**Voice over** - In the Onboarding home page. The left hand menu shows the steps to be completed. There may be individual steps within each main task. Click on the small arrow on the side view to reveal these tasks.

Review the page and when completed, click Mark complete or next in the top right hand corner to move to the next page.

The first step in your onboarding journey is to complete the About You section. The About You step allows you to record or confirm important information that is required as part of your employment. A number of these steps are critical in calculating and processing your fortnightly pay. The required steps should be completed as soon as possible to ensure that your fortnightly pay is calculated and paid to you.

So the first step will be to add or update your home mend mailing address.

Once you're home, your current mailing address which should be entered into the system is up. It's up to you to then check it. If it is correct, but you can move on.

To update your contact number. Simply enter the telephone number in.

Is this your preferred number? And save.

To provide an emergency contact. Click add emergency contact and the contact name. The relationship to that contact.

At an address.

Select. Done.

And select. Save.

Bank account and pay distribution. Banking has two steps. Create your account by clicking. Add a new account and pay distribution. This is where you can divide up your income into multiple different bank accounts. Both steps must be completed to add your bank account details. Click add a new account.

This will open up a web form. In this web form, you need to enter your bank details. The first field is active and that should remain the same. The country should remain the same and start to enter in the bank that you are wanting to deposit your money to. This will open up a dropdown menu.

Next, entering your BSP. So once you start to enter in the BSP, you will see that list of base base come up. Select the one that most appropriate for you entering your account details, and then it will ask you to retype your account number and the account name.

Select save to complete.

Payment distribution enables you to split money between accounts provided you've entered in all of your bank account details. Once you open up this window, you need to select the account in which you want the money distributed to. You can either put this in as a percentage or a specific amount. In this case here we put it in as 50%.

Once you've entered in all the details, simply click save to complete.

Record your tax details. This page replaces the income tax declaration form. A copy of the form is not required. Record your tax phone number. A validation is completed once recorded and the status field will automatically update once the TFN is added. The field is locked and cannot be edited. In this process. Into the number manually and carefully. Nine digits.

No spaces and no special characters. View an error message if you enter an incorrect text file number. So ensure that you enter the correct text file number.

Update the basis of employment. Select from full time, part time or casual.

Are you a resident for tax purposes? Yes or no? Do you want to claim the tax free threshold?

Are you a senior?

Do you have a training or study loan that you need for paying? Check. Yes. If you do add Medicare levy details. Click the slider to yes to access the spouse and dependent fields. Click the declaration slider to indicate that your entries are true and correct, and hit save. Click the More complete button at the top right. The pay or next to move to the next stage.

Select the type of fund you have partnered. Default, aware, super. Other choice of fund A self-managed super fund.

And save.

Record your superannuation requirements. This is where the department will pay your employer superannuation guarantee contributions.

As there is no entry on how you pay. The system defaults to record the SJC entry. This entry is mandatory for further comprehensive help to update your superannuation details. This is available on AGP help.

Verify your working with children's check details. This step records that working with children's clearance card details. This step is only applicable for non-teaching employees such as education support class employees who are required to hold a valid employee type working with children. Check as a condition of their employment record. The valid working with children check card if required. Employees who do not require the working with children check may mark this as complete and click to next without entering information.

Enter your details into the web form here.

What is the card number? What is the expiry date?

Attach a copy of the working with Children and check card.

Complete the confirmation. Click set confirm and save.

This step records or verifies your vehicle registration information. Valid vital records are required for all staff in all teacher or principal classifications. An education Support class employee holds a valid v I t. Registration may use the Vit registration in lieu of the working with children's clearance check. In the previous step.

The green tick indicates the information has been validated against your visit. Provider. If there was a Red cross. This would indicate there is no vital information recorded.

A yellow question mark indicates that vital information has been recorded, but it needs to be validated by the Business Manager or H.R administrator.

Click the update or create a link in the action column to review and confirm the information recorded, or add another new vital card information. You may also attach a copy of your current VRT card for the records. Confirm or select your Vit category from the dropdown list. Confirm or record your first name. Middle name last name as shown on your card.

Confirm or record your registration number as shown on your card. Confirm or record the valid date as shown on your card. Attach a copy of your current video card. Click the attach card link and follow the prompts.

Click the declaration slot to yes. Click confirm and save.