Payroll Details Overview

- Payroll Details menu allows you to view and print your current and past payslips and payment summaries as well as edit your bank disbursements as required.
- Electronic payslips are available from 14 July 2004 onwards. Copies of earlier payslips and payment summaries can be requested from salaries@cdu.edu.au.

To access the Payroll Details menu
- Login to StaffOnline
- Under the My Pay
- Select Payroll Details

Payment Summary

- Payment Summaries are a list of earnings during previous financial year.

Select and click on the ‘Serial#’ link to bring up an information page regarding your Payment Summary.
Attention

The ATO requires that all self-printed individual non-business payment summaries be printed on standard A4 paper in accordance with their approved layout (refer to www.ato.gov.au). The page settings on your browser will need to be adjusted before printing.

Following are page setup guidelines for supported browsers:

In your browser, select the Page Setup option from the File menu on the main toolbar:

- Headers and Footers - All options must be blank
- Margins:
  - Internet Explorer (version 5.5 and higher), use Left 15mm, Right 15mm, Top 14mm, Bottom 10mm
  - Netscape Navigator (version 7.0 and higher) use Left 0.35 inches, Right 0.35 inches, Top 0.35 inches, Bottom 0.35 inches

Note

For Internet Explorer, the browser will maintain the new Page Setup settings the next time it opens. You may wish to note your existing default settings first so you can revert back to them.

For Netscape, the settings will revert back to the default.

Note: the Page setup options before printing payment

- Clicking on the 'PAYG Payment Summary' link will open your payment summary in a new window.