

Where is my Payslip?

Log on to HR Online at <https://guard.canberra.edu.au/hronline/>

You will notice that HR Online now has tabs across the top on the right of the screen. Each tab has options on a second tier menu underneath. This second tier menu becomes evident once a tab has been selected.



Check your payslip:

1. Click on the **My Pay** tab on the right hand side of the screen.
2. From the second tier menu, click on **Payroll Details** on the left hand side in the second tier menu.
3. Click on **Current Payslip** or one of the other menu items to look at your information. Choosing **Current Payslip** will give you access to the details of the most recent pay and should look similar to the screenshot below.
4. To **Logout**, click on the lock icon/logout button at the far right at the top of the screen. This will end your HR Online session.

Payroll Details

- Current Payslip**
- Payslip History
- Bank Accounts
- Deductions
- Payment Summary
- Employee Payment History
- Display



Person



Payslip

Company University of Canberra - ABN: 81633873422
Period End 13-OCT-2010
Admin Location ACT Australian Capital T
Paypoint

Paygroup UC University of Canber
Pay Date 14-OCT-2010
Payslip Dest WO Web Only

Job	Duty	Award	Class	Level	Location	Salary PA\$	Hourly Rate
01	SUB	UCG	UC11		ACT Australian Capital T	\$97,652.00	\$53.4710

Paycode	Date From	Date To	Duty	Job	Type	Units	Rate	Amount
SAL Salary	30-SEP-2010	03-OCT-2010	SUB	01		14.00	\$53.4710	\$748.59
SAL Salary	04-OCT-2010	04-OCT-2010	SUB	01		7.00	\$53.4710	\$374.30
SAL Salary	05-OCT-2010	13-OCT-2010	SUB	01		49.00	\$53.4710	\$2620.08
Gross								\$3,742.97

Deduction	Date From	Date To	Job	Amount



My Details

Person: [Redacted]
Role: [Redacted]

My View

My Favourites

Your payslip should look something like this