



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

https://youtu.be/JnJvc_b2KpA



Banked Pay

https://youtu.be/n_nJ2f_Q8Xs



Add/Update Bank
Tax & Super

https://youtu.be/A_tG3QQGdzQ



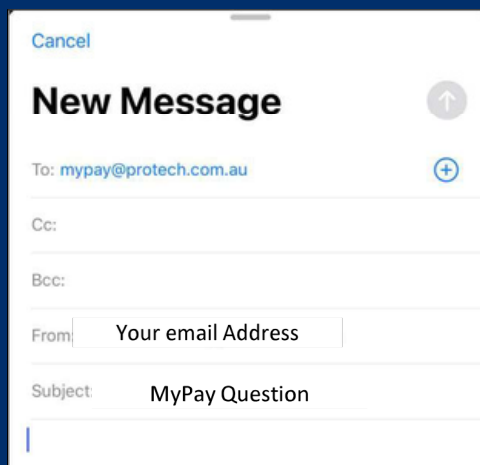
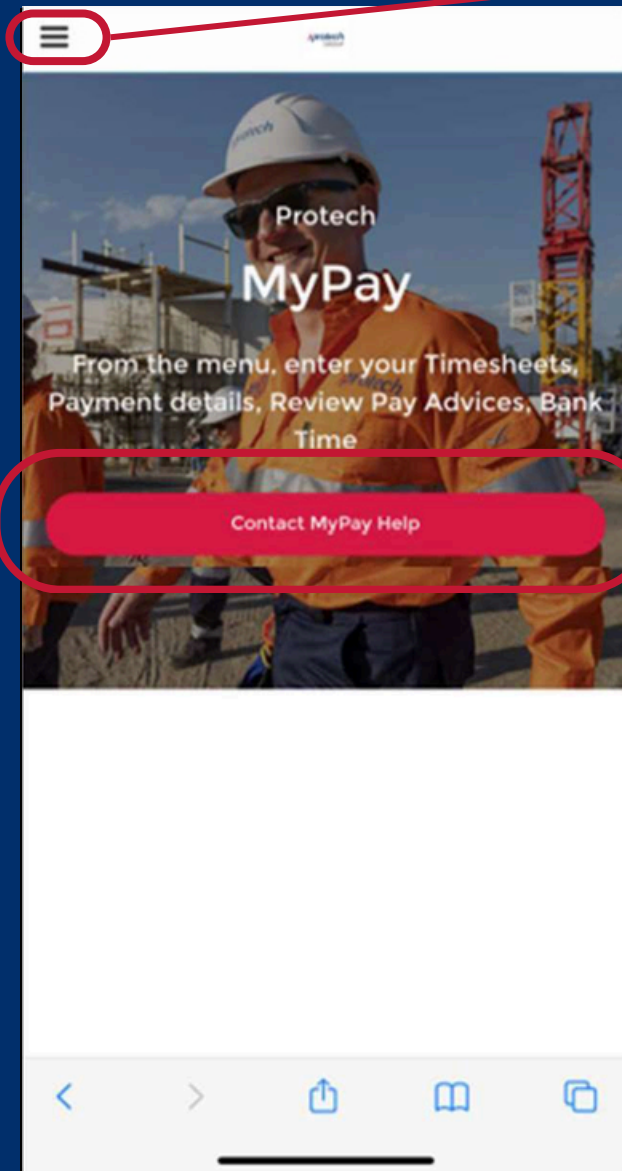
Online Timesheet
Simple

