



Anglican Diocese of
Grafton

QUICK REFERENCE GUIDE

SELF SERVICE PORTAL: Payroll Approvers

Accessing the Payroll Self Service System

➤ **Approving Leave requests can be accessed in 2 ways:**

Option 1: Accessing the Payroll Self Service System Directly *(see slides 3 to 7)*

- MYOB Self Service Overview
- Tracking leave requests and payroll balances.

Option 2: Via Email Notifications for Leave Requests *(see slides 8 to 10)*

- Primary Approvers will receive email notifications when a leave request is submitted and ready for approval
- Secondary Approvers will not receive email notifications but can still approve leave in the system.

➤ **Locating Your Contact Details** *(see page 11)*

➤ **Checking Scheduled Leave for Payroll Participants** *(see pages 12 to 14)*

➤ **Changing or Recovering Your Password** *(see page 15)*

Accessing the Payroll Self Service System



Standard login

Sign In

[Forgot your credentials?](#)

OR

Sign in with



1. Go to <https://anglicandioceseofgrafton.myobadvanced.com>
2. Enter the email address used to receive your payslips
3. Enter your password
4. Click **“Secure Authentication”**
5. You are encouraged to bookmark the login page for ease of access
6. The first time you sign into your online MYOB software, you'll be prompted to set up 2FA. (*see separate instructions for setting up your 2FA*)

NOTE: You will have received a welcome email with instructions on how to log in for the first time and set your password. If you haven't received that email, please contact payroll@graftondiocese.org.au

Navigating the Self Service Portal

- Once you've logged in, the landing page looks like the below

The screenshot shows the Anglican Diocese of Grafton Self Service Portal. The top navigation bar includes the logo, a search bar, a refresh button, the organization name, the date and time (3/04/2024 2:17 PM), and a help icon. A sidebar on the left contains menu items: Favourites, Self Service (highlighted), Data Views, and More Items. The main content area displays a welcome message and several key actions: Submit a Leave Request, Leave Balances, Projected Leave Balance, and Payslips. A central text box labeled "Most frequently used items" has arrows pointing to these four actions. A second, larger screenshot on the right shows the "Self Service" menu expanded, with the "Self Service" option circled in red. A blue arrow points from the "Self Service" menu item in the second screenshot to the "Self Service" menu item in the first screenshot.

Anglican Diocese of Grafton

Search...

Home Screen

WELCOME TO THE SERVICE PORTAL

Submit a Leave Request

Leave Balances

Projected Leave Balance

Payslips

Most frequently used items

Anglican Diocese of Grafton

Self Service

Employee Self Service

- Employee Home Screen
- Contact Details
- Employment Details
- Pay Distribution
- Superannuation
- Payslips
- Leave Requests
- Leave Balances
- Projected Leave Balance
- Team Leave Balances
- Employee Calendar

- Click on Self Service to display **all** of the menu items

How to approve or decline a leave request

➤ From the Self Service Menu - click on “Leave Requests”

Anglican Diocese of Grafton

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Projected Leave Balance

Team Leave Balances

Employee Calendar

Team Calendar

Employee Self Service

- Leave requests default to ‘All Records’
- To only view new leave requests that have been submitted Click ‘submitted’
- Click relevant hyperlinked Ref Nbr

Anglican Diocese of Grafton

Search...

Anglican Diocese of Grafton

27/08/2024 1:24 PM

My Name

Leave Requests

TOOLS

Employee: [Search]

ALL RECORDS OPEN **SUBMITTED** APPROVED DECLINED READY TO PAY PARTIALLY PAID PAID

| Ref. Nbr | Employee Name | Leave Type | Start Date | End Date | Units Requested |
|--------------------------|---------------|--------------------|------------|------------|-----------------|
| LR000013 | Tammy Timmins | Annual Leave Taken | 9/08/2023 | 9/08/2023 | 8.0000 (Hours) |
| LR000016 | Tammy Timmins | Annual Leave Taken | 21/11/2023 | 26/11/2023 | 48.0000 (Hours) |
| LR000030 | Tammy Timmins | Annual Leave Taken | 20/09/2023 | 21/09/2023 | 16.0000 (Hours) |

