



# MY PAY INFORMATION

# IMPORTANT POINTS

- Check your emails for any required actions
- All pay information is managed in the MyPay Portal
- Register in MyPay on launch day to review your TFN, bank and super details
- Pay advices will have a new layout
- Banked time will transfer to MyPay once the old system is closed

## Timesheets

- Online timesheets: completed in MyPay
- Paper timesheets: email to the MyPay inbox
- Company timesheets: no change to current process



**Register in the MyPay Portal and check your bank details as soon as you receive your invitation email.**

**If you don't receive an invitation, contact the Protech MyPay team immediately.**



My Pay Portal  
Site Tour



Banked Pay



Add/Update Bank  
Tax & Super



Online Timesheet  
Simple

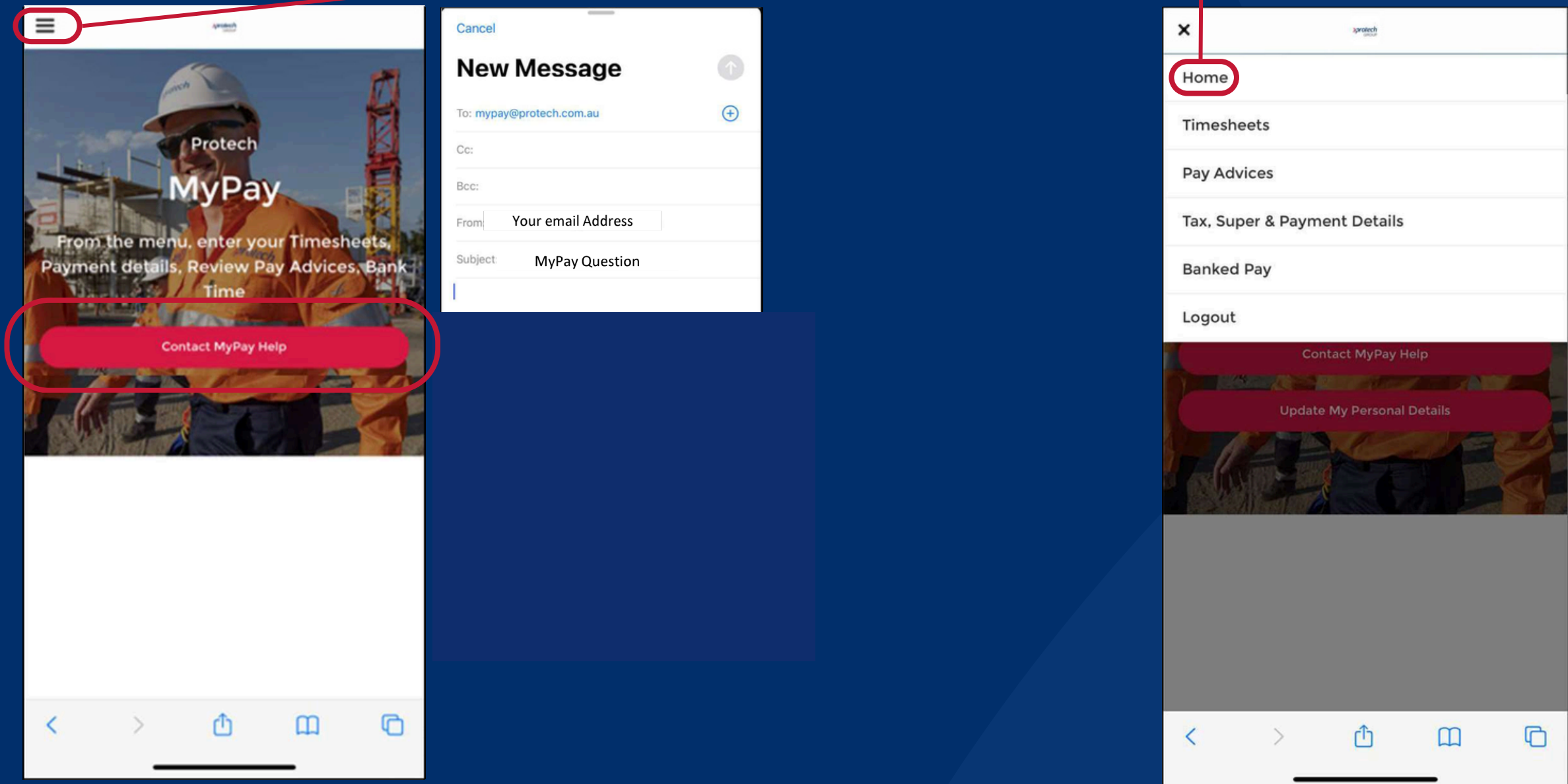


Online Timesheet  
Allowances

# MY PAY PORTAL HOMEPAGE

1 Click here to automatically open an email for queries

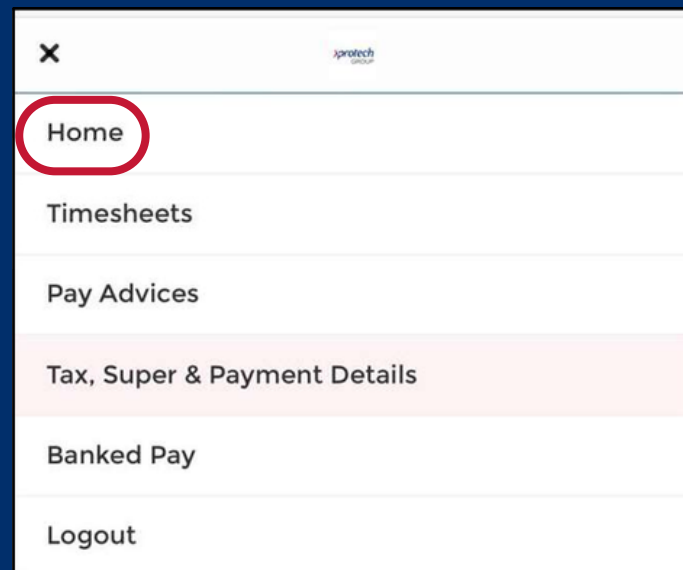
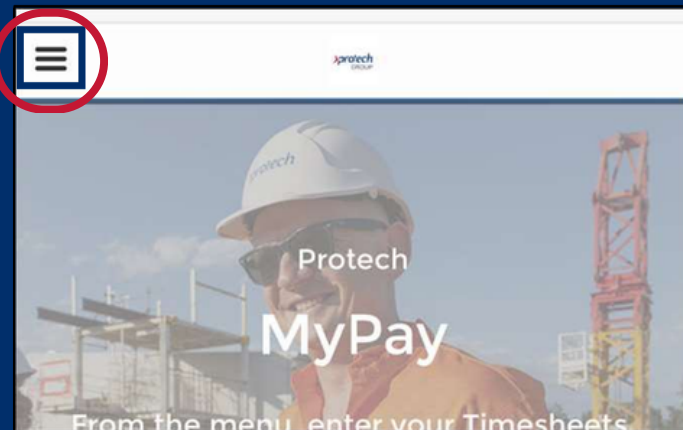
2 Click here to open the menu



# ADD PAYMENT DETAILS

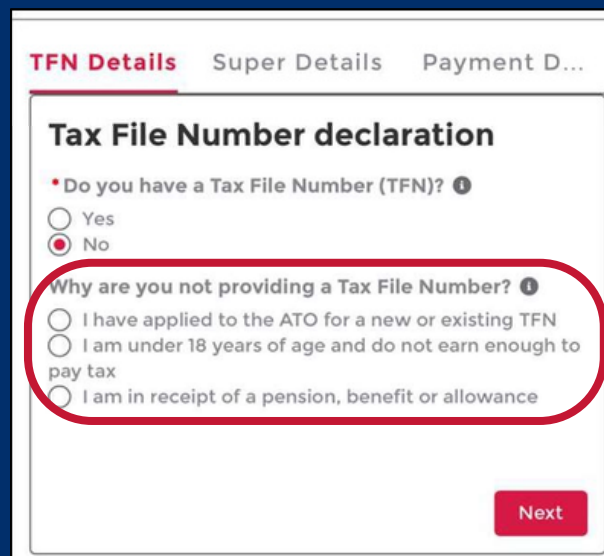
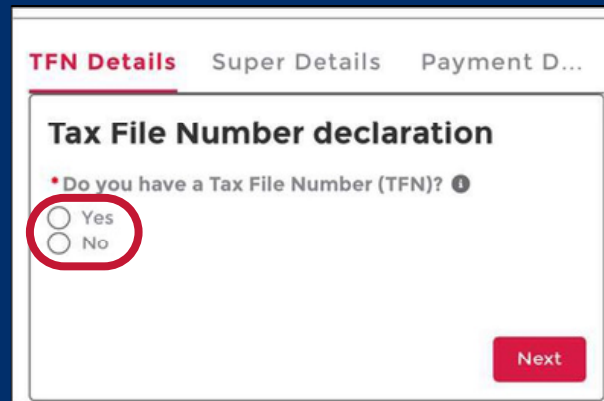
1

