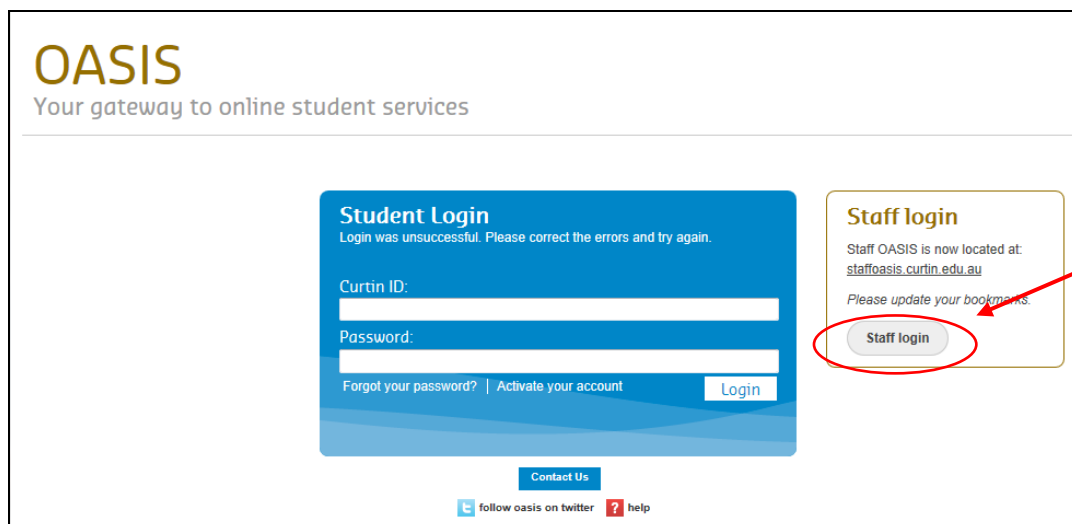
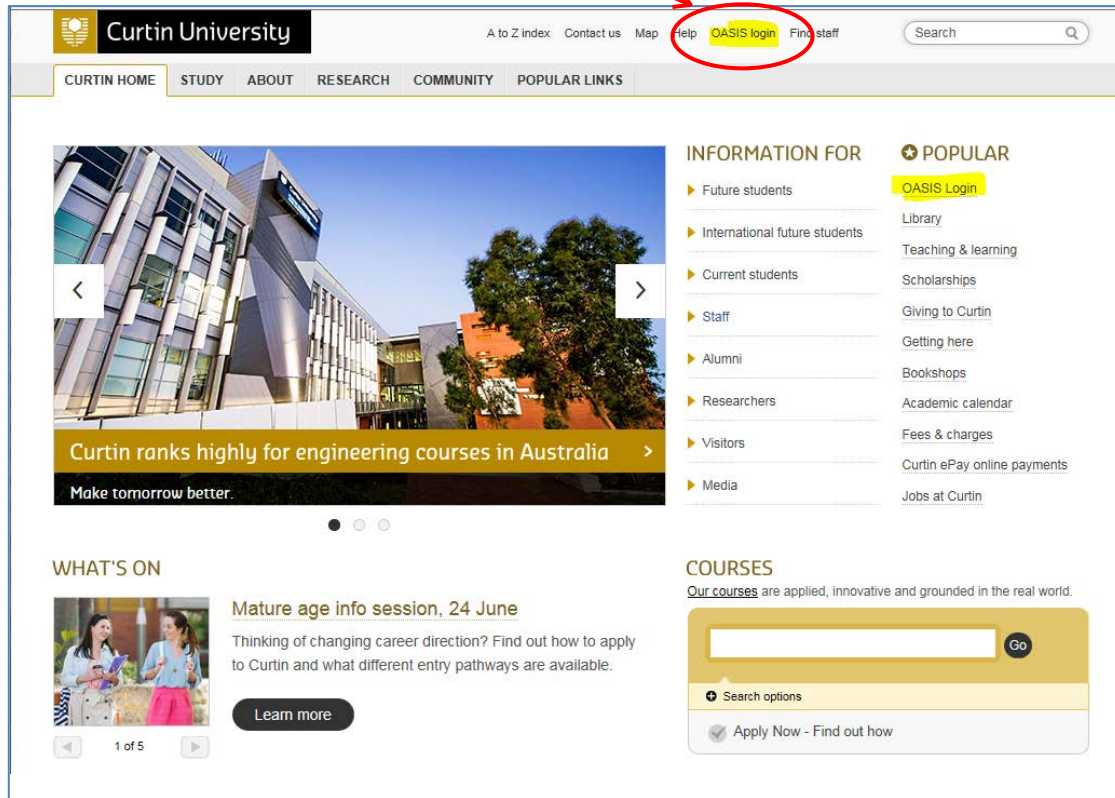


