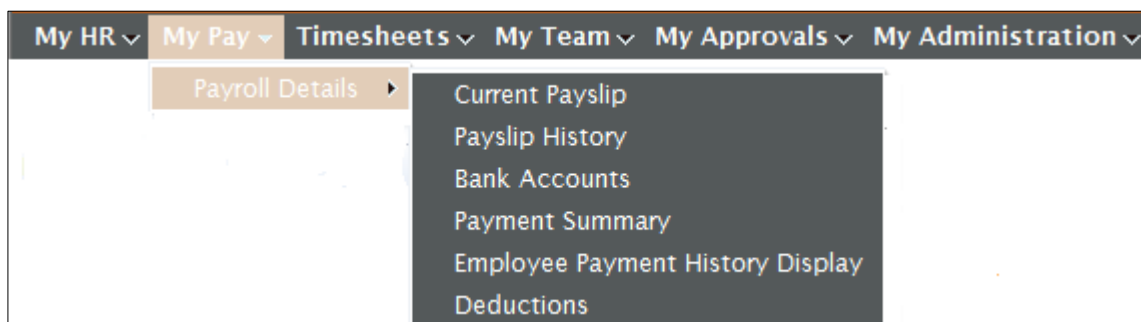


Payroll Details Overview

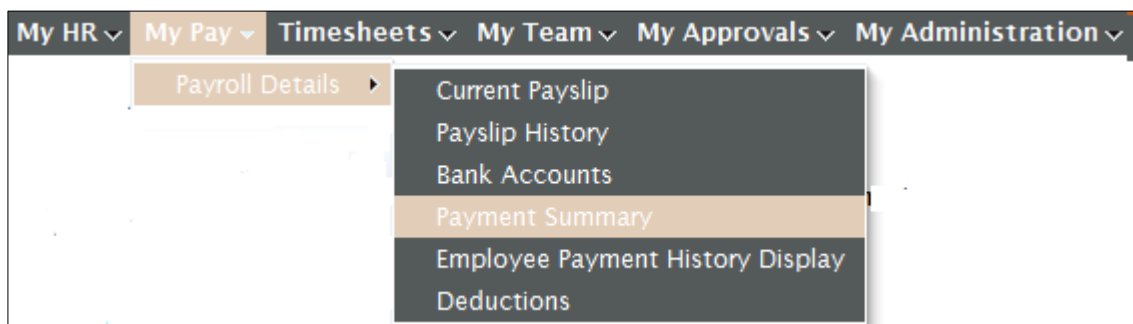


- Payroll Details menu allows you to view and print your current and past payslips and payment summaries as well as edit your bank disbursements as required.
- Electronic payslips are available from 14 July 2004 onwards. Copies of earlier payslips and payment summaries can be requested from salaries@cdu.edu.au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

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.

Payment Summary

Serial#	Tax Year	Period Start	Period End	Gross Amount	Tax Amount	Date Issued	ATO Income Type	Payment Summary Type
203783	2013	01-JUL-2012	30-JUN-2013	\$64,016	\$16,740	22-JUN-2013	Salary or wage income	Normal
203294	2012	01-JUL-2011	30-JUN-2012	\$68,440	\$19,620	16-JUN-2012	Salary or wage income	Normal
203086	2011	11-APR-2011	30-JUN-2011	\$14,427	\$4,562	25-JUN-2011	Salary or wage income	Normal

- 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 layouts (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 0.3 inches, Top 0.35 inches, Bottom 0.3 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.

[PAYG Payment Summary](#)

Note: the Page setup options before printing payment

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