<https://youtu.be/metajEhxJAw>

MY PAY PORTAL HOMEPAGE

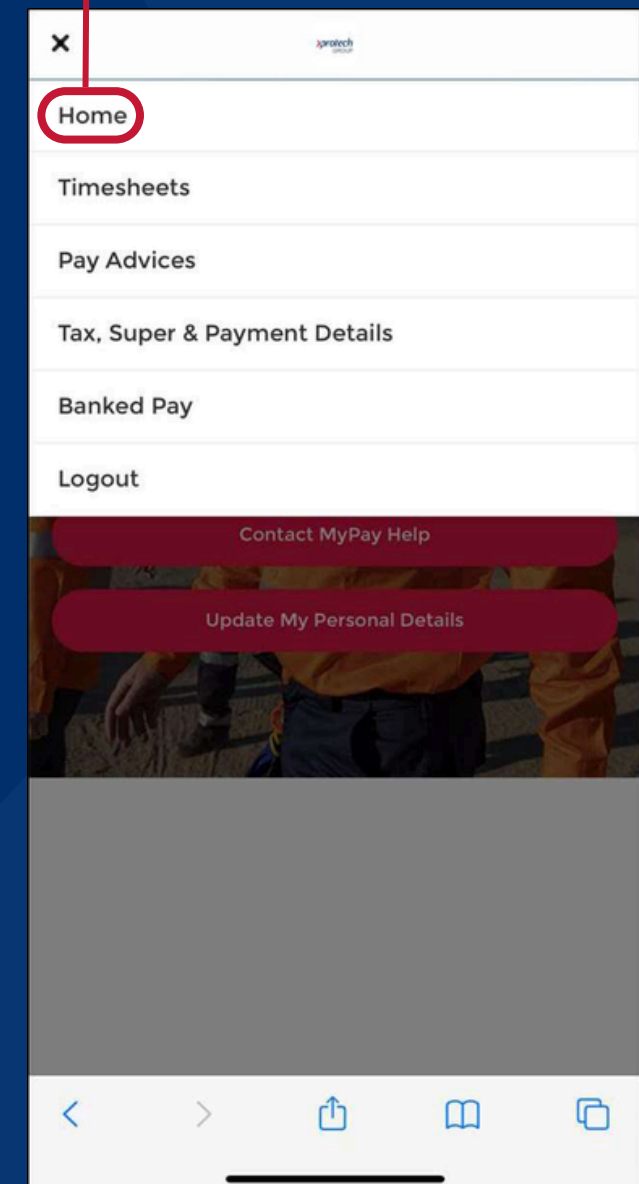
1

Click here to automatically open an email for queries



2

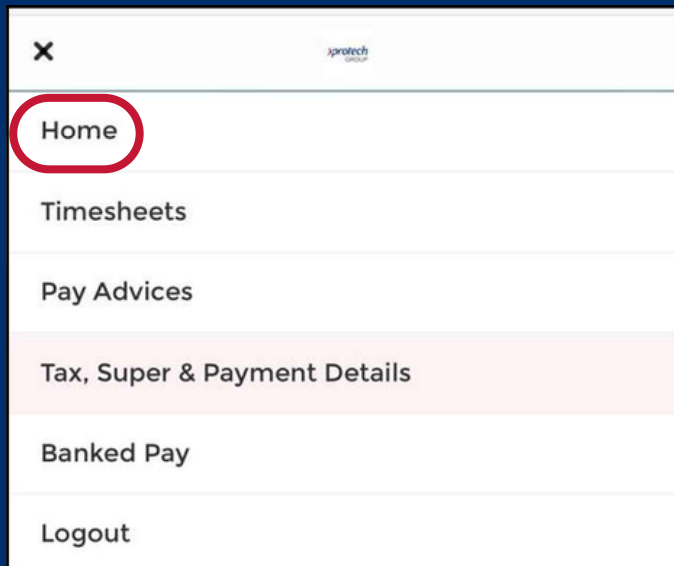
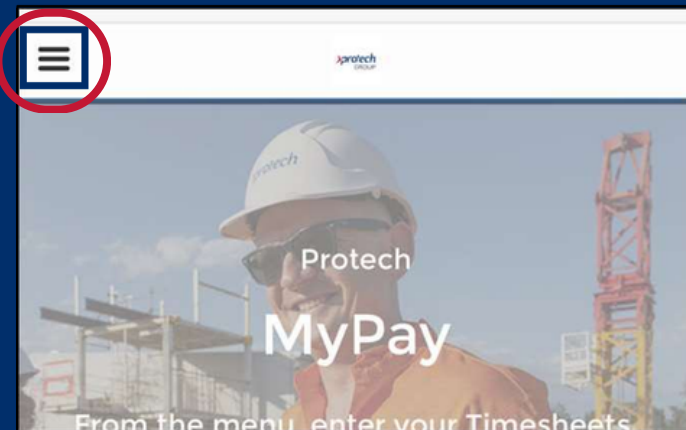
Click here to open the menu



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...

