

To begin, login to **Employee Self-Service (ESS)**: ess.federation.edu.au/empower

You will need to select
'I accept' to progress past the
'Confidentiality Compliance' screen

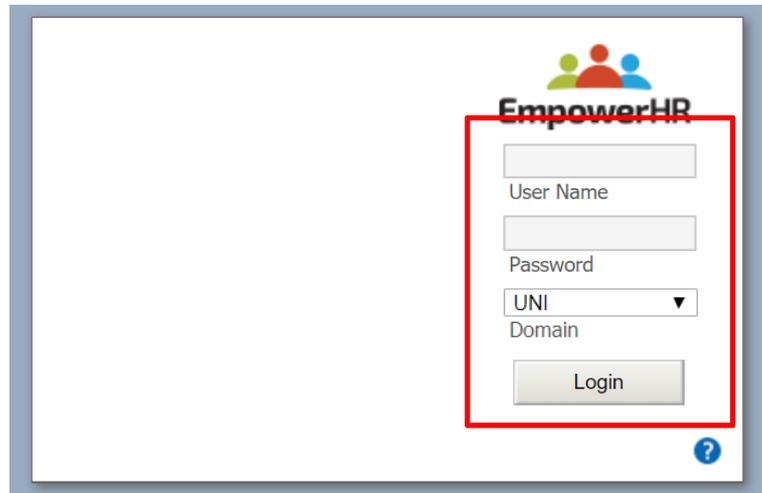
THIS SERVICE IS FOR AUTHORISED CLIENTS ONLY

WARNING: It is a criminal offence to:
1. Obtain access to data without authority
2. Damage, delete, alter, or insert data without authority

Confidentiality Compliance

HR Employee Self Service is a secured information system containing official University records.
As a registered user, it is your responsibility to maintain the University policy of confidentiality of information.
Any data that you extract from HR Employee Self Service or access with HR Employee Self Service, for example pages, reports, financial details, personal details must be treated as confidential and managed accordingly.
Your username and password are unique and must not be divulged to any third party.
Any breach of confidentiality will be taken seriously.

Login to Empower using your
normal sign-on details

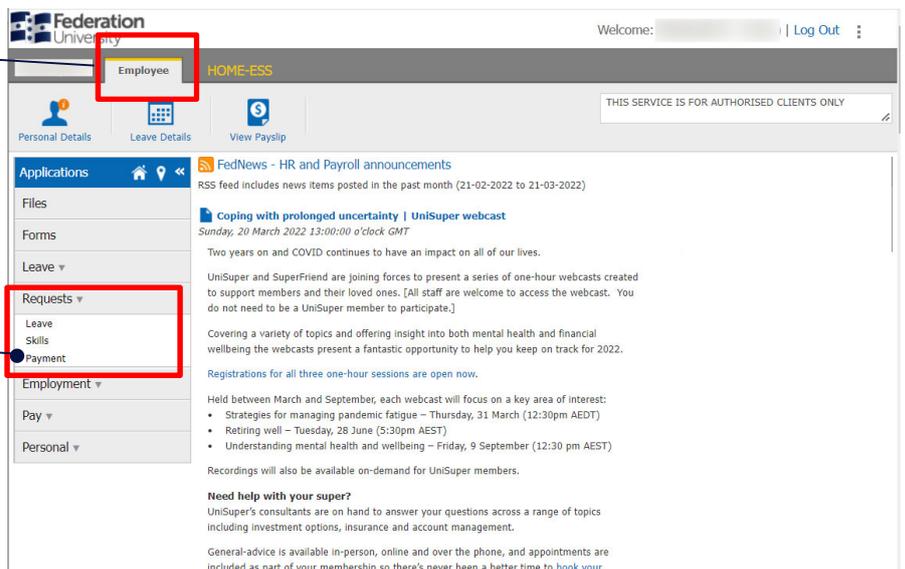


The image shows the EmpowerHR login interface. It features a header with the EmpowerHR logo (three stylized figures in green, red, and blue). Below the logo is a red-bordered box containing the login fields: a text input for 'User Name', a text input for 'Password', a dropdown menu for 'UNI' (with a downward arrow), and a text input for 'Domain'. At the bottom of this box is a 'Login' button. A small blue question mark icon is located at the bottom right of the login area.

