



## **User Guide**

# **Salary Account Changes (by Supervisor)**

## **Brief Document Description**

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### **Overview**

This guide is intended for Supervisors needing to change salary account, if/as required.

### **About this Business Process**

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This process replaces the previous paper based process to update/change salary accounts. Supervisors are now able to change their staffs' salary account within the staff portal.

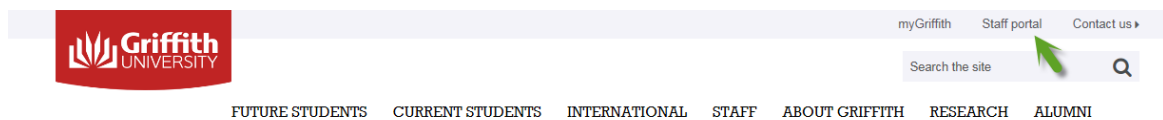
## Steps

<a href="#">Step 1</a>	Login in to Griffith Staff Portal
<a href="#">Step 2</a>	Select Staff whose Salary Account needs to be changed
<a href="#">Step 3</a>	Update new Account Details
<a href="#">Step 4</a>	Submit Form

## Step 1 - Login in to Griffith Staff Portal

Login to My Staff page.

Open the Griffith Home Page. Click on Staff Portal in the top right hand corner of the screen.



Log into the Staff Portal using your Griffith ID and Password.