Click on the menu link and choose **Tax, Super, and Payment Details** option



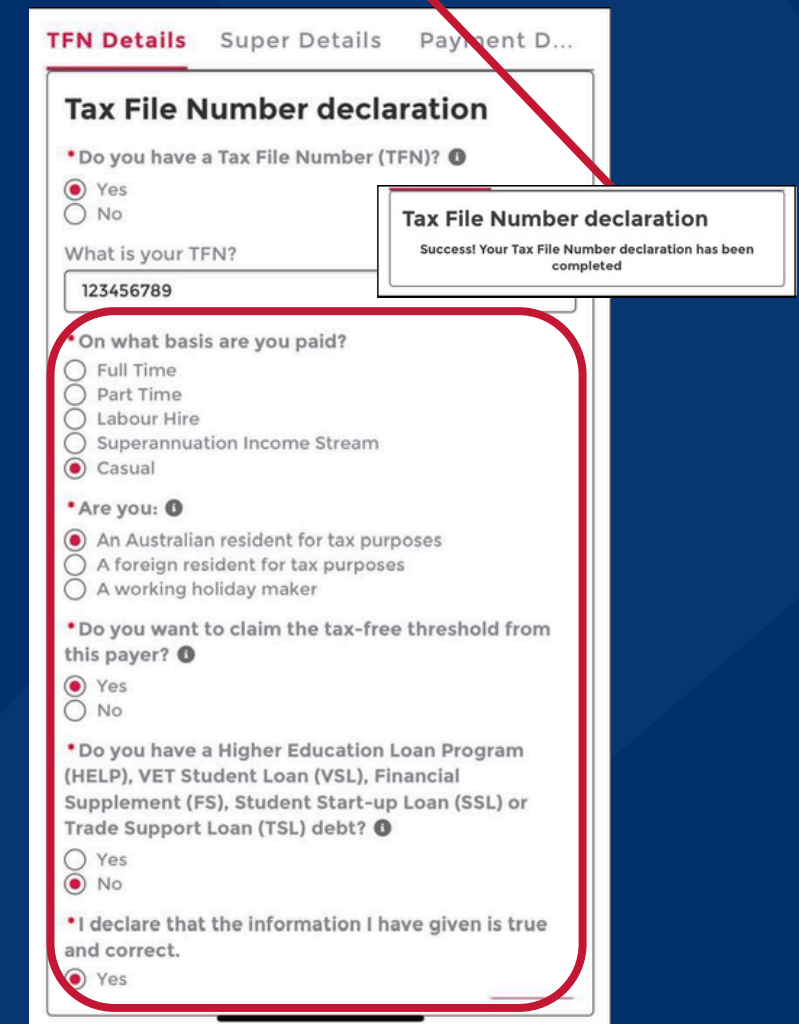
2

Click **Yes** or **No**, then click **Next**.  
If you answer **No**, choose a reason then click **Next**.



3

If you click **Yes**, answer all questions then click **Next**. You will receive a notification once completed



# ADD/UPDATE PAYMENT DETAILS

1

Choose the **Payment Details** tab, nominate how many accounts you would like to be paid into, then click **Next**.

