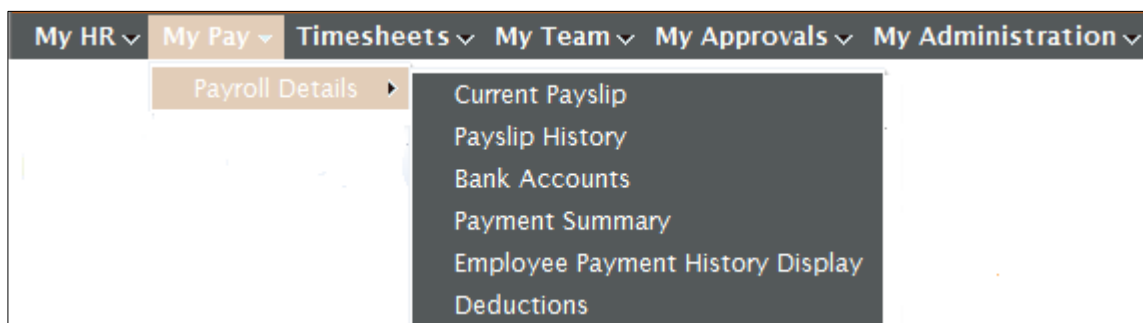## Payroll Details Overview

- 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
  o Login to StaffOnline
  o Under the My Pay
  o Select Payroll Details

Bank Accounts
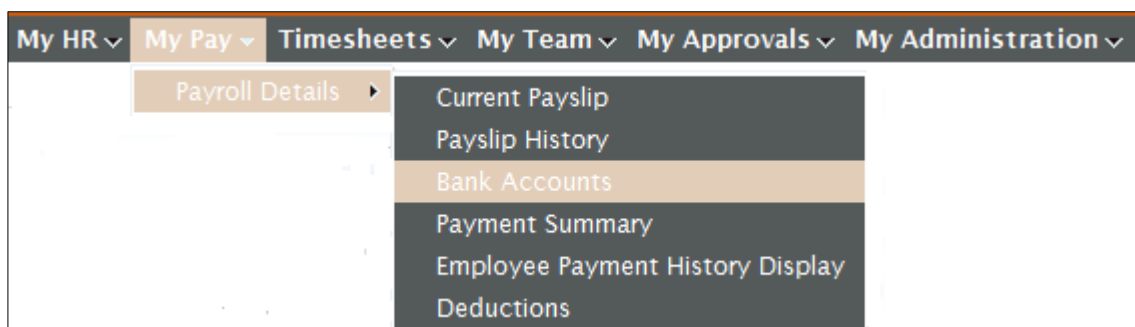
- This allows you to manage disbursement amounts for your pay. Please note the following before updating existing or adding new bank account details.

   Updating existing bank accounts.

> **NOTE: Your main Bank Account must have a blank Percent and Fixed Amount.**
> If you try to update either of these two fields you will get an ***Error!*** message
> ***Error!*** This record must have a blank Fixed Amount and Percent Amount

   Deleting existing bank accounts.

> **NOTE: You cannot delete your main Bank Account.**
> If you try to delete your main bank account you will get an ***Error!*** message
> ***Error!*** Cannot delete this record. Must have a single record with blank Fixed Amount and Percent Amount

   Adding new bank accounts.

> **NOTE: Any additional Bank Accounts must have either a Percentage or a fixed amount.**
> If you leave both these fields blank you will get an ***Error!*** message
> ***Error!*** This record must have a Fixed Amount or Percent Amount entered

Bank Accounts

Action	Pay Method	Bank	Account Name	Account#	BSB#	Percent	Fixed Amt	Reference
1. Edit	Bank	ANZ	INDIVIDUAL SD	2345678	012002			
2. Edit	Bank	CBA	INDIVIDUAL SD	1245789	065901		100	

Add new record

- Click on the 'Edit' link of the bank account that you would like to alter.
- 'Add new record' link will allow you to create another bank account.

Updating your existing Bank Accounts

Record 1(main bank account) must have a blank Fixed Amount and Percent Amount. Trying to change either of these two fields you will get an *Error!* message.

Bank Accounts

Error! This record must have a blank Fixed Amount and Percent Amount

Pay Method	B - Bank
BSB#	012002
Bank	ANZ SYDNEY MARTIN PL & PITT ST
Account#	2345679
Account Name	INDIVIDUAL SD
Reference	Family Account
Fixed Amount	100
Percent Amount	

NB: The account name must be the same as the account name recorded with your Financial Institution

[Update] [Delete] [Clear]

- Alter the details and when complete click on the 'Insert' button and a *Success!* message will be displayed at the top of the screen.

Bank Accounts

Success! Row updated

Deleting an existing Bank Accounts

- Click on the 'Edit' link of the bank account that you would like to delete. Please note that you cannot delete your main bank account.
- You can delete any additional bank account.

Bank Accounts

Pay Method	B - Bank
BSB#	065901
Bank	CBA DARWIN
Account#	1245789
Account Name	Individual SD
Reference	
Fixed Amount	100
Percent Amount	

Message from webpage

? Please confirm the Delete

OK   Cancel

NB: The account name must be the same as the account name recorded with your Financial Institution

[Update] [Delete] [Clear]

- Click on 'delete' button and a *Success!* message will be displayed at the top of the screen.

Bank Accounts

065901, CBA, 1245789, Individual SD

Success! Row deleted

Creating an additional Bank Account for pay disbursement

Adding a new Bank Account

Bank Accounts

Action	Pay Method	Bank	Account Name	Account#	BSB#	Percent	Fixed Amt	Reference
1. Edit	Bank	ANZ	INDIVIDUAL SD	2345679	012002			Family Account

Add new record

- Click on 'Add new record' link.

Additional bank accounts must have a Fixed Amount or Percent Amount entered. Leaving both these fields blank will give an *Error!* message.

Bank Accounts

Error! This record must have a Fixed Amount or Percent Amount entered.

Pay Method	B - Bank
BSB#	065901
Account#	1245789
Account Name	Individual SD
Reference	
Fixed Amount	
Percent Amount	

NB: The account name must be the same as the account name recorded with your Financial Institution

Insert   Clear

- When complete click on the 'Insert' button and a *Success!* message will be displayed at the top of the screen.

Bank Accounts

Success! Row updated