**Griffith Single Sign-On**

Username

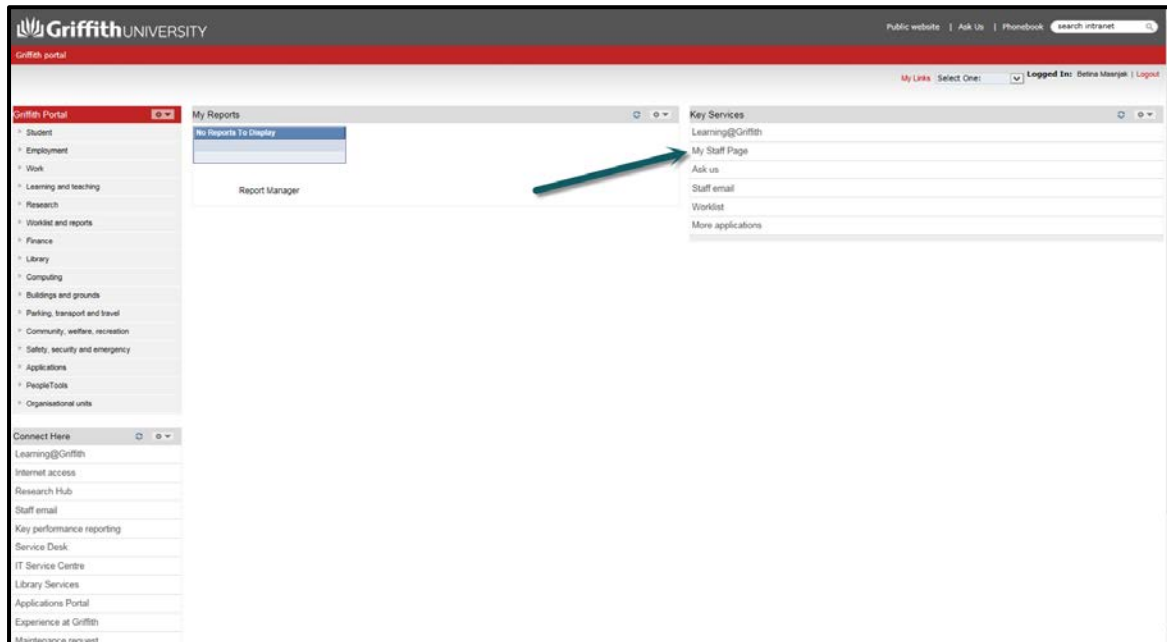
Password

**login** >>

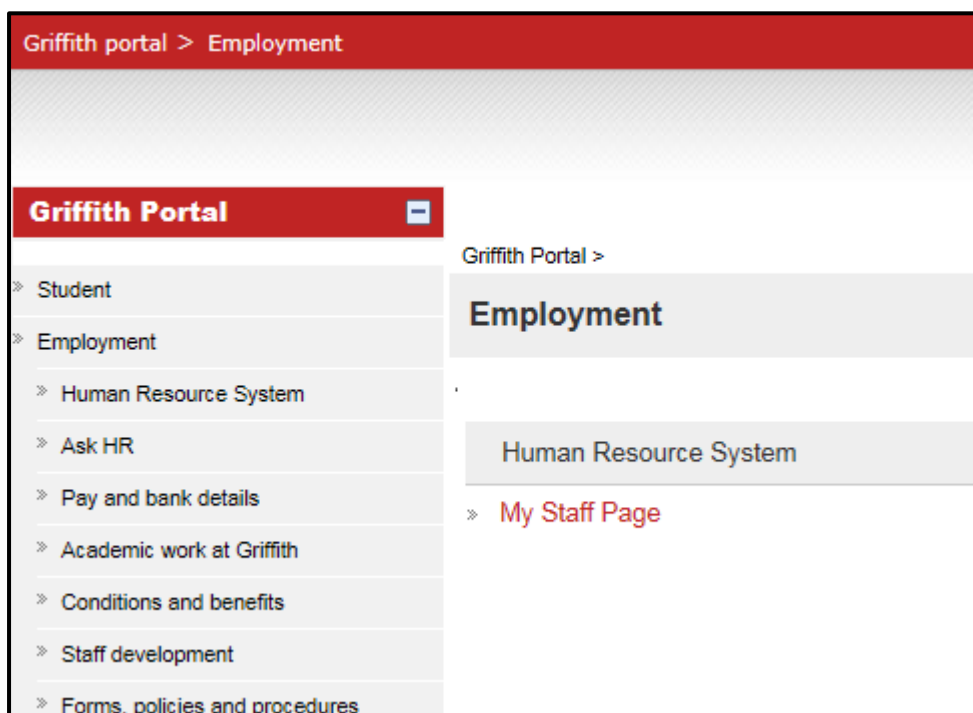
**Code of practice**  
Information technology resources are essential for accomplishing Griffith University's mission. Members of the University community are granted shared access to these resources on condition they are used in accordance with the University's Information Technology Code of Practice. This Code of Practice applies irrespective of where the University information technology resources are accessed and used, and includes use at home. You can expect sanctions if you act irresponsibly and disregard your obligations under the Code of Practice. It is your responsibility to become familiar with the Code of Practice.

The Staff Portal Page displays. My Staff Page can be accessed in two locations within the Staff Portal.