Employee Kiosk – Instructions for Printing Payslip & Payment Summary

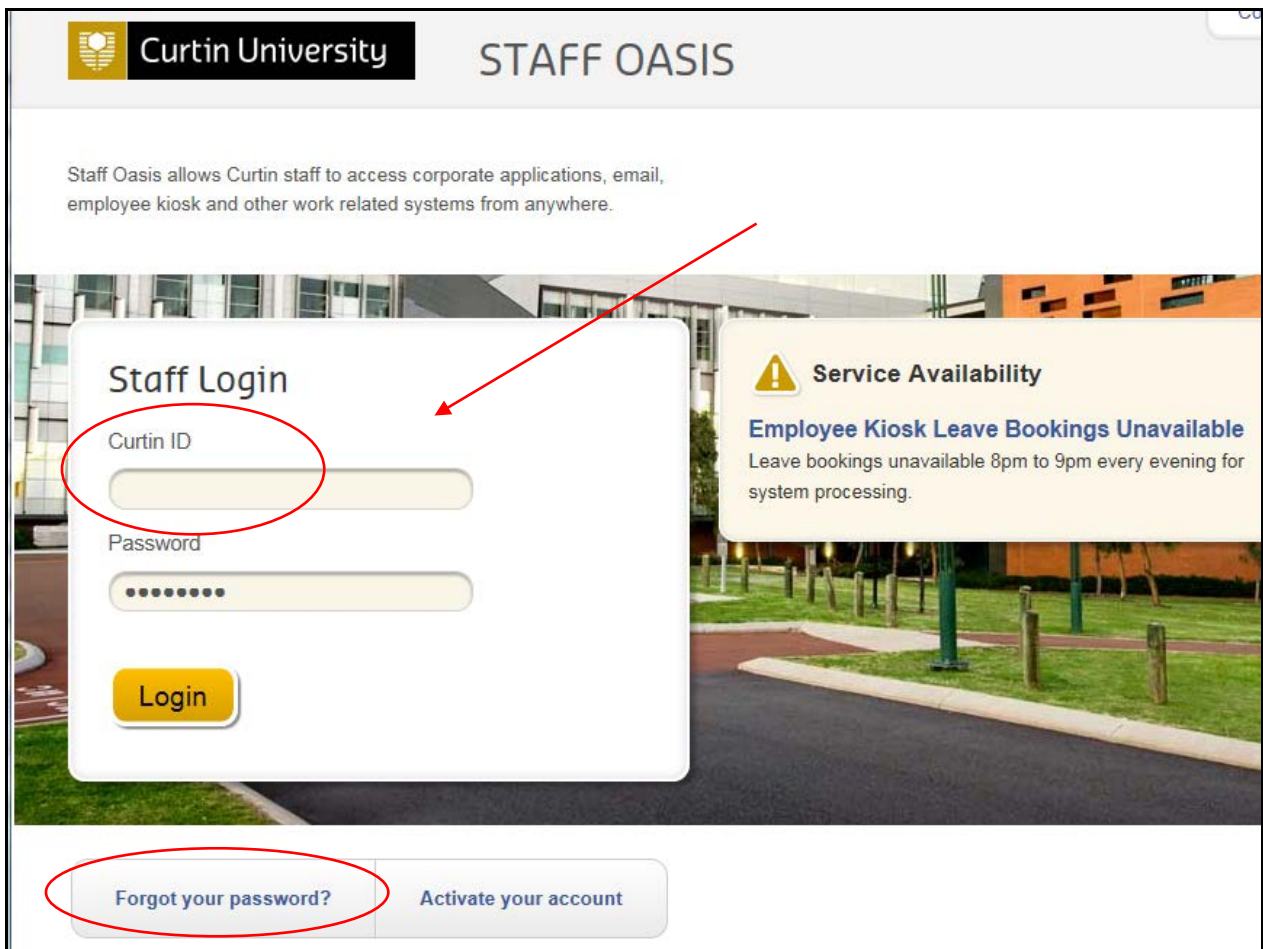
The Employee Kiosk is now only available out of Oasis Staff Portal. Please see the following instructions on how to login to Oasis.