How to approve or decline a leave request

The screenshot shows the 'Submit a Leave Request' page in the Anglican Diocese of Grafton Self Service Portal. The page includes a search bar, navigation icons, and a toolbar with 'APPROVE' and 'DECLINE' buttons circled in red. Below the toolbar, there are fields for 'Ref. Nbr.' (LR000030) and 'Employee'. The main content area is divided into three tabs: 'REQUEST DETAILS', 'APPROVAL DETAILS', and 'DAYS TAKEN'. The 'REQUEST DETAILS' tab is active, showing a table with leave request information:

| Leave Type: | Annual Leave Taken |
|------------------------------|---------------------|
| Length of Leave: | 1 or more full days |
| Start Date: | 20/09/2023 |
| End Date: | 21/09/2023 |
| Units Requested: | 16.0000 Hours |
| Available Balance: | -4.0000 |
| Projected Available Balance: | -4.0000 |
| Units Paid: | 0.0000 Hours |
| Units Cancelled: | 0.0000 Hours |

At the bottom, there is a 'Comments' section and a file upload area with 'Browse' and 'Upload' buttons.

- Check details
- If a file (such as a medical certificate) has been attached by the applicant – you can access it from the far Right Hand Side of the screen:

The screenshot shows the user profile dropdown menu for 'My Name' at the Anglican Diocese of Grafton. The menu includes a help icon, a user icon, and the user name. Below the user information, there are three options: 'NOTES', 'FILES (1)', and 'TOOLS'. The 'FILES (1)' option is circled in red.

- If you need further information (eg the team member would go into significant negative leave balance), see example on following slide
- Otherwise, if satisfied, click **Approve** or **Decline**
- The applicant will receive a notification of the outcome

How to approve or decline a leave request

Anglican Diocese of Grafton

Search...

Submit a Leave Request

Ref. Nbr: LR000030 Employee: [REDACTED]

Status: Submitted

REQUEST DETAILS APPROVAL DETAILS DAYS TAKEN

| | |
|------------------------------|---------------------|
| Leave Type: | Annual Leave Taken |
| Length of Leave: | 1 or more full days |
| Start Date: | 20/09/2023 |
| End Date: | 21/09/2023 |
| Units Requested: | 16.0000 Hours |
| Available Balance: | -4.0000 |
| Projected Available Balance: | -4.0000 |
| Units Paid: | 0.0000 Hours |
| Units Cancelled: | 0.0000 Hours |

Comments:

Select the file. Browse Upload

- In this particular example, the applicant will go into negative leave balance if the leave is approved and a warning displays when approve is selected
- If you need further information before making a final decision, see **SLIDE 10**
- Otherwise If satisfied, click **OK/Approve** or **Decline**
- **PLEASE NOTE: You are not required to approve leave if this is going to create a negative leave balance. You may offer an employee a LWOP option.**

Anglican Diocese of Grafton

Search...

Submit a Leave Request

Ref. Nbr: LR000030 Employee: EP0000141 - Tammy Timmins

Status: Submitted

REQUEST DETAILS APPROVAL DETAILS DAYS TAKEN

| | |
|------------------------------|---------------------|
| Leave Type: | Annual Leave Taken |
| Length of Leave: | 1 or more full days |
| Start Date: | 20/09/2023 |
| End Date: | 21/09/2023 |
| Units Requested: | 16.0000 Hours |
| Available Balance: | -4.0000 |
| Projected Available Balance: | -4.0000 |
| Units Paid: | 0.0000 Hours |
| Units Cancelled: | 0.0000 Hours |

Comments:

Select the file. Browse Upload

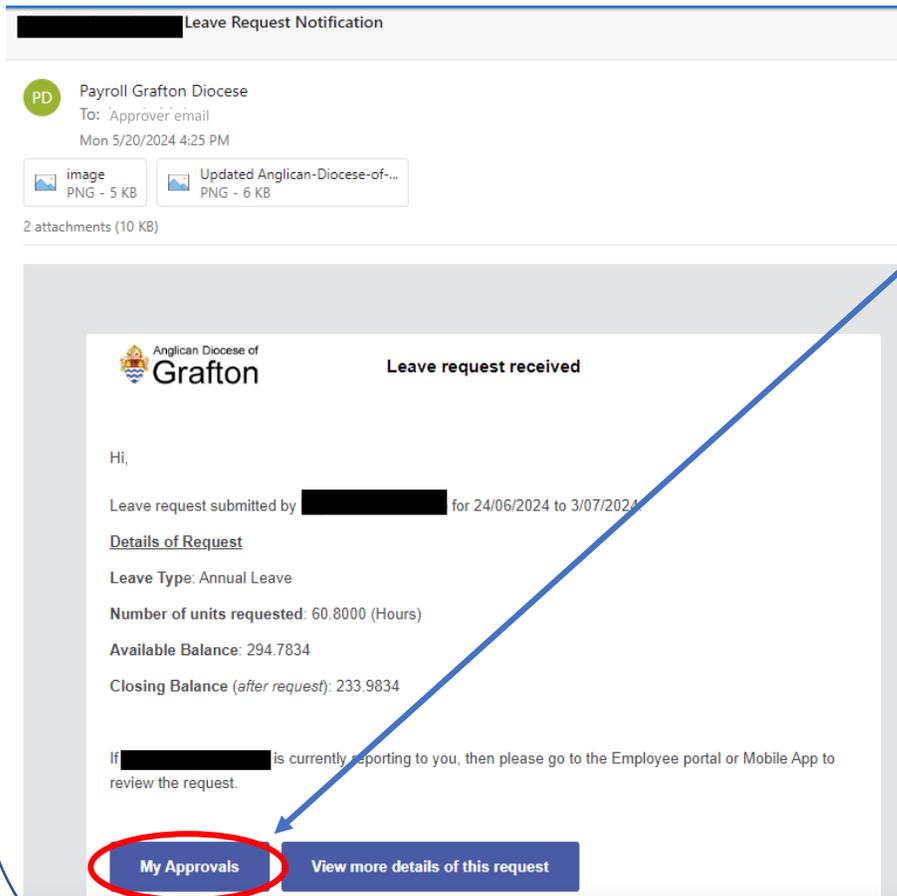
Warning

If you approve this leave request Tammy Timmins's Annual Leave 4 weeks Projected Available Balance will have a negative leave balance.
Do you want to approve this leave request?
If Cancel, it will take you back to the leave request
If OK, Leave approved

OK CANCEL

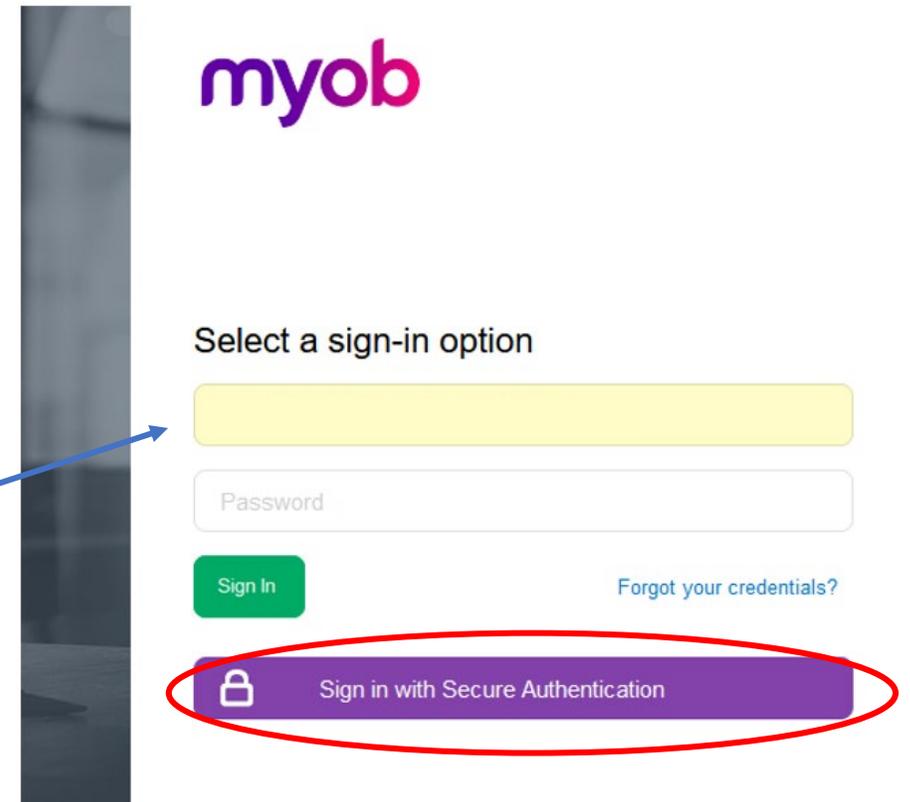
Approving Leave from Email Notification

- **Primary approvers** will receive email notifications from “Payroll Grafton Diocese” when a leave request has been submitted
- The email will contain the below information