Select the **'Employee'** tab

Then the **'Requests'**
drop-down arrow

then **'Payment'**

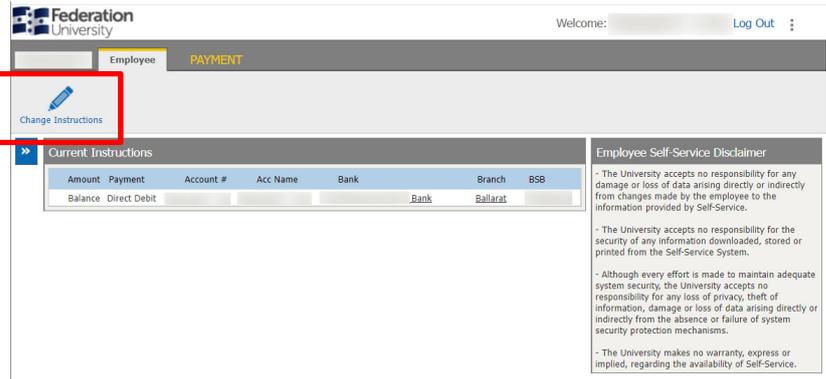


The screenshot shows the Federation University Employee Self-Service (ESS) dashboard. At the top, there is a navigation bar with the 'Employee' tab highlighted in a red box. Below the navigation bar, there are several menu items: 'Personal Details', 'Leave Details', and 'View Payslip'. A 'Applications' sidebar is visible on the left, with a red box around the 'Requests' dropdown menu. The 'Requests' dropdown is expanded, showing options for 'Leave', 'Skills', 'Payment' (which is selected with a radio button), and 'Employment'. The main content area displays a 'FedNews - HR and Payroll announcements' section with an RSS feed and a 'Coping with prolonged uncertainty | UniSuper webcast' announcement. A 'Log Out' link is visible in the top right corner.

View your current payment instructions

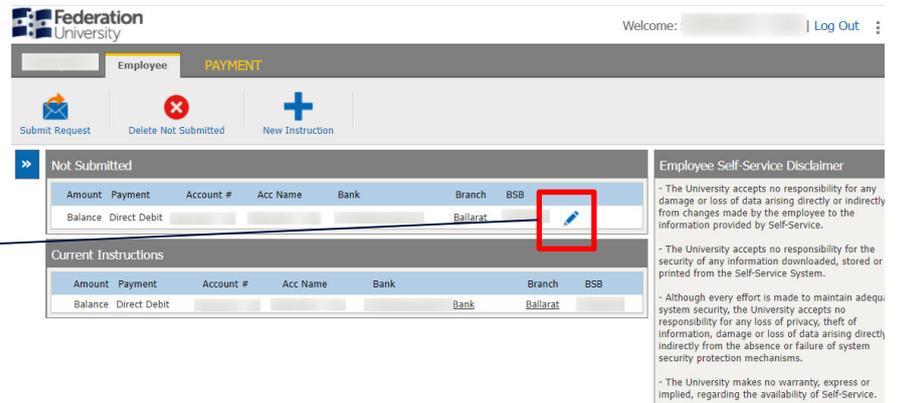
- select the **pencil icon** to initiate a change to your payment details

Note: your pay can be distributed to more than one account – see below for more details



To save you starting a request from scratch, this screen copies your 'Current Instructions' to 'Not submitted'

Under 'Not submitted', select the **pencil icon** to start to 'Change' your payment details

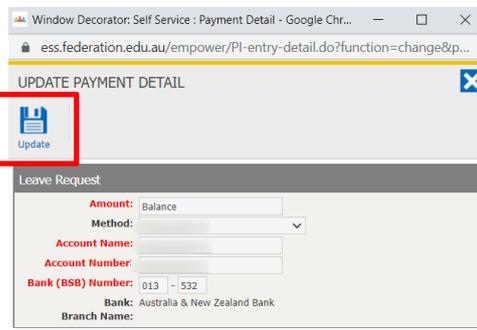


For your whole pay, type 'Balance', and then update/change your 'Account Name', 'BSB' and/or 'Account number' as required

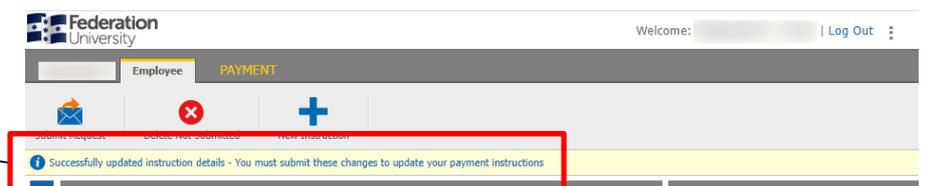
After making the required changes, select 'Update'