Note: You can only choose a maximum of 2 bank accounts.

TFN Details Super Details **Payment D...**

**Bank Details**

You can split your pay across up to 2 different bank accounts.

\* How many bank accounts do you want us to deposit your pay into?

1

Next

If splitting pay between two accounts, you can choose a fixed amount or percentage.

2

Enter your bank details and click **Next**.

**Bank Details**

Enter New Details: Bank Account 1

\* BSB  
654321

\* Account Number  
987654321

\* Account Name  
Joe Blogs

*This is your Balance account.*

Next

TFN Details Super Details **Payment D...**

**Bank Details**

Your existing bank details are as follows:  
BSB: 734115 Account: \*\*\*\*4321 Balance

Do you want to change your bank details?

Yes  
 No

Next

TFN Details Super Details **Payment D...**

**Bank Details**

Success! Your bank details have been updated successfully.

Finish

3

Enter first account details, set distribution type and amount, then click **Next**.

Add the second account, then click **Next**.

TFN Details Super Details **Payment D...**

**Bank Details**

Enter New Details: Bank Account 1

\* BSB

\* Account Number

\* Account Name

\* Distribution Type  
Fixed Amount

\* Fixed Amount

Next

TFN Details Super Details **Payment D...**

**Bank Details**

Your existing bank details are as follows:  
BSB: 734115 Account: \*\*\*\*3456 Fixed Amount: \$200  
BSB: 734115 Account: \*\*\*\*7654 Balance

Do you want to change your bank details?

Yes  
 No

Next

# ADD/UPDATE PAYMENT DETAILS

1

Go to the Super Details tab, select Change my Superannuation Fund, then click Next.

You won't need the other options when first entering your details, but you can use them later to make updates.

TFN Details **Super Details** Payment D...

**Superannuation Details**

I would like to

- Upload supporting documents
- Change my membership number
- Change my superannuation fund

Next

2

Select the appropriate Super Fund option and follow the prompts.

Upload files if using a self-managed fund.

TFN Details **Super Details** Payment D...

**Superannuation Details**

I would like to

- Upload supporting documents
- Change my membership number
- Change my superannuation fund

This nomination will become effective on 22 June 2021

\*Select Superannuation Fund Type

- The APRA fund or retirement savings account (RSA) I nominate
- The self-managed super fund (SMSF) I nominate
- The super fund nominated by my employer

Superannuation Fund Lookup

SF-001439 X

\*Member number

12345

Upload supporting documents

Upload Files

Next

3

To look up your fund, use Super Fund Lookup to bring up the search option

Cancel Relate Payee Withholding To

Cbu

Show All Results for "Cbu" Q

Initial Results for "Cbu"

SF-001439  
CBUS Superannuation, CONSTRUCTION & BUILDING UNIONS SUPERANNUATION FUND, CBU0100AU

Done

"Cbu" Cub Church

q w e r t y u i o p

a s d f g h j k l

z x c v b n m

123 space return

TFN Details **Super Details** Payment D...