Please note: ALL Curtin Staff members have an Oasis login by default. Your access to Oasis, and the Employee Kiosk will not expire until 18 months after your contract expiry.

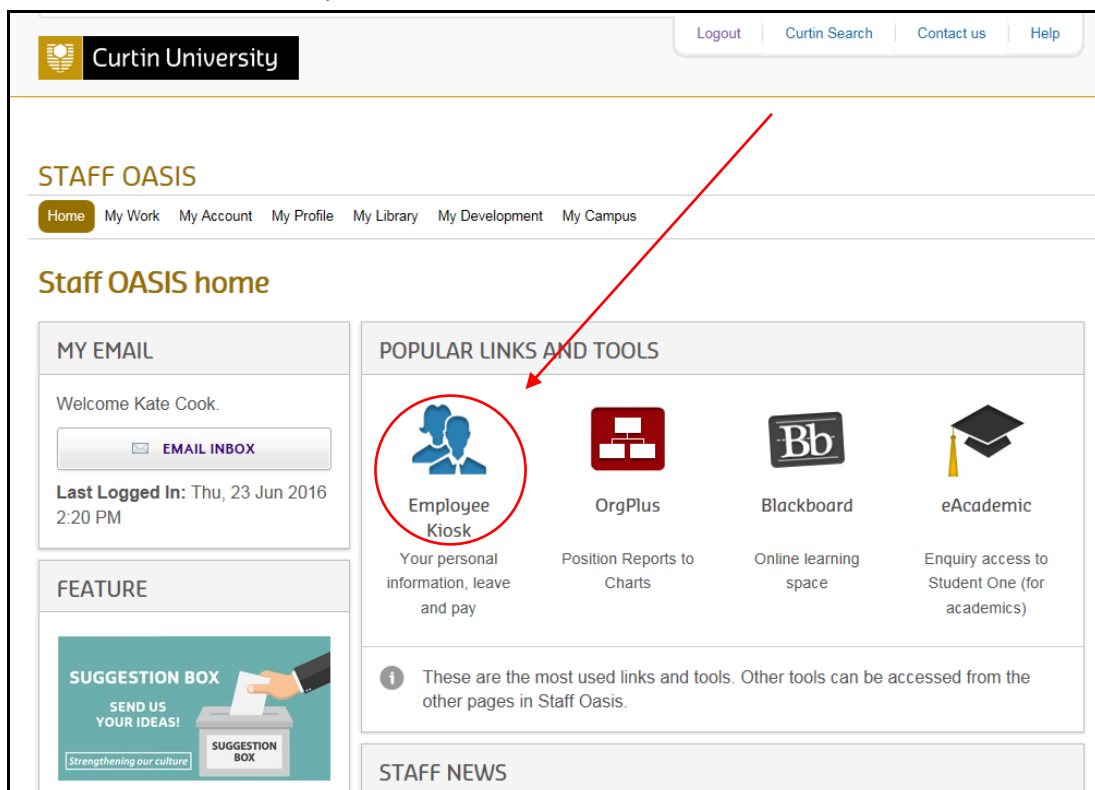
- 1) Go to the Curtin Home page. www.curtin.edu.au
- 2) Click on the link to the Oasis login page (see below)



