



QUICK REFERENCE GUIDE

SELF SERVICE PORTAL: Payroll Participants

Accessing the MYOB Payroll System



Standard login

[Forgot your credentials?](#)

OR

Sign in with



Secure Authentication

1. Go to <https://anglicandioceseofgrifton.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 most frequently used items display on the dashboard

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. The main content area is titled 'Home Screen' and 'WELCOME TO THE SERVICE PORTAL'. It features a grid of frequently used items: 'Submit a Leave Request', 'Leave Balances', 'Payslips', and 'Projected Leave Balance'. A central text box labeled 'Most frequently used items' has arrows pointing to these four items. On the right, a 'Self Service' menu is expanded, with the 'Self Service' option circled in red. Below this menu, a list of options is shown: 'Employee Self Service', 'Employee Home Screen', 'Contact Details', 'Employment Details', 'Pay Distribution', 'Superannuation', 'Payslips', 'Leave Requests', 'Leave Balances', 'Projected Leave Balance', 'Team Leave Balances', and 'Employee Calendar'. A callout box at the bottom right contains the instruction: '➤ Click on Self Service to display all of the menu items'. The footer text reads 'SELF SERVICE PORTAL: Payroll Participants'.

How to locate your Contact Details



➤ From the Self Service menu 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 as 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

Contact Details ★



Employee Code:	[REDACTED]	Employment Basis:	Full-time
Name:	[REDACTED]	Employment Status:	Permanent
Position:	[REDACTED]	Position Start Date:	24/08/2020
Department:	[REDACTED]	Employee Start Date:	1/01/2023

PERSONAL PHONE | EMAIL ADDRESS CONTACTS

Name: [REDACTED]

Title: Mrs. [v]

First Name: [REDACTED]

Middle Name: [REDACTED]

Last Name: [REDACTED]

Preferred Name: [REDACTED]

Date Of Birth: 8/05/2000 [v]

Gender: Female [v]

Marital Status: [REDACTED]

Spouse/Partner Name: [REDACTED]

How to add a Contact

1. CONTACTS

2. Add Contact

3. Add Contact

4. Save

Employment Basis:
Employment Status:
Position Start Date:
Employee Start Date:

Emergency Contact Phone 1

Contact ID: <NEW>

First Name: []

* Last Name: []

Relationship: []

Emergency Contact

CONTACT DETAILS

Email: [] []

Business 1 []

Business 2 []

Home []

Address Line 1: []

Address Line 2: []

City: []

State: []

Postal Code: []

* Country: AU - AUSTRALIA []

You may like to add an Emergency Contact or a Next of Kin in this section:

1. Click Contacts
2. Click Add Contact
3. Additional screen pops up to add details
4. Click save

How to locate your Appointment Details

Anglican Diocese of Grafton

Search...

- Favourites
- Self Service
- More Items
- Payroll
- Time and Expenses
- Finance
- Banking
- Payables
- More Items

Self Service

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

- From the Self Service Menu - click on **“Employment Details”**
- This section displays information in the payroll system relating to your appointment.

Anglican Diocese of Grafton

Search...

Employment Details

Employee Code:	[REDACTED]	Employment Basis:	Full-time
Name:	[REDACTED]	Employment Status:	Permanent
Position:	[REDACTED]	Position Start Date:	24/08/2020
Department:	[REDACTED]	Employee Start Date:	1/01/2023

Department:	[REDACTED]
Position:	PI00008 - Associate Priest
Branch:	AGDIO - Anglican Diocese of Grafton
Employment Basis:	Full-time
Employment Status:	Permanent
Default Hours Per Week:	48.00
Default Days Per Week:	6.00

➤ This is the information stored in the payroll system relating to your current role.

- The purpose of these inputs is not to track your working hours or days worked.
- It is needed to allow the system to correctly calculate your payments/balances when you request leave.
- There is **no** change in the way you are expected to perform your duties as a result of the system upgrade.

How to locate your Taxation Details

Tax Details

- This is accessed from 'Employment Details' (previous slide)
- This information is prepopulated with the details you supplied at the time of commencing your role with the Diocese.
- The information provided here impacts the amount of PAYG withholding tax held from your payments.
- Payroll is not able to provide you with financial advice on these matters.
- If changes are needed, please advise Payroll.

EMPLOYMENT DETAILS	TAX DETAILS	PAY YTD BALANCES
Tax File Number (TFN):	██████████	I
TFN Declaration Status:	Externally Submitted	
TFN Last Submitted Date:		
Residency:	Australian resident	
Tax-free threshold (TFT):	Not claimed	
Special Tax Offsets:	No special Tax Offsets claimed	
Medicare Levy:	Has not claimed Medicare Levy variation	
Children:	Has not claimed dependent children	
Study Debt:	Nil	
Tax Scale:	1	
Withholding Variation:	No withholding variation	

➤ You can usually claim the [tax-free threshold](#) on the first \$18,200 of income you receive.

