

EMPLOYEE GUIDE

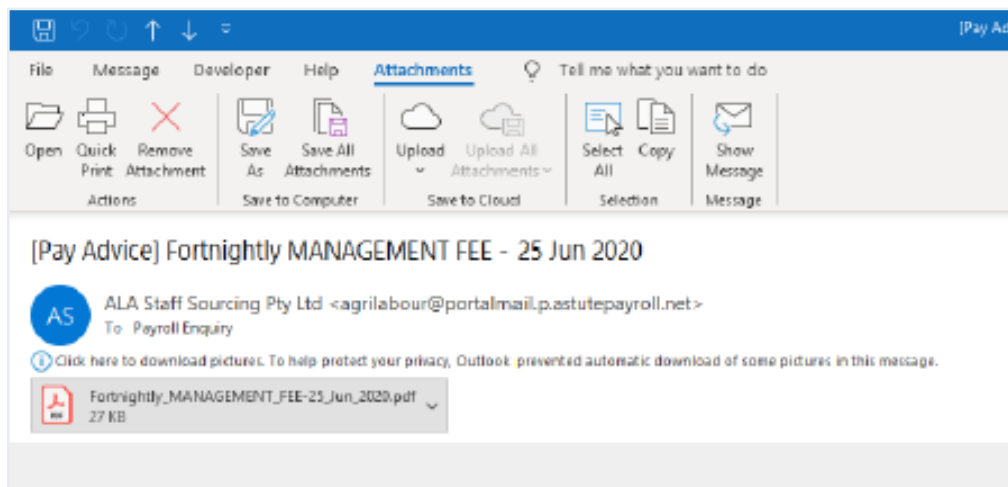
PAYSLIPS

Payslips are sent to all employees via email, and they can also be viewed and downloaded from an employee’s Astute portal. The following guide provides steps on how to access your payslips via both methods.

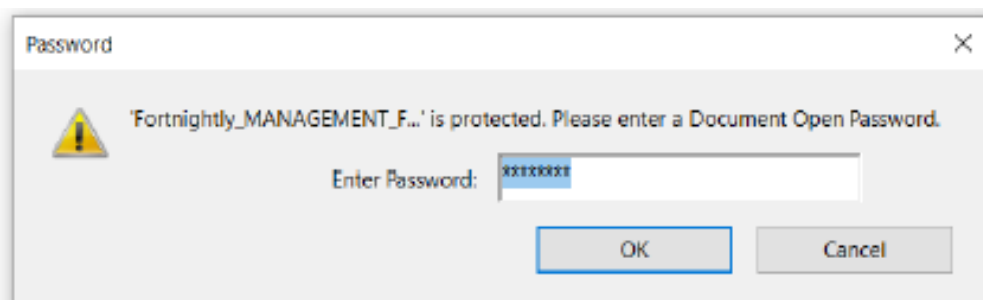
OPTION 1: VIEW PAYSLIPS VIA EMAIL



Payslips are sent to you via email on your paydays, and these payslips are password-protected. When you receive a payslip email, open the PDF attachment by double-clicking on it.



You will then see a pop-up box asking for a password. The password is your date of birth (DOB) in YYYYMMDD format. For example, if your DOB is 31 January 1975, you would enter the password **19750131** and click OK. You will then be able to view the payslip.



OPTION 2: VIEW PAYSLIPS VIA EMPLOYEE ASTUTE PORTAL



Payslips can be viewed and downloaded from your employee Astute portal – these payslips are not protected.

- Login to Astute portal agrilabour.astutepayroll.com/agrilabour/auth/login and enter your username and password.

AGRI LABOUR australia

Username fortnightly.managementfee1

Password

Remember Me

[Forgot Password](#) [Contact Support](#)

- Select the 'Profile' tab.

Dashboard Timesheets Expenses **Profile**

Hi Fortnightly, welcome to your dashboard.

Here you'll be able to create, submit, and view the status of your timesheet(s) and expense(s), and obtain information related to your job(s).

LOG TIME

ADD EXPENSE

Timesheet Summary

Recent Timesheets

News

Notices

- In the Profile tab, click on 'Pay Advices'. Your payslips are shown on the left side of the page.

Dashboard Timesheets Expenses **Profile**

Pay Advices

Fortnightly MANAGEMENT FEE

Personal Details

Security Settings

Employment Details

Bank Accounts

Tax & Super

Pay Advices

YTD Balances

Pay Advice

Pay Date	Pay Period	Gross Pay
25 Jun 2020	8 to 21 Jun 2020	\$0.00
12 Jun 2020	25 May to 7 Jun 2020	\$0.00

Total 2 Pay Advices found.

Per page All items

- Click 'View' to open a payslip.

Pay Advice

Pay Date	Pay Period	Gross Pay	Tax	Net Pay	Details
25 Jun 2020	8 to 21 Jun 2020	\$0.00	\$0.00	\$0.00	View
12 Jun 2020	25 May to 7 Jun 2020	\$0.00	\$0.00	\$0.00	View

Total 2 Pay Advices found.

- Once a payslip is opened, click '**PDF**' to download the payslip.

Details

Entitlements

Entitlement	Unit	Rate	Total	YTD
Gross Payment			\$0.00	\$0.00

Deductions

Deduction	Amount	YTD
Total Deductions		\$0.00

Net Pay

Gross Payment	\$0.00
Total Deductions	\$0.00
Net Payment	\$0.00

Disbursement

Account Name	BSB	Account Number	Part Payment	Total
Total disbursement				\$0.00

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