Then you will be directed to the login in screen

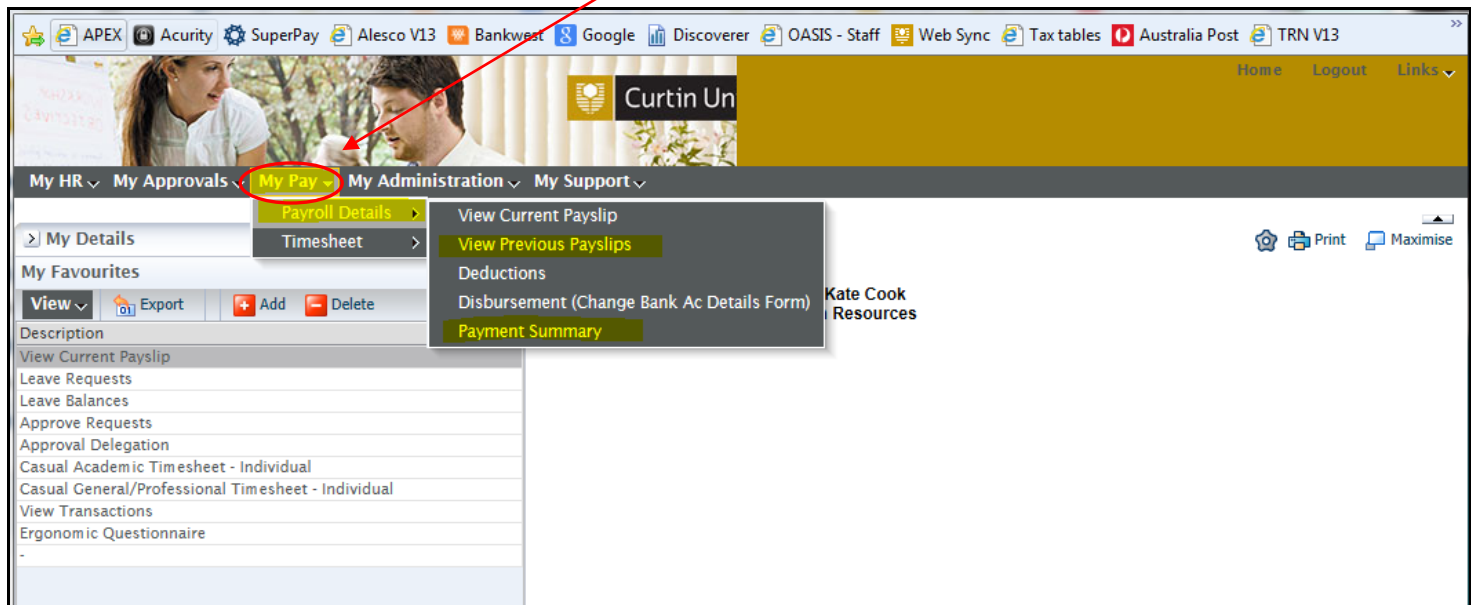


- 3) Once at the Oasis Login, you will need to enter your staff ID # and your Oasis password. If you logged in successfully, go to Step # 7
- 4) If you have forgotten your Oasis password, please click 'forgot your password' or contact CITS on 08 9266 9000.
- 5) If you have never been into Oasis, click on the Activate Account and follow the steps to setup your Oasis account. You will need your Staff ID & birthdate (DDMMYYYY) to create your account.
- 6) If you are not using a Curtin computer you will be asked to login for a second time as a security precaution.
- 7) Once you are into Oasis, click on the picture link to the Kiosk (below).

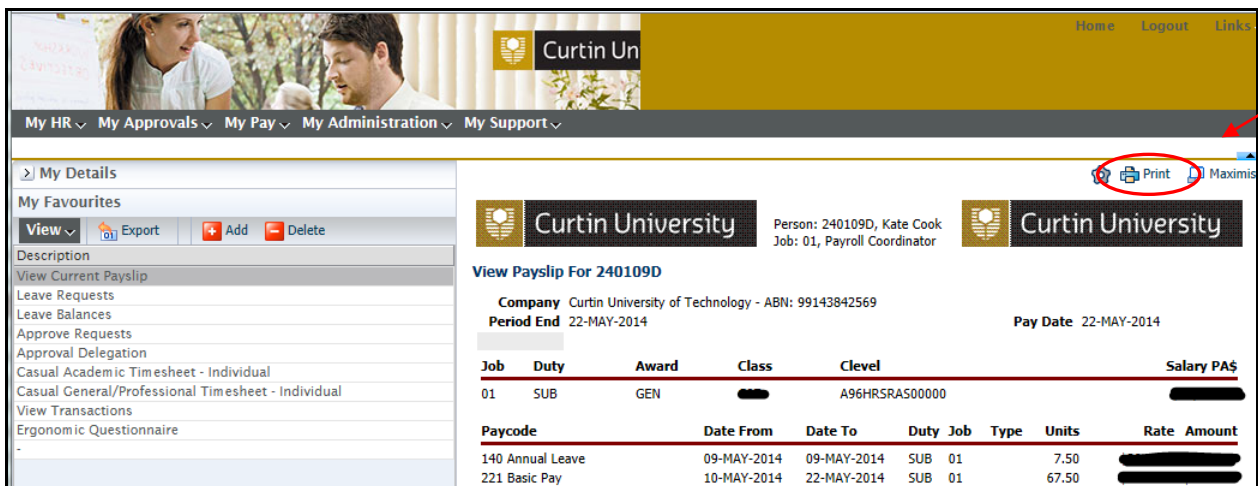


7) The Kiosk will open up directly from that link. (if you are a former employee you may be asked to login again for security reasons.

