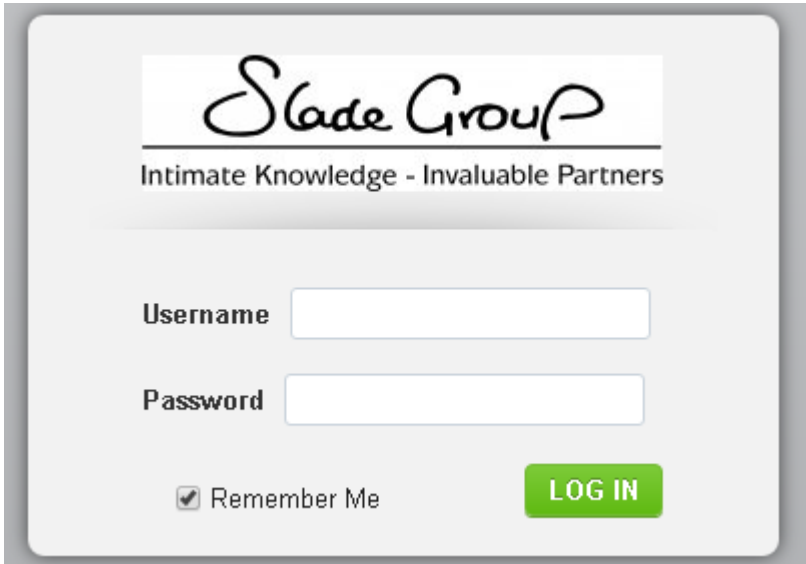


Welcome to Slade Group, this is a step-by-step guide to getting started at Slade.

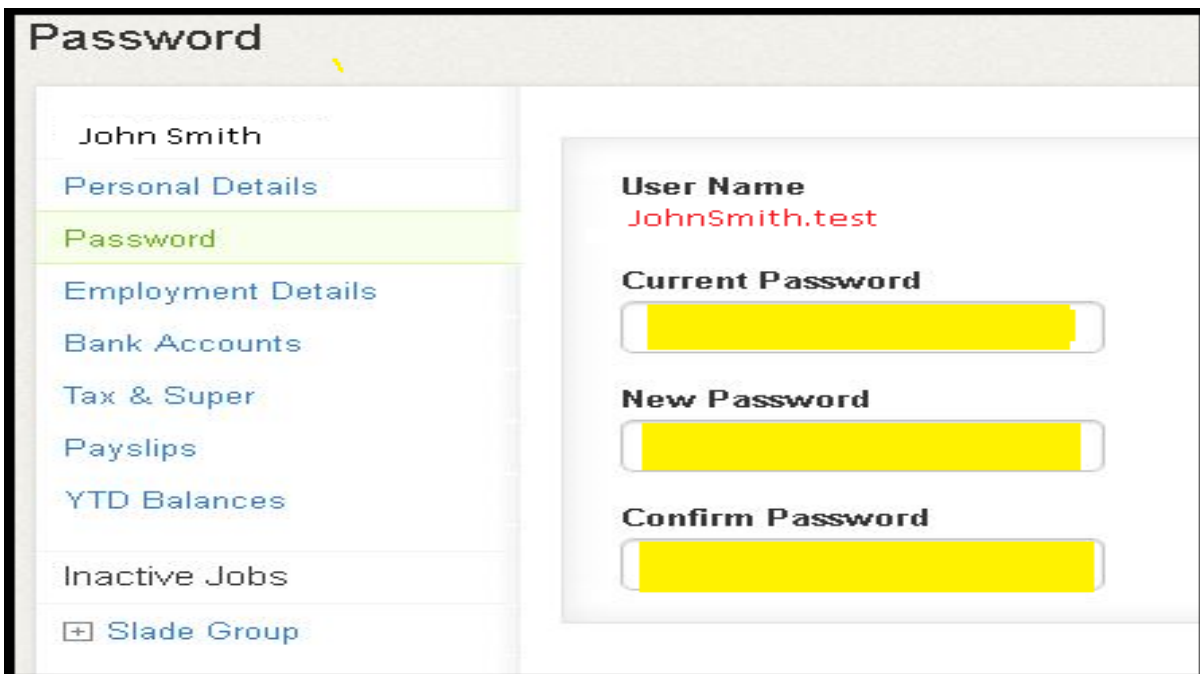
Go to: <http://sladegroup.astutepayroll.com> , enter your User ID and temporary password.



The image shows a login form for Slade Group. At the top is the Slade Group logo and the tagline "Intimate Knowledge - Invaluable Partners". Below this are two input fields: "Username" and "Password". There is a "Remember Me" checkbox with a checked mark. To the right of the checkbox is a green "LOG IN" button.

## TO CHANGE PASSWORD

Go Profile Tab: Password



The image shows a "Password" change form. On the left is a navigation menu with the following items: "John Smith", "Personal Details", "Password" (highlighted in green), "Employment Details", "Bank Accounts", "Tax & Super", "Payslips", "YTD Balances", "Inactive Jobs", and "Slade Group" (with a plus icon). The main content area shows the "User Name" as "JohnSmith.test" in red. Below this are three password input fields: "Current Password", "New Password", and "Confirm Password". Each input field is currently filled with yellow text.

