KIOSK—Payroll Login Access

Kiosk can be accessed using the following Browsers:

Firefox, Safari, Google Chrome and Internet Explorer

TO ACCESS YOUR PAY DETAILS:

1. **TYPE THE ADDRESS IN THE ADDRESS/URL BAR**: http://login.adventist.org.au – Do not "Google" the address. If the Kiosk version you open has dark Green livery please delete the site from your favourites and type the address again to launch the current Kiosk site (Grey livery).

2. **ENTER STAFF NUMBER:**

Your Staff Number can be found at any of the following three places:

1. On the top left hand side of your payslip OR

2. Your Internet banking Account History or your bank statement, and the description as follows; (Staff Number) followed by Vic Schools Inco SALARY OR

3. On the AUC payroll database – please email aucpayroll@adventist.org.au for your staff number.

3. ENTER PASSWORD:

First Time Users

The password you enter on your first visit is your date of birth with the year, month, day entered backwards as units, eg. 14th March 2003 - 20030314. Select Enter.

Once entered, change your password. If you forget your password use the "**Click here if you have forgotten your password and wish to have it reset automatically."** Option on the login screen, or email the AUC Payroll team at aucpayroll@adventist.org.au to have your password reset back to your birth date.

4. SELECT ENTER:

Click on ENTER or use return key on the keyboard.

HOW TO GENERATE and PRINT A PAYSLIP – YOU MUST ALLOW POPUPS IN SECURITY – SEE POINT 4.

1. On the top main menu select PAYROLL then Pay History.

2. The payrun on the screen is the latest one. At the bottom there is a list of the payruns with the most recent one at the top. Highlight the payrun for which you want the payslip.

3. Select the PAYSLIP button. The message "Report submitted to be run" will appear with OK below it. A payslip will "pop up". Once this occurs press OK to delete the message.

4. For a payslip to pop up you must have "Allow pop-ups" enabled in the Tools section of Internet Explorer (PC users). The Pop-ups for MAC users are enabled in different areas depending on the Browser used. Firefox – Preferences – Content; Safari – Preferences - Security.

5. Select the Print icon on the top Left Hand Side.

SECURITY WARNING:

DO NOT give your password to anybody. Your password must be treated with the same level of care as you would treat the PIN number/login to your bank account. The Kiosk contains your bank account number and it is possible for bank account details to be changed if your password isknown to unauthorized persons.

Navigating Other Areas of Kiosk:

A list of menu options appears on the top of the webpage. Listed below are some of the most used options.

PAYROLL

Pay History: Last Pay Details & previous payruns

Primary Bank – Changes to your main Bank Account can be made here.

Tax details (view only screen)

Remuneration – Components of your Pay e.g. salary, allowance and super amounts. You can see your remuneration from other years by changing the date and selecting Produce Report.

Allowances - Current and Previous Allowances can be viewed here

Addl Bank/Deductions – Additional Bank accounts can be added here. Other deductions can be viewed only.

Superannuation: · View Only Screen

Generate Payment Summary: Highlight the year for which you require the PAYG Summary. Select the Generate Payment Summary button. A report will be produced which states that it will be displayed in Tools – Report Output. In Tools – Report Output select the PAYG Summary you want to print under the Action column (click on the magnifying glass). The PAYG Summary will "pop-up". You must have Pop-ups enabled in your Internet Tools (PC only).

LEAVE: Leave balances and history and application to apply for leave

PERSONAL: Personal details can be updated in the various selections

TOOLS: Calendar option, Report Output (PAYG Summaries reported here), Change Password, and other selections. If you do not have the Tools option your access may need to be updated. Contact the payroll department.

EXIT: Always use this to exit/log out of Kiosk.

Having Difficulties?

Phone AUC Payroll on 03 9871 7536 (Julian) or 03 9871 7539 (Margaret) or 03 9871 7540 (Anne).