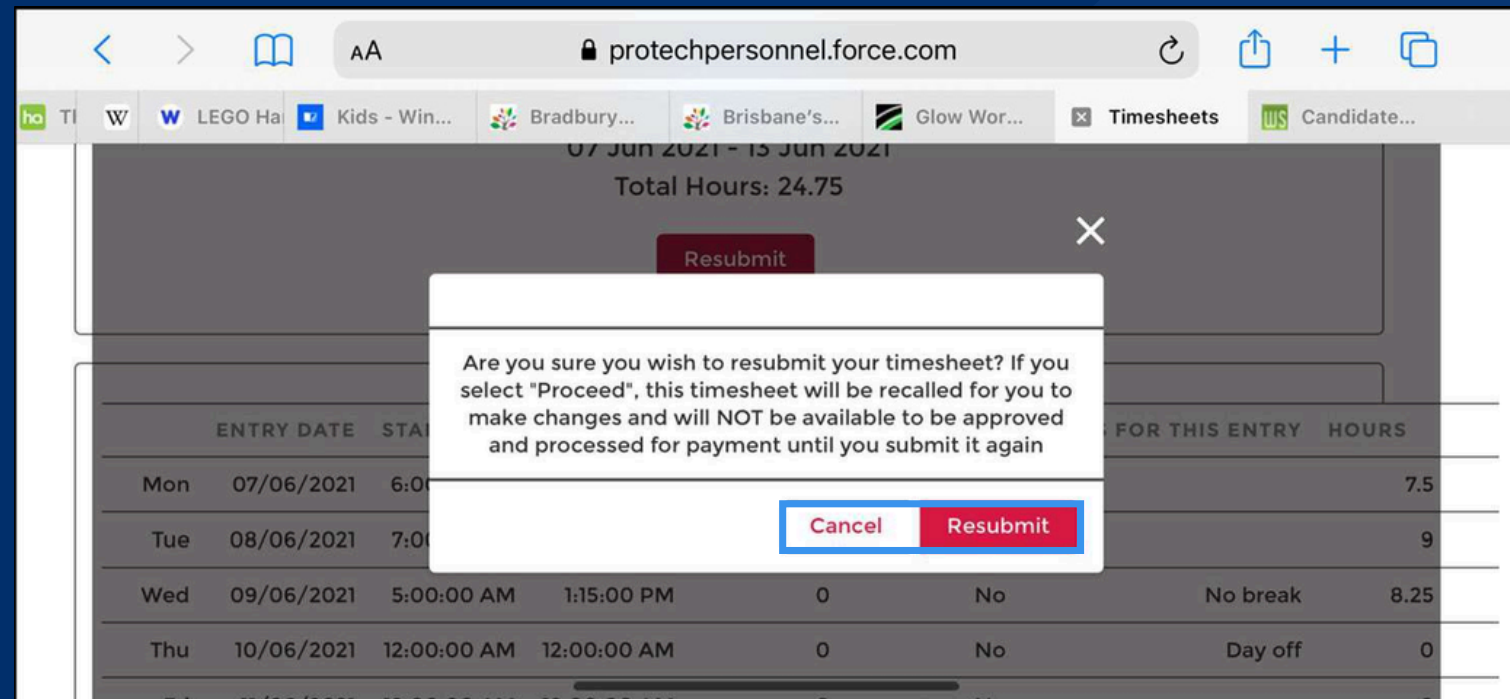