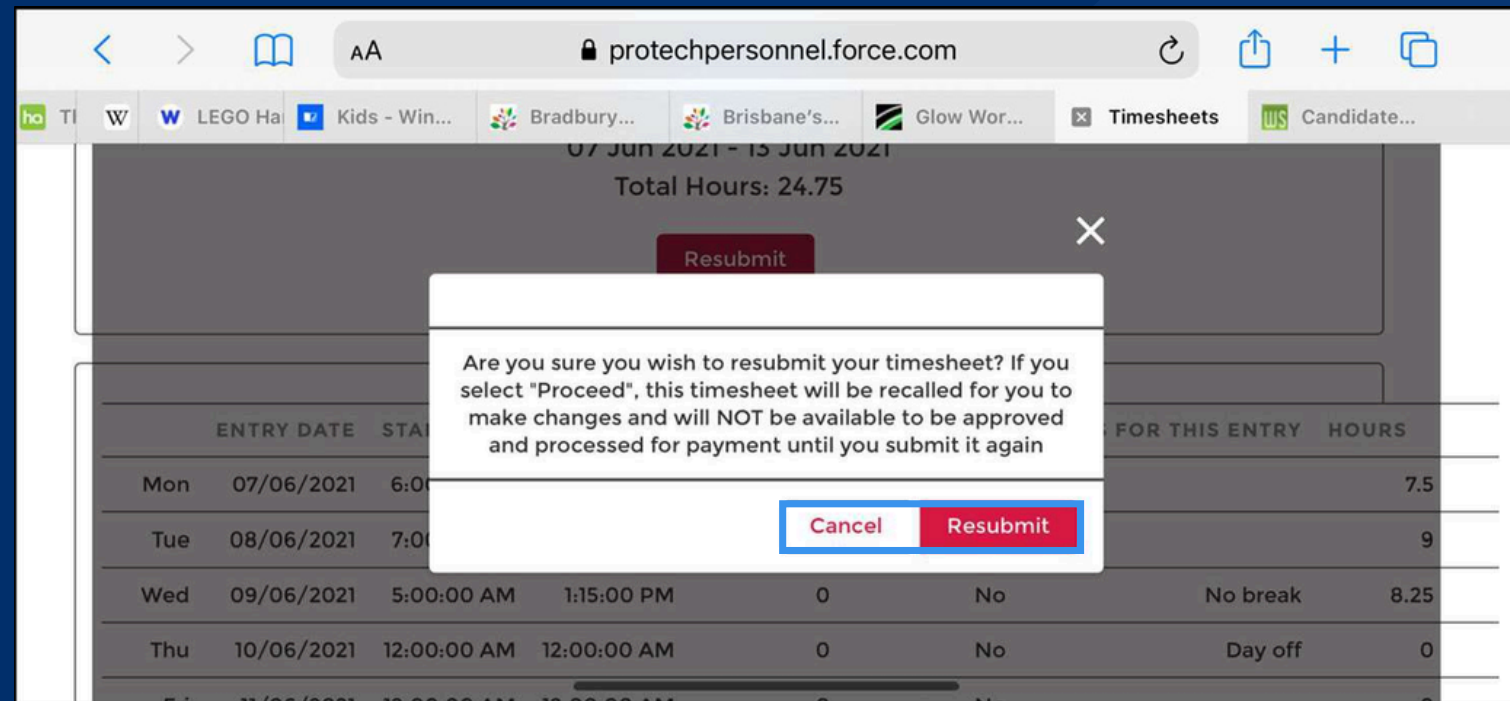
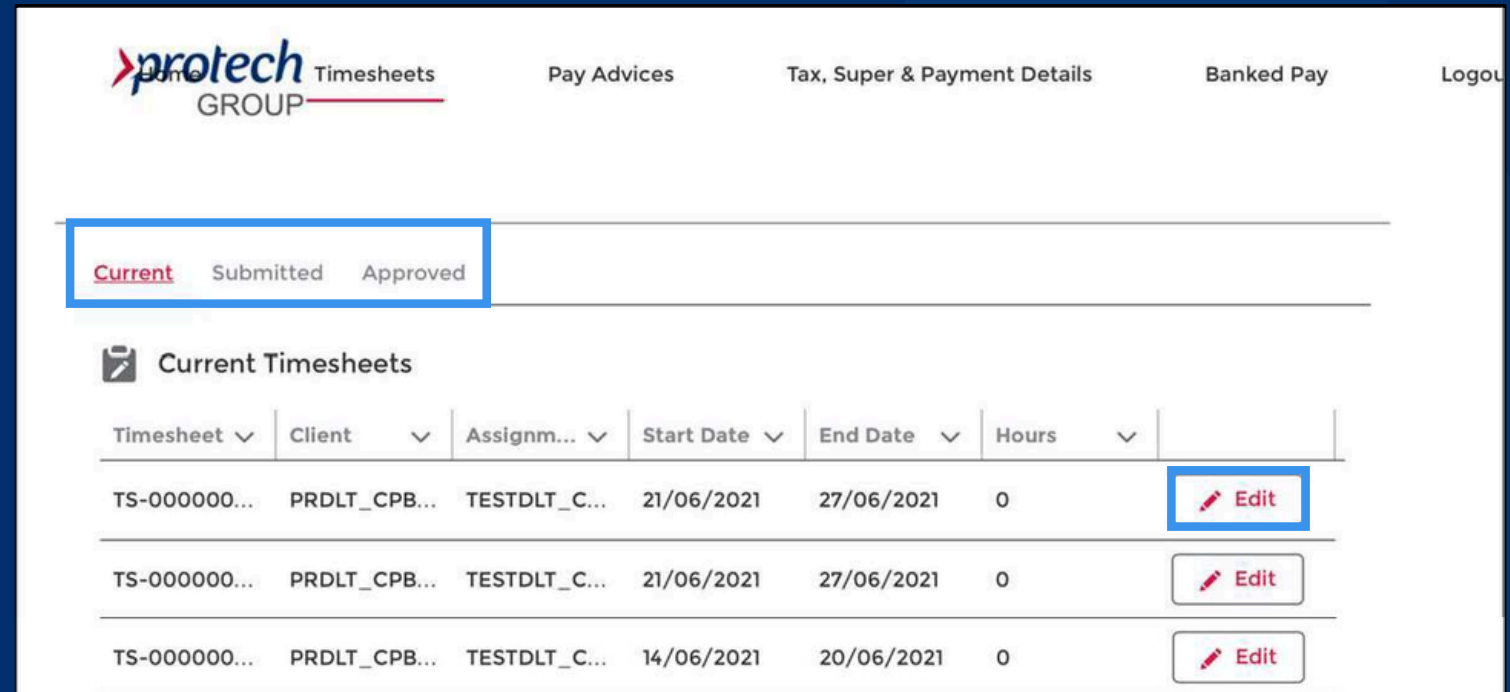
**Superannuation Details**