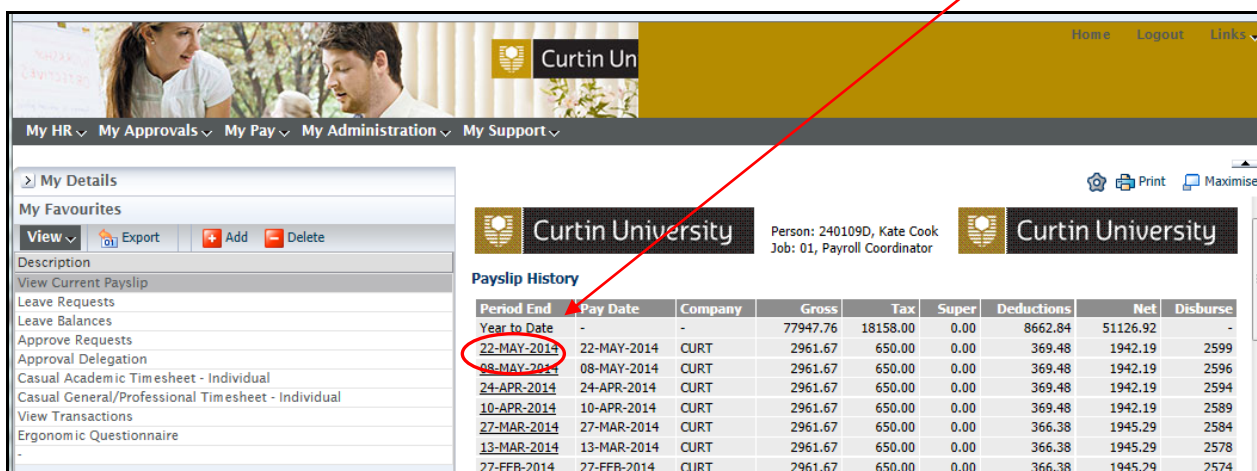
8) Click on the My Pay tab on the top line menu, then payroll details, then whichever option you wish for payslip or payment summary.



9) To print your Current Payslip, click on View Current Payslip and then the Print option in the top right corner of the page.



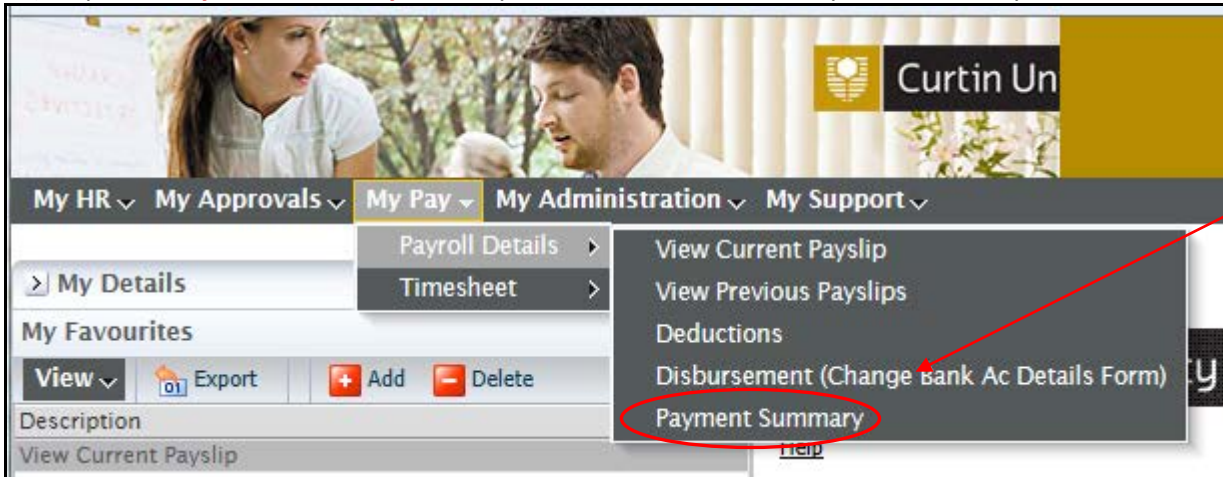
10) To View and print your previous **payslips**, click on the View Previous Payslips menu, and you will see them all listed (below).



Click on the pay date and this will open your payslip in the window. Click on the Print option in the top right

corner to print it out.

11) To print a **Payment Summary** or Group Certificate, click on the Payment Summary menu under the Payroll folder.