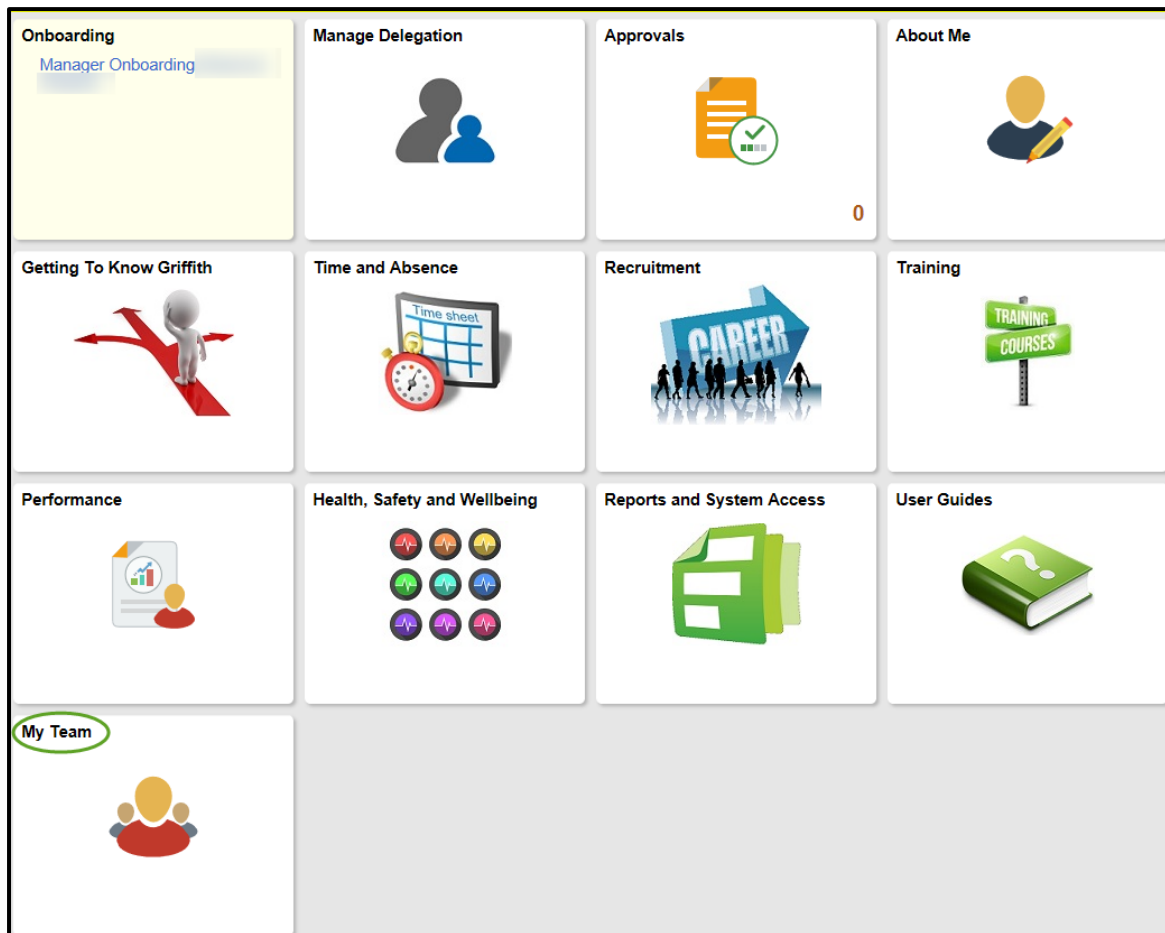
The first location is by clicking on My Staff Page under “Key Services”.



Alternatively you can select Employment from the left hand side navigation menu, and click My Staff Page under “Human Resource Management”.



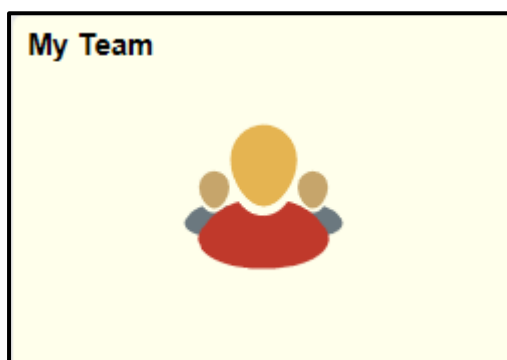
A series of 'tiles' will appear on your Home Page once you have logged in to My Staff Page.




This is a new process, to be completed by the Supervisor.

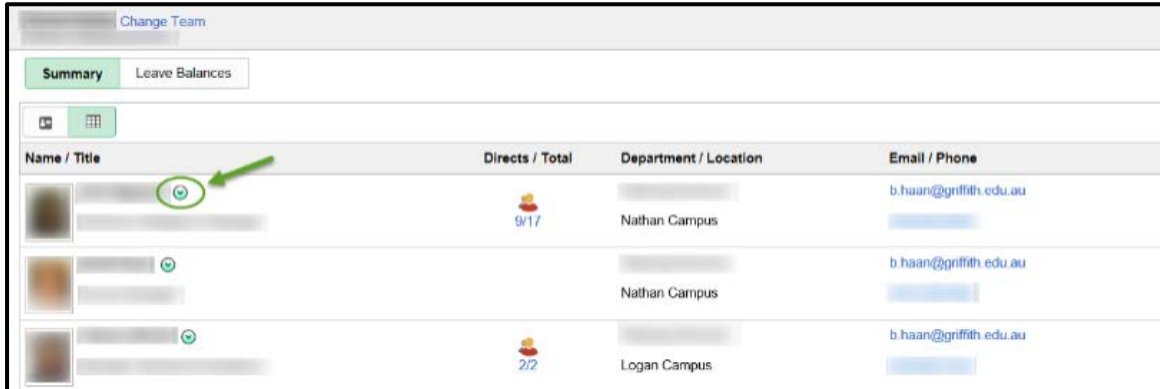
Note: This replaces the existing paper based form, to update salary account changes.