Success! Your supannuation details have been changed.

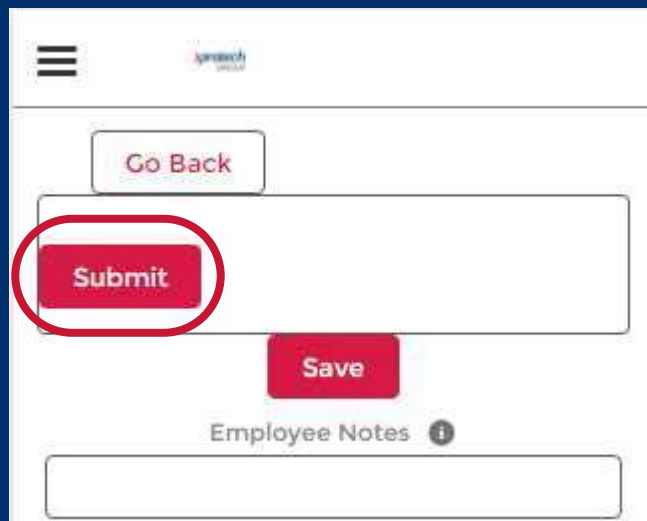
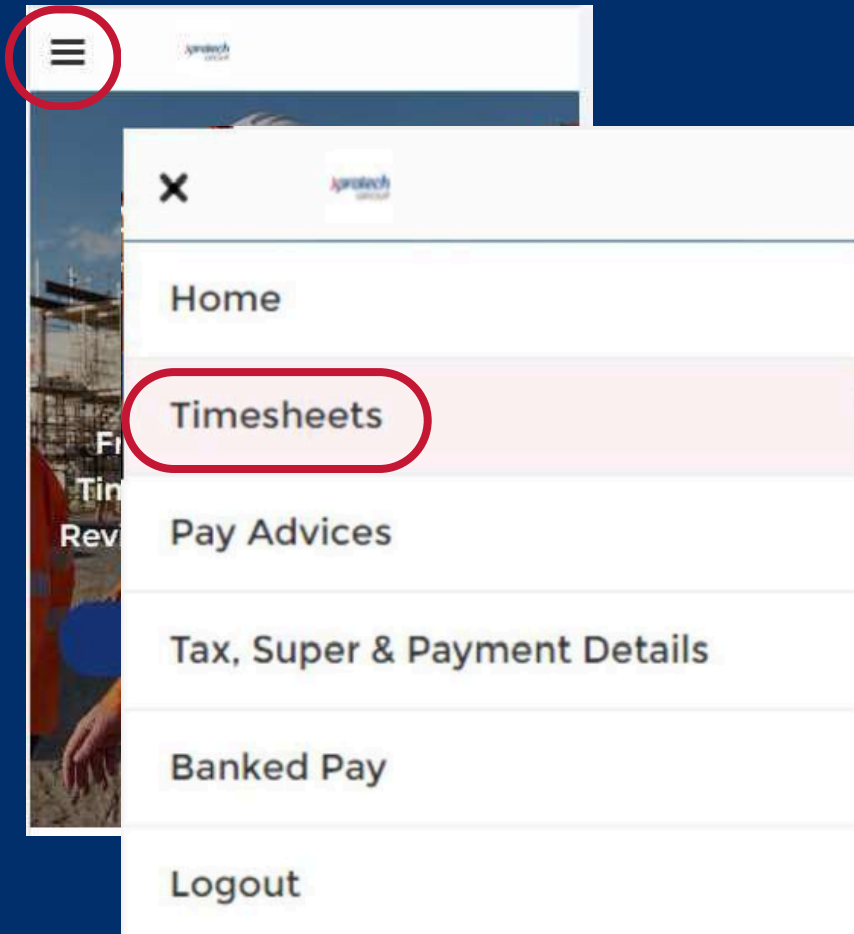
Finish

