MyPay Quick Reference Guide for Caregivers

This document has been created to assist Caregivers in the use of MyPay. MyPay allows caregivers to access the following information:
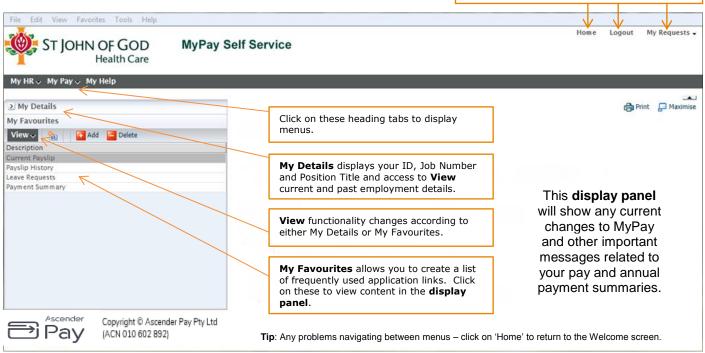
My HR	• View / update personal details • View leave balance and history • Apply for leave • View employment details • View caregiver calendar	My Pay	• View payslips (past and present) • View banking details • View pay deductions • View / print payment summaries (past and present)

MyPay User Interface

Home takes you to the Welcome screen
Logout to exit and close MyPay
My Requests displays pending leave requests

File   Edit   View   Favorites   Tools   Help

ST JOHN OF GOD Health Care   **MyPay Self Service**   Home   Logout   My Requests

My HR ∨   My Pay ∨   My Help

Print   Maximise

≥| My Details

My Favourites

View ∨   ⊙| ✚ Add   ➖ Delete

Description
Current Payslip
Payslip History
Leave Requests
Payment Summary

Click on these heading tabs to display menus.

My Details displays your ID, Job Number and Position Title and access to **View** current and past employment details.

View functionality changes according to either My Details or My Favourites.

My Favourites allows you to create a list of frequently used application links. Click on these to view content in the **display panel**.

This **display panel** will show any current changes to MyPay and other important messages related to your pay and annual payment summaries.

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Tip: Any problems navigating between menus – click on 'Home' to return to the Welcome screen.

Logging into MyPay

To Access MyPay from SJGHC:

If you have already logged onto the SJGHC network using your caregiver number and password:
• Select the **MyPay** icon from the Novell Application Launcher and you will be automatically signed into MyPay

MyPay

If you are already logged onto the SJGHC Network as a generic or different user:
• Select the **Manual Logon** icon for **MyPay** on the ZENWorks Window
• At the **MyPay** logon screen enter your caregiver number and password

MyPay Manual Login

To access MyPay from a remote location:

• Enter the SJGHC MyPay web address in your web browser (not the Search box):
mypay.sjog.org.au
• At the **MyPay** logon screen enter your caregiver number and password

Exiting MyPay

To logout and exit MyPay:

• Click the **Close** icon (top right hand corner of your browser), or
• Click on **Logout** at top right of screen

My HR

To view/update personal information:

To update your personal contacts:
- Click on the **My HR** tab

Contact Details	Home Phone	Work Phone	Mobile Phone	Street Address 1	Post Code
Contact Details	9234 5678	9245 6985	0421 212 212	1 Howdy Circuit	6030

- Select the **Personal Details** link
- Select the **My Contact Details** link
- Click on the **Contact Details** link to edit

To update your emergency contacts:
- Click on the **My HR** tab
- Select the **Personal Details** link
- Select **Emergency Contacts**
- Click on the **Contact Name** link to edit details

To add a new contact select the **Add new Emergency Contact record** link.

To add a personal email address:
- Click on the **My HR** tab
- Select the **Personal Details** link, select **Personal Email Address**
- Click on the **Add new Employee Attribute record** link to enter an email address

To view past leave and status of future leave requests/bookings access your caregiver calendar:
- Click on the **My HR** tab
- Select **Personal Details**
- Select **Caregiver Calendar**

To view leave balances & leave history:

To view your leave balances:
- Click on the **My HR** tab
- Select the **Leave** link
- Select **Leave Balances**

To view your leave history:
- Click on the **My HR** tab
- Select the **Leave History** link
- Enter the required criteria
- Select **find** to display your results

Start Date	23-APR-2012	to	06-MAY-2012	
Leave Code				
Description				

To apply for leave:

To create a Leave Booking Request for Timesheet caregivers:
- Click on the **My HR** tab
- Select the **Leave** link
- Select **Leave Bookings Request**
- Click on **Leave Bookings Request**
- Enter required details and click on **Next**
- On second screen enter *number of hours* of leave requested and click on **Save**

Please refer to HR Forms on Compass for any leave type not available in the drop down list
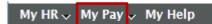
To create a Leave Booking Request for AutoPay caregivers:
- Click on the **My HR** tab
- Select the **Leave** link
- Select **Leave Bookings Request**
- Click on **Leave Bookings Request**
- Full day booking select **Start Date** & **End Date**
- Part Day bookings click the **Part Day** box, then enter number of hours required in **Hours** box
- Click on **Save and Submit**

To view your employment details:
- Click on the **My HR** tab
- Select the **Employment** link
- Select **Appointment Details** to view employment information such as date started and occupancy

My Pay

To view payroll details:

To view your current payslip:
- Click on the **My Pay** tab
- click the **Payroll Details** menu item
- select **Current Payslip**

To view your payslip history:
- Click on the **My Pay** tab
- click the **Payroll Details** menu item
- select **Payslip History**

To view banking details:
- Click on the **My Pay** tab
- click the **Payroll details** menu item
- select **Bank Accounts**

To view pay deductions:
- click on the **My Pay** tab
- click the **Payroll Details** menu item
- select **Deductions**

To view/print payment summaries present and past:
- click on the **My Pay** tab
- click the **Payroll Details** menu item
- select **Payment Summary** and click on the summary you require (follow steps to print)
- select the **PAYG Payment Summary** link to view the summary and select the print icon in your browser

To view a breakdown of your pay history:
- click on the **My Pay** tab
- click the **Payroll details** menu item
- select **Caregiver Payment History Display**