How do I find my Pay Distribution or change my banking details?

Anglican Diocese of Grafton

Search...

- Favourites
- Self Service
- More Items
- Payroll

Self Service

- Employee Self Service
- Home Screen
- Contact Details
- Employment Details
- Pay Distribution**

- From the Self Service Menu - click on **“Pay Distribution”**
- This section displays information in the payroll system relating to how you have elected to receive your pay
- You can also change your banking details and disbursement information from here

Pay distribution

- Edit an existing bank account by clicking in the relevant boxes
- You can also direct your pay into other t accounts by using the **+ ADD AMOUNT** or **+ ADD PERCENT** feature
- Note: your pay will be distributed in the order the accounts are listed on the screen (top to bottom)

Anglican Diocese of Grafton

Search...

Anglican Diocese of Grafton 29/08/2024 8:41 AM Tammy Timmins

Pay Distribution

Employee Code: EP00000141 Employment Basis: Employment Status: Position: Department: ADMIN - Administration Employee Start Date: 2/12/2000

+ ADD AMOUNT + ADD PERCENT

Type	Fixed Amount	Percentage	BSB Number	Account Number	Name On Account	Reference
Balance			123-456	1122334		Wages

How to locate your Superannuation Details

Anglican Diocese of Grafton

Search...

- Favourites
- Self Service
- More Items
- Payroll

Self Service

Employee Self Service

- Home Screen
- Contact Details
- Employment Details
- Pay Distribution
- Superannuation**
- Payslips

- From the Self Service Menu - click on **“Superannuation”**
- An information only page will display, providing details of your current superannuation fund details
- If changes are required, please contact Payroll

You will see the % rate of superannuation you are currently earning

Superannuation

Employee Code: [REDACTED] Employment Basis: Full-time

Name: [REDACTED] Employment Status: Permanent

Position: [REDACTED] Position Start Date: 24/08/2020

Department: [REDACTED] Employee Start Date: 1/01/2023

Refresh | Back | Close

Fund Name	Member ID	Contribution Type	Calculation Method	Category	Value (\$/%)
> MERCER SMARTSUPER	1011223	Employer Super	Percent Of	SG Superannuation Guarantee Contributions	11.0000
MERCER SMARTSUPER	1011223	Employer Super	Percent Of	VC Voluntary Contributions	1.0000

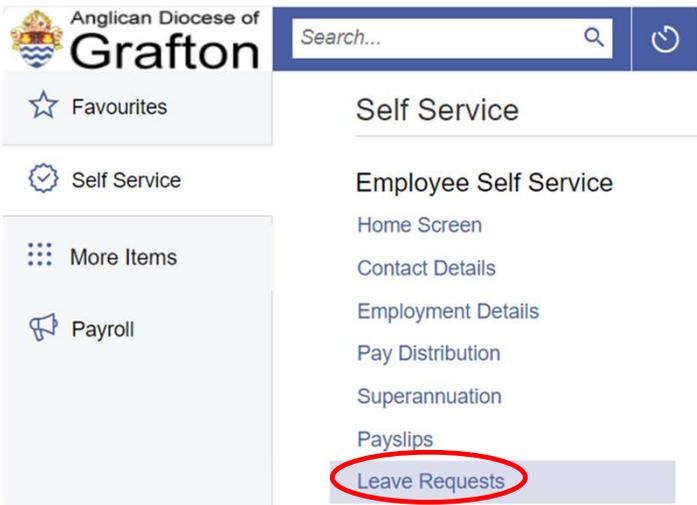
How to locate your Payslips



- From the Self Service Menu - click on **“Payslips”**
- Here you can view, download and print your current or previous pay slips
- **Note:** Only payslips generated in the new system will be available here (ie October 2024 onwards)