# TIMESHEETS

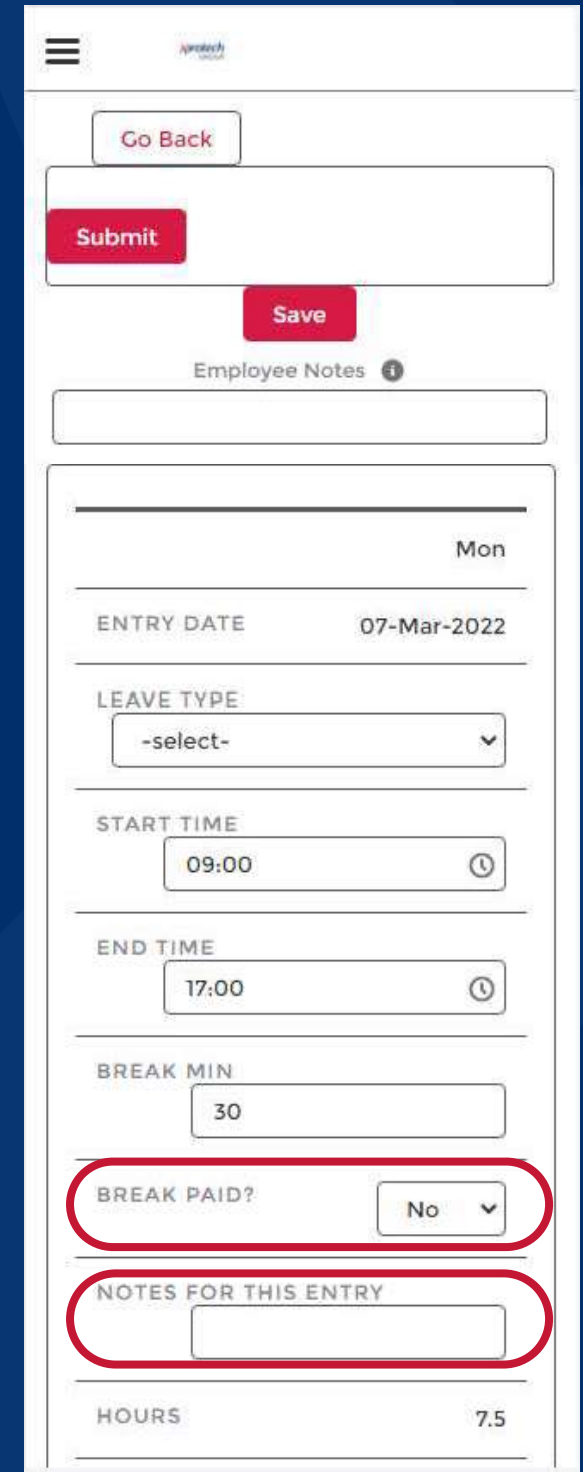
- This only applies to employees who use online timesheets
- Note that Timesheets section is best viewed in landscape.
- Current timesheets tab shows all timesheets that are not yet submitted or approved.
- Click Edit to add details.
- Timesheets in the Submitted tab can be resubmitted if changes need to be made before they are approved.
- Approved timesheets can be viewed but not edited.