- Click on **‘My Approvals’**
- You will be directed to the MYOB sign in page
- You can also select **‘View more details...’** which will take you directly to the leave details screen as shown on **SLIDE 6**

- Sign in with your email address provided for use in this system and your password
- Click **“Sign In with Secure Authentication”**



Approving Leave from Email Notification – primary approvers only

Anglican Diocese of Grafton

Search...

Self Service

Data Views

Time and Expenses

APPROVE APPROVE ALL REJECT

ALL RECORDS MY APPROVALS MY WORKGROUP'S APPEALS

| Type | Reference Nbr. | Owner |
|---------------|----------------|------------|
| Leave Request | LR000021 | [REDACTED] |

- The leave request screen will open.
- Please note that the requests may display in **RED** or **BLUE** text
- **Double-click** the Reference Number
- The request details will open. Follow instructions as shown on **SLIDES 6 - 7**

How to view Payroll Participant Leave Balances



Favourites

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★ Leave Requests

Leave Balances

Projected Leave Balance

★ Team Leave Balances

Employee Calendar

★ Team Calendar

Employee Self Service

➤ From the Self Service Menu - click on “Team Leave Balances”

The breakdown of Tammy’s balances for Annual Leave and Personal Leave is shown below:

- Current Annual Leave Balance = 44 hours
- However:
 - Less 48 hours “Approved but not paid”
 - Less 16 hours “Submitted but not approved”
- Leaves -20 hours (non) available. Tammy is in negative annual leave.



Favourites

Self Service

More Items

Payroll

Team Leave Balances ★



Date: 21/09/2023

Employee: EP00000141

Entitlement ID:

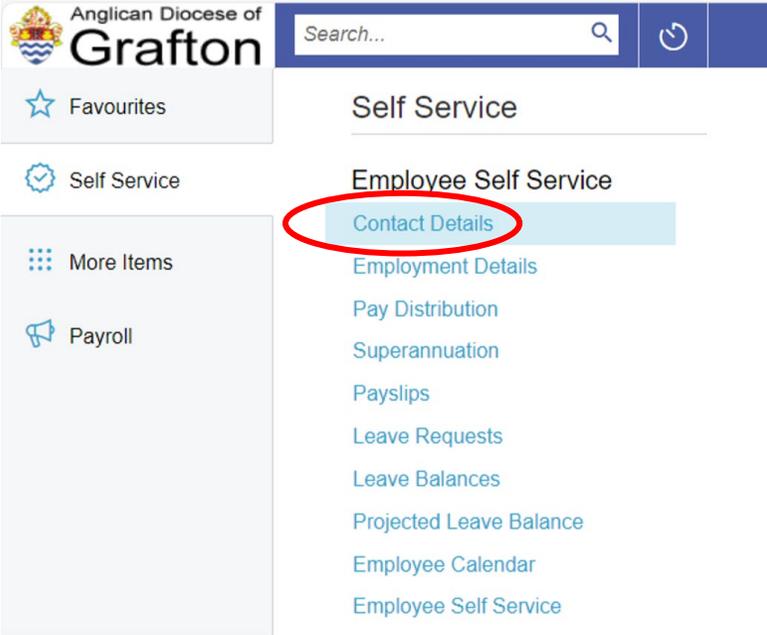
Branch:

Company Tree:

Department:

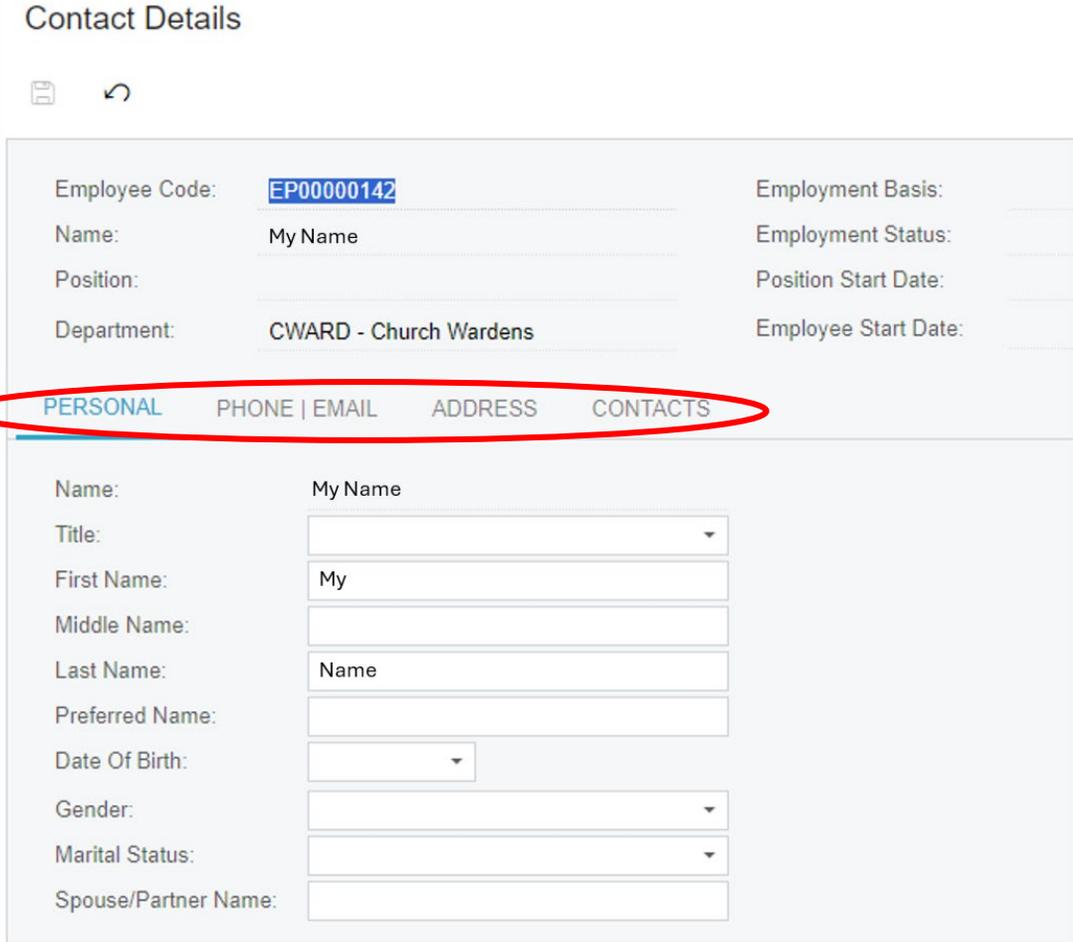
| Employee ID | Employee Name | Entitlement ID | Entitlement Name | Unit type | Accrued | Earned | Current Balance | Available Balance | Approved but not paid | Submitted but not approved | Projected Accrual | Projected Balance |
|--------------|---------------|----------------|---------------------------------|-----------|---------|---------|-----------------|-------------------|-----------------------|----------------------------|-------------------|-------------------|
| > EP00000141 | Tammy Timmins | AL4WK | Annual Leave 4 weeks | Hours | 32.0000 | 12.0000 | 44.0000 | -20.0000 | 48.0000 | 16.0000 | 0.0000 | 28.0000 |
| EP00000141 | Tammy Timmins | PL | Personal (Sick and Carer's L... | Hours | 16.0000 | 5.0000 | 21.0000 | 21.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |

How to locate your Contact Details



➤ Click on **“Contact Details”**

➤ This takes you to the section of the portal where you can view and edit information about yourself



- Each sub-menu is clickable and presents information stored in the payroll system
- “White” boxes are editable
- “Greyed out” boxes are not editable
- Ensure your details are up to date
- If changes are required to grey fields, please contact Payroll

How to know when you have payroll participants on scheduled leave

- From the Self Service Menu - click on **“Team Calendar”**
- A calendar view will display leave that approvers can search
- View can be week, fortnight, & month

Anglican Diocese of Grafton

Search...