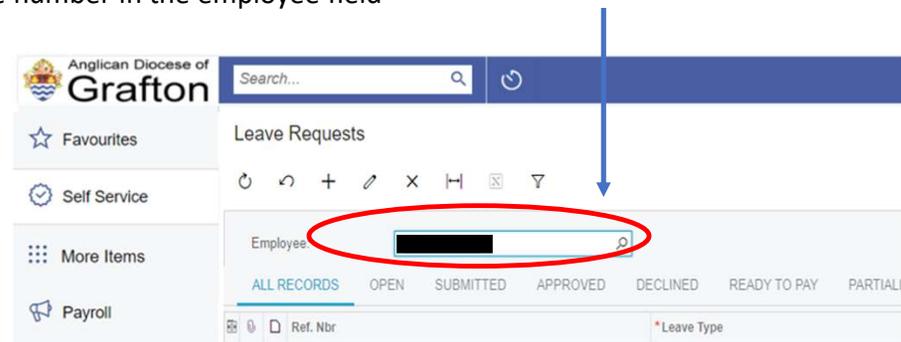
Leave Requests



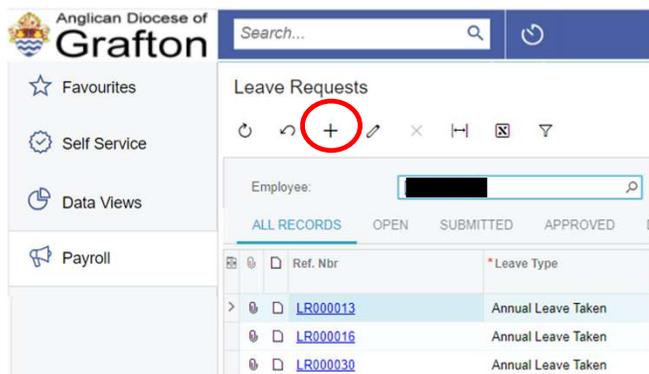
➤ From the Self Service Menu - click on “**Leave Requests**”

➤ Your history of leave requests will display (since new system was implemented)

➤ **Note:** The screen defaults to your personal setting with your system ‘employee’ number. If you are also an ‘approver of leave’ and you want to see your team’s leave requests, you need to delete your employee number in the employee field



➤ To start a leave request - click the + button



Leave Requests

Submit a Leave Request

Ref. Nbr: <NEW> Employee: [REDACTED] Status: Open

Request Details

* Leave Type: Annual Leave 4W Taken

Length of Leave: 1 or more full days

* Start Date: 12/03/2021

* End Date: 12/03/2021

Hours Requested: 8.0000 Hours

Days Requested: 1.0000 Days

Weeks Requested: 0.2000 Weeks

Available Balance: 2.3979

Comments:

Select the file. Browse Upload

Name

Complete the Request Details

➤ Select Leave Type from available options by clicking magnifier

Select - Leave Type

SELECT

Description

- > Annual Leave
- Compassionate Leave
- Leave Without Pay
- Long Service Leave
- Personal (Sick & Carers) Leave

Other Leave Types:

The following leave types are not to be processed through the ESS portal

- Study Leave
- Jury Leave
- Community Service

If you are applying for one of the above leave types, please send your request to payroll@graftondiocese.org.au for processing and be sure to include evidence of approvals by supervisors as required.

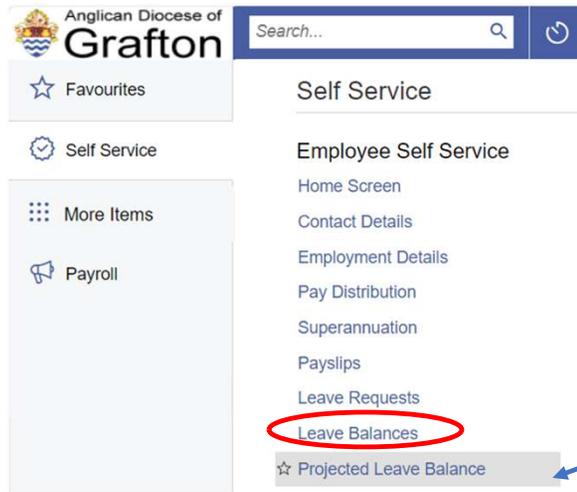
Leave Requests

The screenshot shows a web form titled "Submit a Leave Request". At the top, there is a navigation bar with "Save & Close", "Actions", and a "Submit" button highlighted with a red box. Below this, there are input fields for "Ref. Nbr:" (containing "<NEW>"), "Employee:" (with a blacked-out name), and "Status:" (set to "Open"). The main form area has two tabs: "Request Details" (active) and "Approval Details". Under "Request Details", there are several fields: "Leave Type:" (set to "Annual Leave 4W Taken" with a magnifying glass icon circled in red), "Length of Leave:" (set to "1 or more full days" with a dropdown arrow circled in red), "Start Date:" (set to "12/03/2021"), and "End Date:" (set to "12/03/2021"). Below these are calculated fields for "Hours Requested:" (8.0000), "Days Requested:" (1.0000), "Weeks Requested:" (0.2000), and "Available Balance:" (2.3979). There is a "Comments:" text area. At the bottom, there is a "Select the file." input with "Browse" and "Upload" buttons. A "Name" field is visible at the very bottom.