Click on My Team tile.



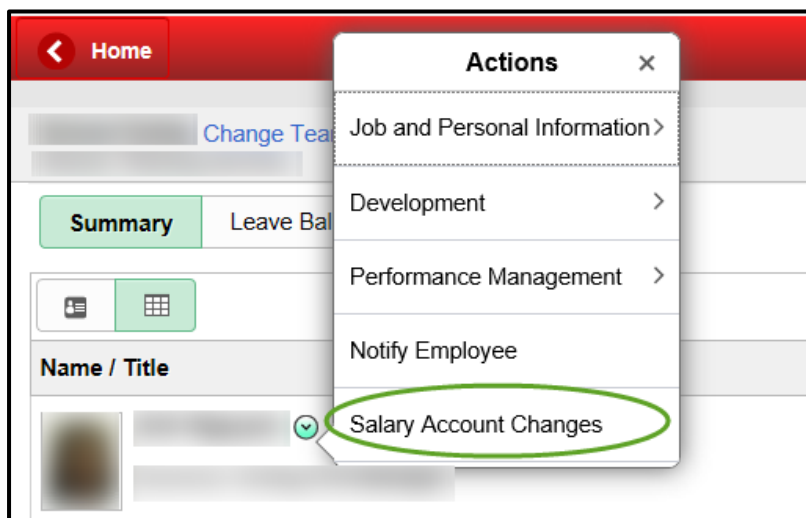
## Step 2 - Select Staff whose Salary Account needs to be changed

On the My Team home page, select the 'Related Actions' icon  to commence the process.



Name / Title	Directs / Total	Department / Location	Email / Phone
 [Redacted Name]	 9/17	Nathan Campus	b.haan@griffith.edu.au
 [Redacted Name]		Nathan Campus	b.haan@griffith.edu.au
 [Redacted Name]	 2/2	Logan Campus	b.haan@griffith.edu.au

Select 'Salary Account Changes' Action within the 'Related Actions' pop-up window.



## Step 3 - Update new Account Details

Update the Costing Information section, with new account information.

If you are using multiple accounts, ensure the Percent to Allocate sums up to 100%.

**Note:** You can add up to 4 splits. If you would like to add more than 4, please enter additional account details (with Percent to Allocate) in the comments section below. If you do select to provide more than 4, please note the 4<sup>th</sup> entry will need to be the percentage to add up to 100% and then provide details of 4<sup>th</sup> split plus others in comments section.


< My Team

Salary Account Changes

Employee ID

Empl Rcd 0





Name

\*Effective Date 16/06/2017 

**Instructions**

You can add up to 4 splits. If you would like to add more than 4 please enter additional split to the comments section below.

**Costing Information**

	*SpeedType Key	*Class Field	*Account	*Percent to Allocate	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