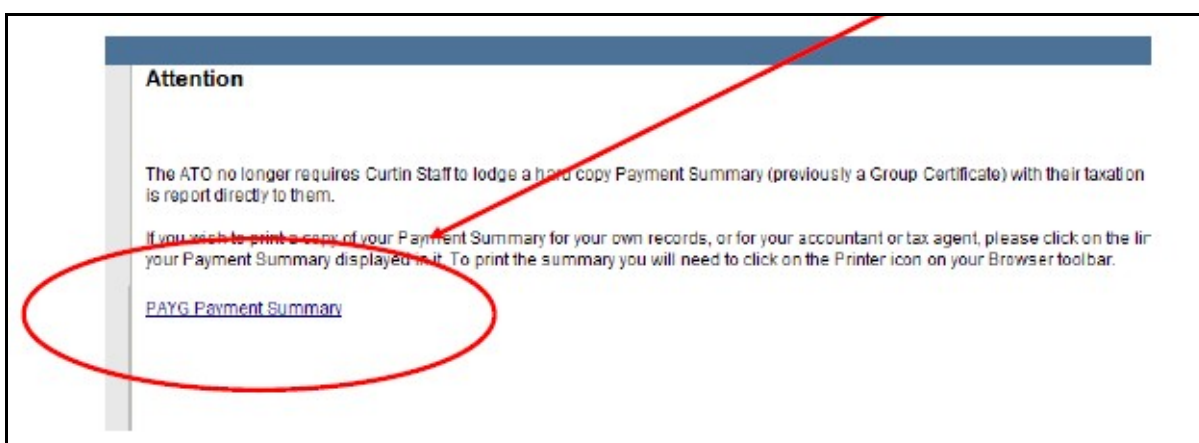
This will list all previous tax years. Click on the Serial # next to the tax year you want to print.

Curtin University Person: 240109D, Kate Cook Job: 01, Payroll Coordinator

Help
Payment Summary

Serial#	Tax Year	Period Start	Period End	Gross Amount	Tax Amount	Date Issued	ATO Income Type	Payment Type
1028662	2013	01-JUL-2012	30-JUN-2013	██████████	██████████	19-JUN-2013	Salary or wage income	Normal
937587	2012	01-JUL-2011	30-JUN-2012	██████████	██████████	23-JUN-2012	Salary or wage income	Normal
823694	2011	01-JUL-2010	30-JUN-2011	██████████	██████████	23-JUN-2011	Salary or wage income	Normal
736104	2010	01-JUL-2009	30-JUN-2010	██████████	██████████	06-JUL-2010	Salary or wage income	Normal
614748	2009	01-JUL-2008	30-JUN-2009	██████████	██████████	23-JUN-2009	Salary or wage income	Normal

12) On the next page, click on the link which says PAYG Payment Summary.



13) When you can view the Payment Summary (see below), click on the Printer icon on your toolbar. It will print to your default printer.

Payment Summary - Windows Internet Explorer

https://webkiosk.curtin.edu.au/pls/brod/WK8056\$PGTA.QueryView7P_BROWSER_

File Edit View Favorites Tools Help

Payment Summary

PAYG payment summary - individual non-business

Payment summary for year ending 30 June 2009

Payee details

LEGGO
Helen

NOTICE TO PAYEE

If this payment summary shows an amount in the total tax withheld box you must lodge a tax return. If no tax was withheld you may still have to lodge a tax return.

For more information on whether you have to lodge, or about this payment and how it is taxed, you can:

- refer to TaxPack
- phone 13 28 61 between 8.00am and 6.00pm (EST), Monday to Friday, or
- visit www.ato.gov.au

Period during which payments were made: 01/07/2006 to 30/06/2009

Payee's tax file number: [REDACTED]

TOTAL TAX WITHHELD \$ [REDACTED]

Gross payments	\$ [REDACTED]	A \$	[REDACTED]
GDEP payments	\$ [REDACTED]	B \$	[REDACTED]
Other income	\$ [REDACTED]	D \$	[REDACTED]
Reportable fringe benefits amount FBT year 1 April to 31 March	\$ [REDACTED]	E \$	[REDACTED]

Allowances: Allowances shown here are not included in Gross payments above. The amounts must be shown separately in your tax return.

14) If you are having issues viewing this document please try using internet explorer as your browser. If you are using a non-Curtin computer please check you have not turned off 'pop up' as this will stop you being able to provide the second sign on required.