Complete the Request Details

- Select Leave Type from available options by clicking magnifier
- Please note that you may need to expand the above box to display 'personal (Sick & Carers) Leave'
- Select length of leave from drop down menu
- Select start date [**This is your FIRST DAY of LEAVE**]
- Select end date [**this is your FINAL DAY OF LEAVE**]. It is **not** your return to work date
- Your calculated leave will be displayed in the greyed out fields
- For Clergy – Please enter details of service coverage during your absence in the Comments box.
- Other comments can also be added
- Browse and Upload any supporting documents (eg medical certificate)
- Click **Submit**

Leave Balance & Projected Leave Balance



- From the Self Service Menu - click on **“Leave Balances”**
- Here you can view your current available balances at that point in time

Projected Leave Balance

- Clicking on ‘Projected Leave Balance’ enables you to project your balance into the future.
- Enter your desired leave start date in the “Enquiry Date” section and your future leave balance will be shown in hours.

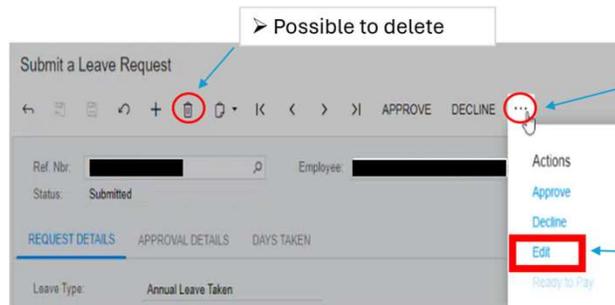
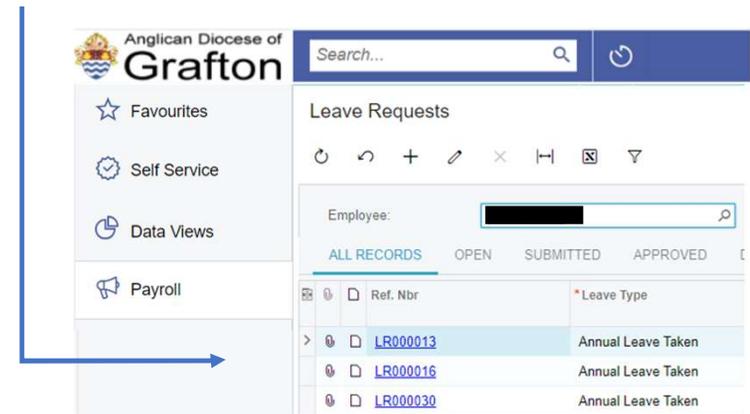
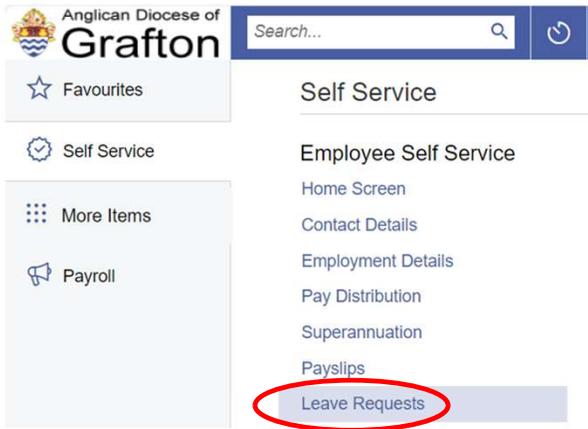
Important Points

- Any projected balance will not include unprocessed and approved leave requests. An approved leave request does not mean it has been processed (paid) through payroll at that time.
- You can calculate this manually by entering the date in the “Enquiry Date” to find the total hours available, less the known unprocessed/approved hours and this will give you an estimated projected leave balance at a particular date.
- The balance displayed is only an estimate and assumes you work your standard hours up until the date entered.



How to Edit or Delete your leave

- From the Self Service Menu - click on **“Leave Requests”**
- Only leave that is at ‘submitted’ or ‘approved’ status can be changed
- Select the relevant leave entry by clicking on the relevant blue reference number



➤ To edit a submitted request, click ... for drop down menu

➤ Click to edit request and adjust the entry

Leave Days Taken

Days Taken Tab

- Provides granular detail on how the total days/hours applied for in that leave request was determined
- Leads to a conversation if days and hours are not within expectation

Ref. Nbr: LR000007 Employee: EP00000141 - Tammy Timmins
Status: Submitted

REQUEST DETAILS APPROVAL DETAILS **DAYS TAKEN**

➤ Based on team members' calendar

Date	Day	Units Requested	Status	Pay Run ID	Pay Period Date
24/08/2023	Thursday	3.0000 (Hours)	Submitted		24/08/2023
25/08/2023	Friday	4.0000 (Hours)	Submitted		25/08/2023
26/08/2023	Saturday	0.0000 (Hours)	Submitted		26/08/2023
27/08/2023	Sunday	0.0000 (Hours)	Submitted		27/08/2023
28/08/2023	Monday	3.0000 (Hours)	Submitted		28/08/2023
29/08/2023	Tuesday	3.0000 (Hours)	Submitted		29/08/2023
30/08/2023	Wednesd...	3.0000 (Hours)	Submitted		30/08/2023

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://anglicandioceseofgrafton.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