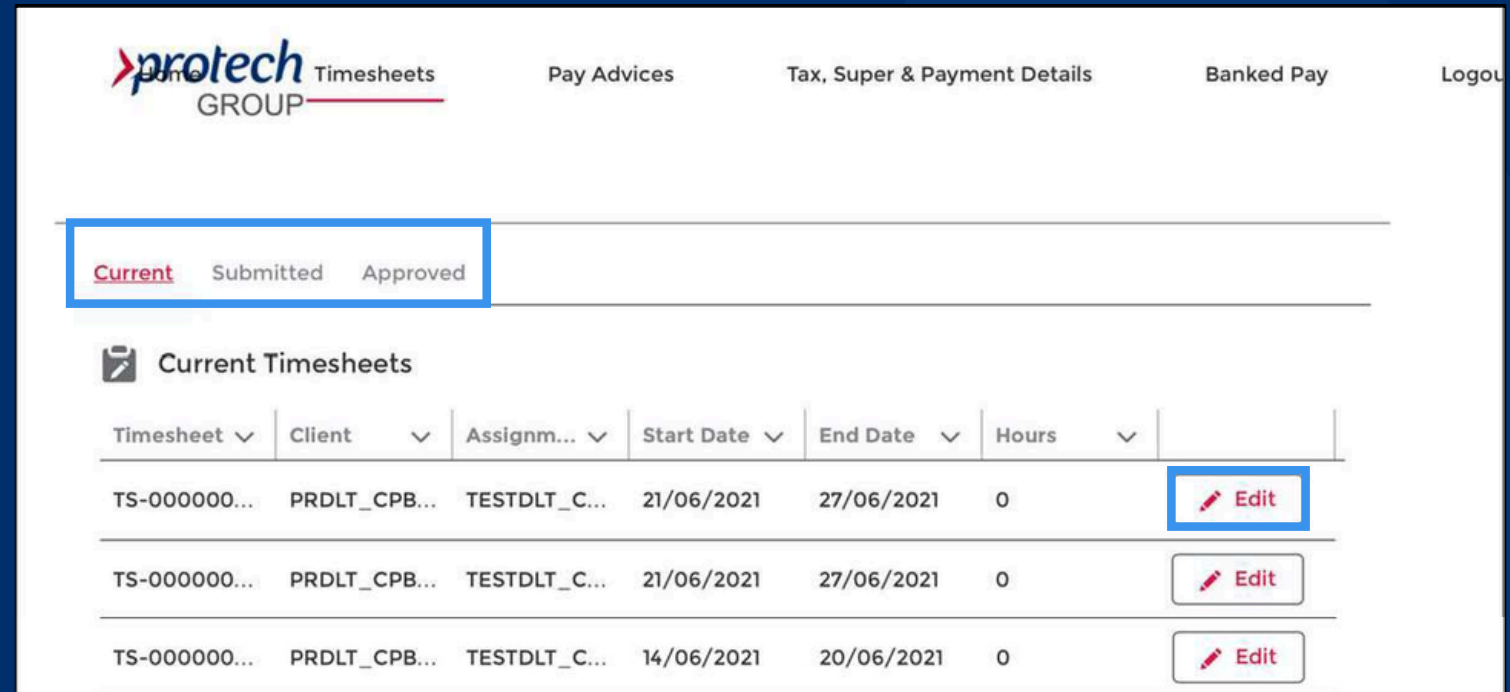
Superannuation Details

