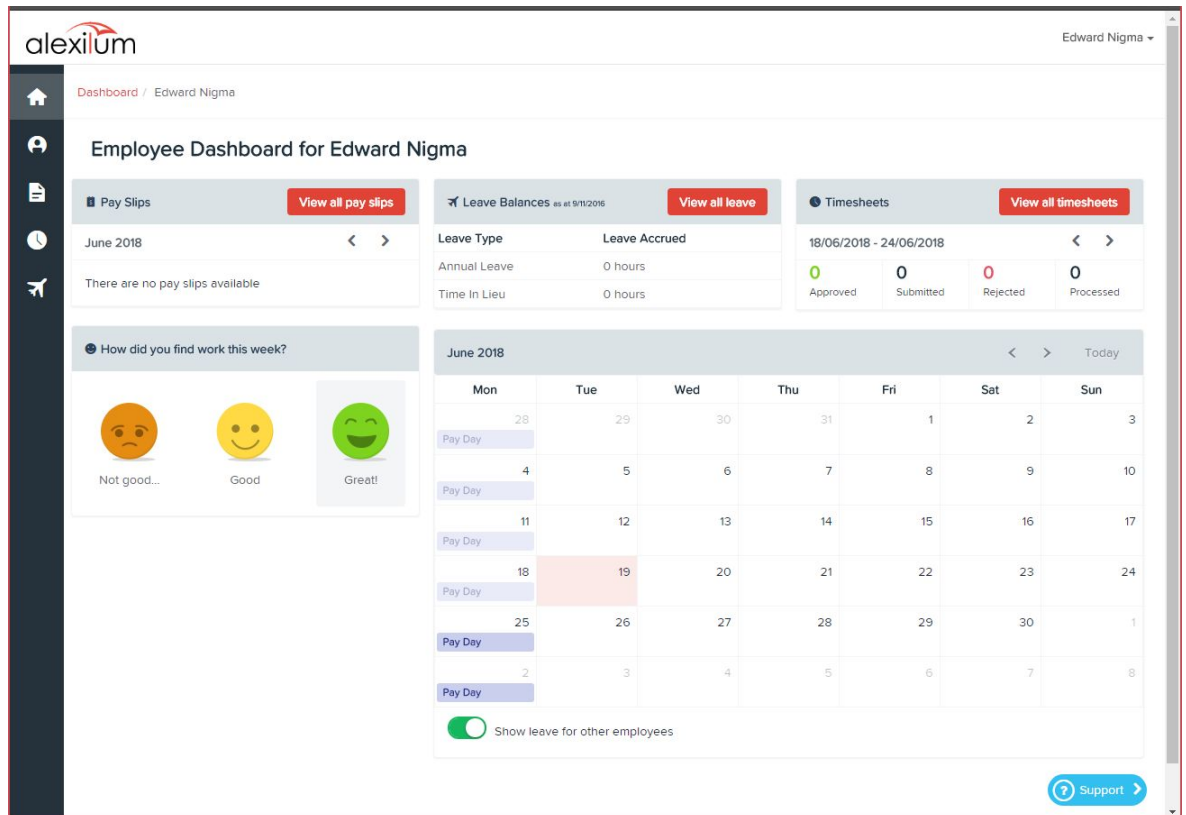


Your Payroll Portal Tour

Dashboard

After you login the dashboard is loaded by default:








The dashboard provides you with a summary of your employee information including:

- Recent Pay Slips
- Your current Leave Balance
- Timesheets
- Quick survey
- A calendar summary that will show upcoming shifts, leave and pay days.

NOTE: Features will vary depending on your employers options selected.

Feature Summary

The icons down the left of the screen are your menu options.

	<p>Home - Takes you back to your Dashboard</p>
	<p>Profile - Your details including settings for:</p> <ul style="list-style-type: none"> • Emergency Contacts - Who to contact in case of an emergency • Bank Accounts - Account details where you want your pay sent • Super Funds - Details of where your superannuation contributions will be sent
	<p>Documents - Your documents including:</p> <ul style="list-style-type: none"> • Pay Slips - Recent pay slips will appear here for you to view or download • Payment Summaries - End of financial year payment summaries will be available to you here • Other Documents - Your employer may choose to upload other documents here for you ie your employment contract
	<p>Timesheets - This is where you enter your timesheets and view past timesheets</p>
	<p>Leave - Here you can enter your leave requests and review past leave</p>