**Comments**

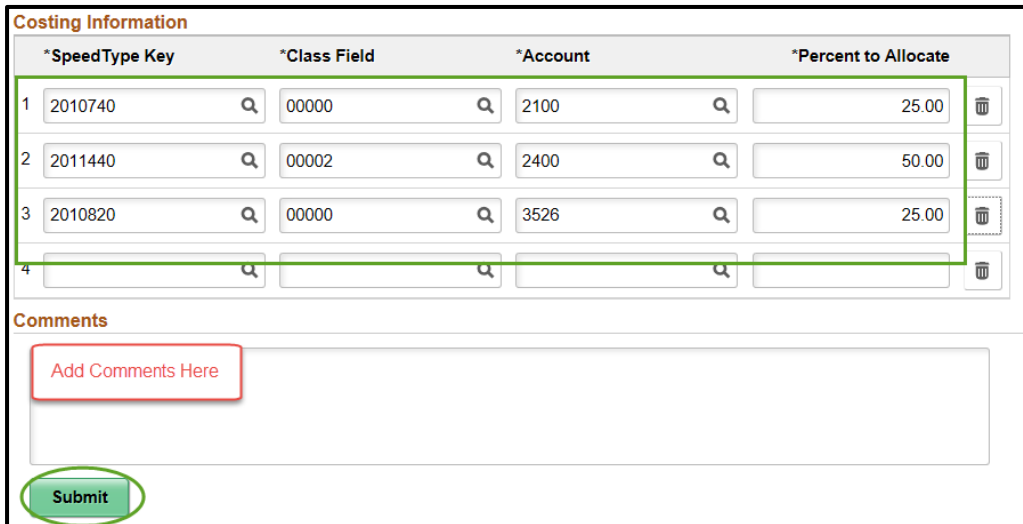
Submit

## Step 4 -Submit form





On confirming the salary account information, the next step is to 'Submit' form.

There is a section to add comments, if any.

Click on  to proceed.




**Costing Information**

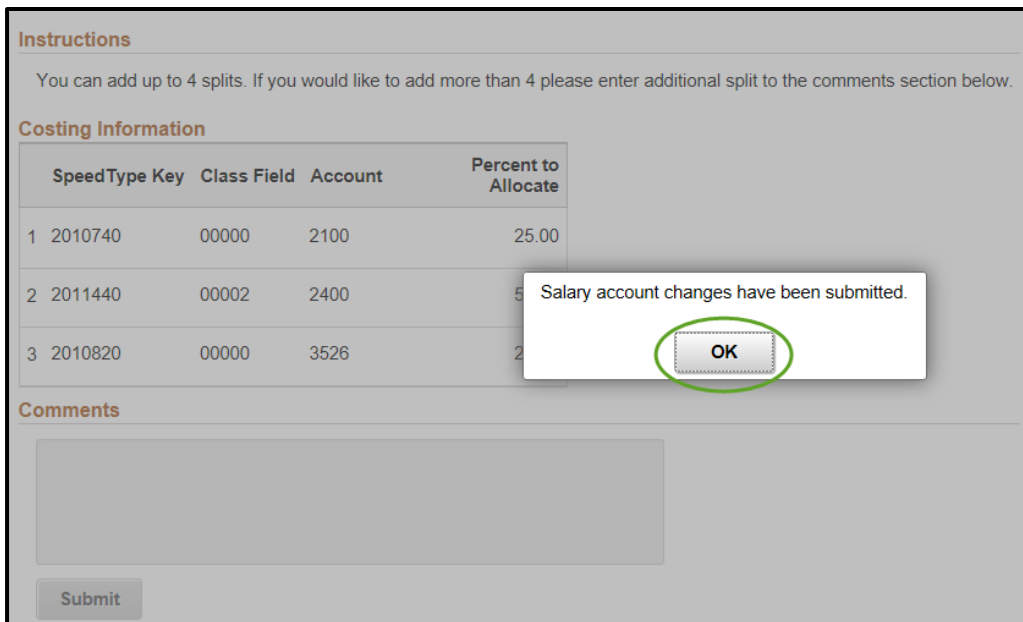
	*SpeedType Key	*Class Field	*Account	*Percent to Allocate	
1	2010740	00000	2100	25.00	
2	2011440	00002	2400	50.00	
3	2010820	00000	3526	25.00	
4					

**Comments**

Add Comments Here



Click 'OK' on the confirmation screen.




**Instructions**

You can add up to 4 splits. If you would like to add more than 4 please enter additional split to the comments section below.

**Costing Information**

	SpeedType Key	Class Field	Account	Percent to Allocate
1	2010740	00000	2100	25.00
2	2011440	00002	2400	50.00
3	2010820	00000	3526	25.00

Salary account changes have been submitted.



**Comments**

Submit

## Further information

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Phone: 373 54011