# SUBMITTING ONLINE TIMESHEETS



- Log in to Protech MyPay and from the menu select Timesheets
- Enter your times worked and duration for the day
- Are your meal breaks paid?
- Add notes to your timesheet where necessary
- Once completed, press submit



# DEADLINES AND REMINDERS

**Submit timesheets on time to ensure payment.**



- Submit by 12pm Monday
- Online timesheets approved by 5pm Monday



## **SMS reminders sent if not submitted**

- 1st: 3pm Monday
- Final: 10am Tuesday

**Late timesheets will be flagged after 3pm Tuesday and processed the following week.**

No Pay Advices available for viewing.

### Pay Advice

Date Paid	Period S...	Period E...	Gross Ea...	Net Ear...	Pay Adv...
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- All pay advices are stored in the Pay Advice tab
- The page shows a summary of pay advices
- Open individual pay advices to view details
- See next page for a sample pay advice



Protech Personnel (NQ) Pty Ltd  
ABN: 36145085070

This is your unique identifier. Quote this if you need to contact MyPay helpdesk.

Current Period: 24/05/2021 - 30/05/2021  
Payment Date: 02/06/2021

Jon Smith  
1 Street Name  
City STATE Postcode  
Australia

This is the Gross Earnings (Before Tax) for this payslip.

Payroll Id: 000331  
**Total Earnings: 1196.24**  
**Total Net: 966.24**

Pay Code	Current Period			Prior Period(s)			Year to Date
	Units	Rate	Total	Units	Rate	Total	Total
<b>Non-Taxable Payments</b>							
<b>Taxable Payments</b>							
Night Shift (50%)							598.12
Time + Half							434.42
Travel - Daily							360.00
TESTDLT_CW1d Civil Trainee - Labourer - PRDLT_CPB BAM Gheila UGL Joint Venture							
Ordinary Time	38.00000	31.48000	1196.24				12255.16
<b>Pre-Tax Deductions</b>							
<b>PAYG Withholding</b>							
PAYG			230.00				2706.00
<b>Post-Tax Deductions</b>							
<b>Employer Superannuation</b>							
Superannuation			113.64				1255.23
<b>Expenses Reimbursements</b>							

Current Period, Prior Period and Year to Date are now shown in vertical columns.

<b>Net Pay Distribution</b>			
Account Name	Account Number	BSB	Value
Employee Name	XXXXXXX	XXXXXX	966.24

<b>Superannuation Distribution</b>		
Fund Name	Member Number	Amount
CONSTRUCTION & BUILDING UNIONS SUPERANNUATION FUND	XXXXXXXX	113.64

<b>Leave Balances</b>		
Leave Rule	Balance (hours)	Balance (days)
Annual leave 4 wks + LL 17.5%	95.909198	

Only displayed where applicable

**1** If an employee does not have banked pay set up, they can contact MyPay.

You are not currently eligible to participate in the banked time program.

Finish

**3** You will receive a confirmation once your request has been successfully submitted.

**SUCCESS!** Your EBank Pay request has been successfully processed.

Finish

**2** Select Bank Pay or Cash Out from the dropdown, enter the amount, then click **Next**.

Current Banked Balance: \$0.00

\*I would like to ⓘ

Bank Pay

\*Amount ⓘ

0.00

Next

**4** Your current and pending balances will be displayed the next time you log in.

Current Banked Balance: \$0.00  
Pending (Not Banked Yet): \$200.00

\*I would like to ⓘ

Bank Pay

\*Amount ⓘ

0.00

Next