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Anglican Diocese of Grafton

Search...

Anglican Diocese of Grafton

3/09/2024 7:57 AM

My Name

Team Calendar

01 Sep 2024 - 30 Sep 2024

Week Fortnight **Month**

01/09/2024

Employees

Filter employees ...

| Sep 2024 02-09 | | | Sep 2024 09-16 | | | | | Sep 2024 16-23 | | | | | | | | | | | |
|----------------|----|----|----------------|----|----|----|----|----------------|----|----|----|----|----|----|----|----|----|----|----|
| 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |

How to know when you have payroll participants on scheduled leave

The screenshot shows the 'Team Calendar' interface for the Anglican Diocese of Grafton. The calendar view is set for '01 Sep 2024 - 30 Sep 2024'. The interface includes a search bar, navigation tabs (Week, Fortnight, Month), and a list of employees. The calendar grid shows dates from 01 to 30. Leave requests are visualized as horizontal bars across the calendar days. A legend at the bottom right explains the icons used for leave status: a checkmark for 'Approved', a paper plane for 'Pending', and a red X for 'Cancelled'. The bars are color-coded: green for 'Annual Leave' and grey for 'Personal Leave'. Red circles highlight specific icons on the calendar, with arrows pointing to labels: 'Pending' (on Sep 03), 'Cancelled' (on Sep 06), 'Cancelled' (on Sep 16), and 'Approved' (on Sep 27).

- In this view, you can see all scheduled leaves and their current status.
- Each employee has their own individual schedule or line.
- From the Team Calendar view, you can also approve leave requests marked as “Pending.” To approve or decline a request, simply double-click on the date, and a pop-up window will appear.

Legends:

- ✓ Approved
- ✈ Pending
- ✗ Cancelled
- ✈ Annual Leave
- ✈ Personal Leave

How to approve or decline leave from a Team Calendar View

The screenshot displays the Anglican Diocese of Grafton Self Service Portal. The main interface shows a 'Team Calendar' for the period '01 Sep 2024 - 30 Sep 2024'. A list of employees is visible, including 'My Name', 'Employee 1', 'Employee 2', and 'Employee 3'. A calendar grid shows a green bar for 'Annual Leave' for Employee 1 on Sep 03. A 'Pending' status icon is visible on the calendar. A callout box with a black border and white background contains the text 'Double click the pending status leave' with an arrow pointing to the 'Pending' icon.

An inset window titled 'Submit a Leave Request - Work - Microsoft Edge' shows the details of a leave request. The URL is 'https://anglicandioceseofgraffton.myobadvanced.com/(W(10000))/pages/mp/es...'. The request details include: Ref. Nbr: LR000068, Status: Submitted, Employee: [Redacted]. The 'APPROVE' and 'DECLINE' buttons are circled in red. The 'REQUEST DETAILS' tab is active, showing: Leave Type: Personal (Sick & Carers) Leave, Length of Leave: 1 or more full days, Start Date: 3/09/2024, End Date: 3/09/2024, Units Requested: 7.6000 Hours, Available Balance: 149.3367, Units Paid: 0.0000 Hours, Units Cancelled: 0.0000 Hours, and Comments: Attend medical appointment. There are 'Browse' and 'Upload' buttons for file selection.

- Double-click on the leave request marked as "Pending."
- Review the details and any attached notes or files.
- Then, choose to either approve or decline the request based on your discretion.

How do I change my password or I forgot my password?

You can change your password from the sign-in screen:

myob

Standard login

Sign In

[Forgot your credentials?](#)

OR

Sign in with



Secure Authentication

1. Go to <https://anglicandioceseofgrifton.myobadvanced.com>
2. From the sign-in screen, click **Forgot your credentials?**
3. Enter the email address that you use to receive your payslips, then click **Submit**. You'll be sent an email containing a code.
4. Enter the **Code** (from the email you received).
5. Enter a **New password**.
6. Click **Update password**.



Anglican Diocese of
Grafton

Remember to keep in mind:
systems don't replace conversations

If you have any further questions, please contact:

payroll@graftondiocese.org.au or 02 6642 4122