Success! Your superannuation 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

The top screenshot shows the Protech MyPay mobile app interface. A red circle highlights the menu icon (three horizontal lines) in the top left corner. Below the menu icon, a dropdown menu is visible with the following options: Home, Timesheets (highlighted with a red circle), Pay Advices, Tax, Super & Payment Details, Banked Pay, and Logout.

The bottom screenshot shows the timesheet entry form. A red circle highlights the 'Submit' button. Below the 'Submit' button is a red 'Save' button. Below the 'Save' button is a text input field labeled 'Employee Notes' with an information icon.

- 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

The screenshot shows the Protech MyPay mobile app interface for entering a timesheet. The form includes the following fields and options:

- Go Back** button
- Submit** button
- Save** button
- Employee Notes** with an information icon
- ENTRY DATE**: 07-Mar-2022
- LEAVE TYPE**: -select- (dropdown menu)
- START TIME**: 09:00 (clock icon)
- END TIME**: 17:00 (clock icon)
- BREAK MIN**: 30
- BREAK PAID?**: No (dropdown menu)
- NOTES FOR THIS ENTRY** (text input field)
- HOURS**: 7.5

DEADLINES AND REMINDERS

Submit timesheets on time to ensure payment.



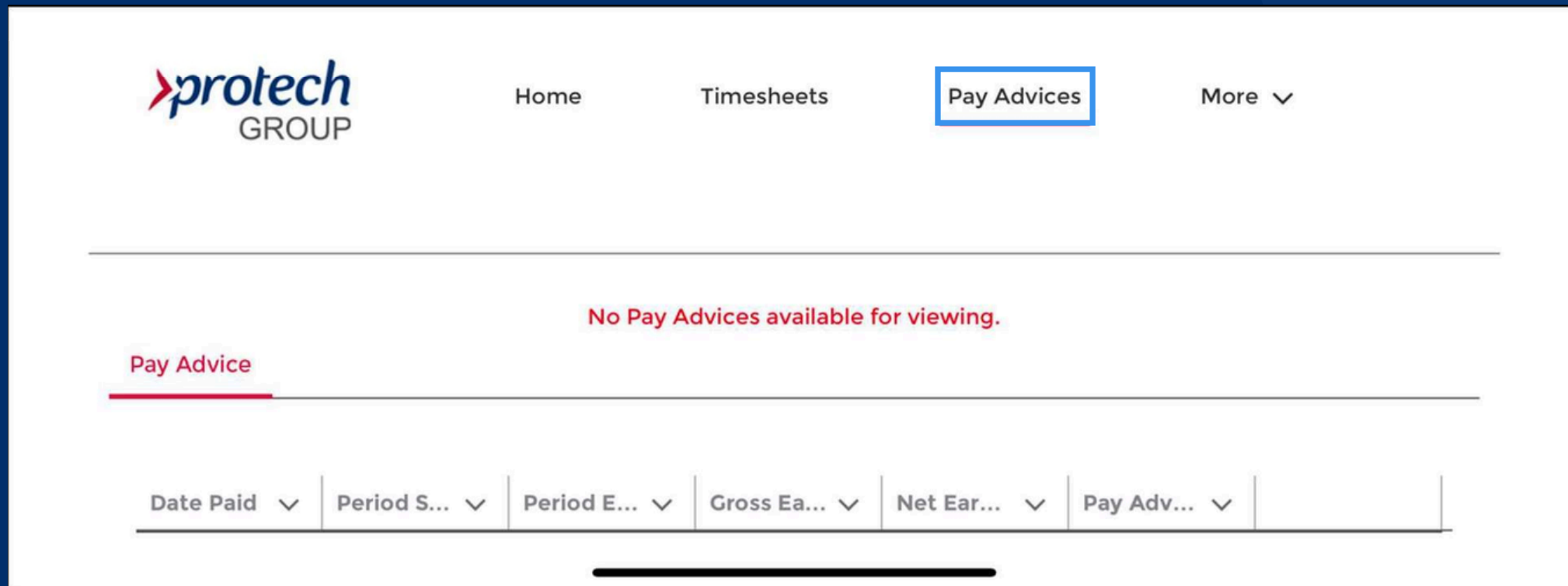
- Submit by 12pm Monday
- Online timesheets approved by 5pm Monday



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.



- 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

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

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

Jon Smith
1 Street Name
City STATE Postcode
Australia

Pay Code

Non-Taxable Payments

Taxable Payments

Night Shift (50%)

Time + Half

Travel - Daily

TESTDLT_CW1d Civil Trainee - Labourer - PRDLT_CPB BAM Ghella UGL Joint Venture
Ordinary Time

Pre-Tax Deductions

PAYG Withholding

PAYG

Post-Tax Deductions

Employer Superannuation

Superannuation

Expenses Reimbursements

Net Pay Distribution

Account Name

Account Number

BSB

Value

Employee Name

XXXXXXX

XXXXXX

966.24

Superannuation Distribution

Fund Name

CONSTRUCTION & BUILDING UNIONS SUPERANNUATION FUND

Member Number

XXXXXXXX

Amount

113.64

Leave Balances

Leave Rule

Annual leave 4 wks + LL 17.5%

Balance (hours)

95.909198

Balance (days)

Only displayed where applicable

Current Period			Prior Period(s)			Year to Date
Units	Rate	Total	Units	Rate	Total	Total
						598.12
						434.42
						360.00
- Labourer - PRDLT_CPB BAM Ghella UGL Joint Venture						
38.00000	31.48000	1196.24				12255.16
						</

- 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 Bank 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



Scan this code to
watch a video
demonstration for
managing Banked Pay

https://youtu.be/n_nJ2f_Q8Xs