Enter temporary password in the **Current Password** box. Enter New Password and confirm. Click

 Save & Complete

button to save changes.

## TO UPDATE/CHANGE BANK DETAILS

## Go to Profile Tab: Bank Accounts

Dashboard Timesheets Expenses Profile

### Bank Accounts

John Smith

- Personal Details
- Password
- Employment Details
- Bank Accounts**
- Tax & Super
- Payslips
- YTD Balances

#### Primary Bank Account

Account Name	BSB Number	Account Number
John Smith	123-456	123456789

#### Additional Accounts

Fill in **Account Name**, **6-digit BSB** and **Account Number**. Click  button to save changes.

## TO UPDATE/CHANGE TAX DETAILS

### Go to Profile Tab: Tax and Super

### Tax & Super

John Smith

- Personal Details
- Employment
- Bank Accounts
- Tax & Super**
- Leave
- More
- Active Jobs
- No active jobs

#### Tax Information

**Tax File Number** !  
Required


**Due date**

**Method**  
Electronic Submission

**Tax Table**  
Tax Free Threshold

**Tax offset**  
\$  
Enter the full amount of the offset

**Start TFN Declaration**

Click on  and it will take you to a different screen of 3 pages. Start filling in your details.

**Page 1**

**Confirm / Complete the following information below:**

**Family Name**

**First Given Name**

**Other Given Name**

**If you have changed your name since you last dealt with the ATO, show your previous family name**

**Date of Birth**

**What is your home address in Australia?**

Address

Suburb / Town

State / Territory

Post code

**On what basis are you employed?**

Full time employed  
 Part-time employed  
 Casual employment  
 Labour Hire

**Tax File Number**  
*Leave blank if you do not have a tax file number*

**Are you an Australian resident for tax purposes?**

Yes     No

**Page 2**

**Tax File Number Declaration - Required Information**

**Do you want to claim the tax free threshold for this payer?**

Yes     No

**Do you want to claim a seniors and pensioners tax offset reducing the amount withheld from payments made to you?**

Yes     No

**Do you want to claim a zone, overseas forces, dependent spouse or special tax offset by reducing the amount withheld from payments made to you?**

Zone  Yes     No  
 Overseas Forces  Yes     No  
 Dependent spouse  Yes     No  
 Special tax offset  Yes     No

**Do you have an accumulated Higher Education Loan Program (HELP) debt?**

Yes     No

**Do you have an accumulated Financial Supplement debt?**

Yes     No

Page 2 of 3

## Page 3

**Tax File Number Declaration - Submit**

I declare that the information transmitted in this TFN Declaration is true and correct and that I am authorised to make this declaration.

Full name of person making the declaration

John Smith

Tick this box to sign with the AUSKey used by this software and your name supplied above

Back Page 3 of 3 Submit

Type in your name, tick box and click

Submit

A message will pop-up on your screen once you have successfully submitted tax details.

**Tax File Number Declaration - Submitted**

Successfully submitted the Tax File Number declaration.

Close

## TO UPDATE/CHANGE SUPER DETAILS

Go to Profile Tab: Tax & Super

**Superannuation Information**

No superannuation fund assigned

Edit Super Fund

Click on

Edit Super Fund

and fill in one of the following: USI/ABN/SPIN and click

Next

## Page 1

**Superannuation Fund Wizard** ✕

**Find your fund**  
Superannuation funds are identified by the USI (Unique Superannuation Identifiers), but have previously been identified by a SPIN (Superannuation Provider Identification Number) or ABN (Australian Business Number). To select the correct fund, you need to begin with one of these numbers.

**USI / ABN / SPIN**

Use super fund nominated by employer

Keep Existing Fund

*These changes will apply to all future superannuation contributions as well as any currently outstanding payments not yet submitted to your super fund.*

## Page 2

**Superannuation Fund Wizard** ✕

**Matching Funds**  
We have found the following matching funds. Please select the correct fund.

**Note that not all funds can be found using this tool. Please check the USI carefully before choosing your fund.**

	Fund	Product	Type	USI
<input checked="" type="radio"/>	XYZ Superannuation Fund	XYZ Super Fund	APRA	XYZ 0001AU

My fund is not listed here

*These changes will apply to all future superannuation contributions as well as any currently outstanding payments not yet submitted to your super fund.*

## Page 3

Fill out Account Name and your Super Member number and click  to save changes.

**Superannuation Fund Wizard** ✕

**APRA fund or Retirement Savings Account (RSA)**  
Please double-check that you have selected the right fund and, if applicable, provide your account name and member number.

Fund ABN: **123456789**

Fund Name: **XYZ Superannuation Fund**

Product: **XYZ Super Fund**

Fund USI: **XYZ0001AU**

**If applicable:**

Your Account Name:

Your Member Number:

*These changes will apply to all future superannuation contributions as well as any currently outstanding payments not yet submitted to your super fund.*

Email Payroll at [Payroll@sladegroup.com.au](mailto:Payroll@sladegroup.com.au) when Bank Details, TFN and Super are completed.

## TO FILL IN AND SUBMIT A TIMESHEET

Go to Timesheets Tab and select relevant period.



Fill in hours worked and click  to send it to Approver.