- these changes have not yet been sent to Payroll - please see the additional steps below to ensure your changes are made

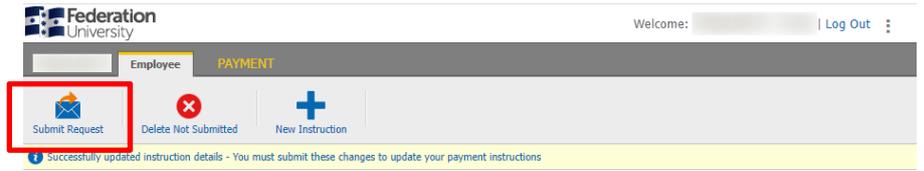
Note: your pay can be distributed to more than one account – see below for more details



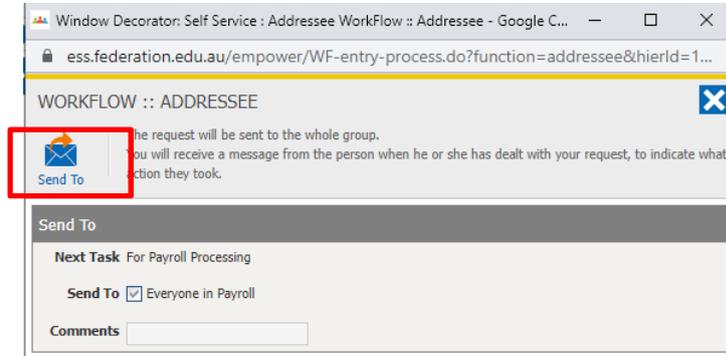
Once you have updated your details, you will see 'successfully updated instruction details' banner



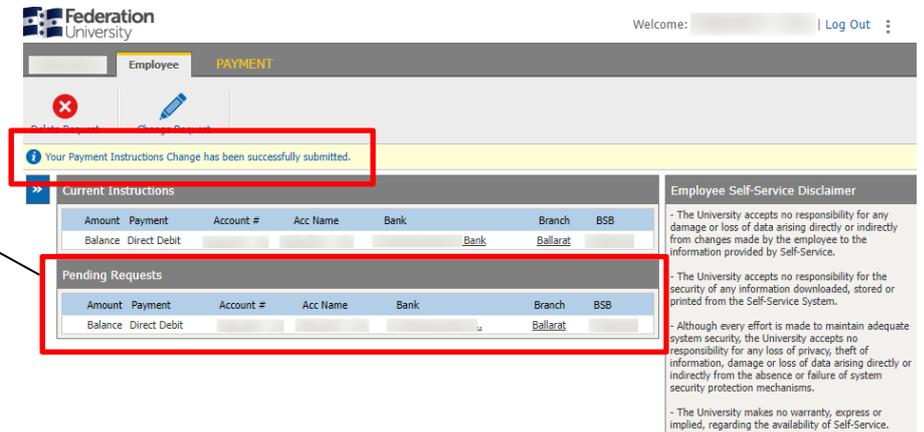
Select **'Submit request'**



Then **'Send to'** to alert Payroll and have your changes actioned



Your **'Not submitted'** request becomes a **'Pending request'** until approved by Payroll

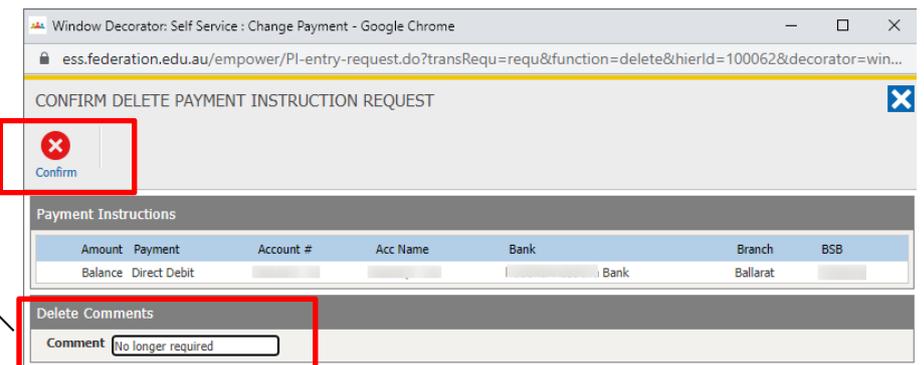


Delete or change your request

Prior to approval by Payroll, you are still able to **'Delete'** or **'Change'** your request

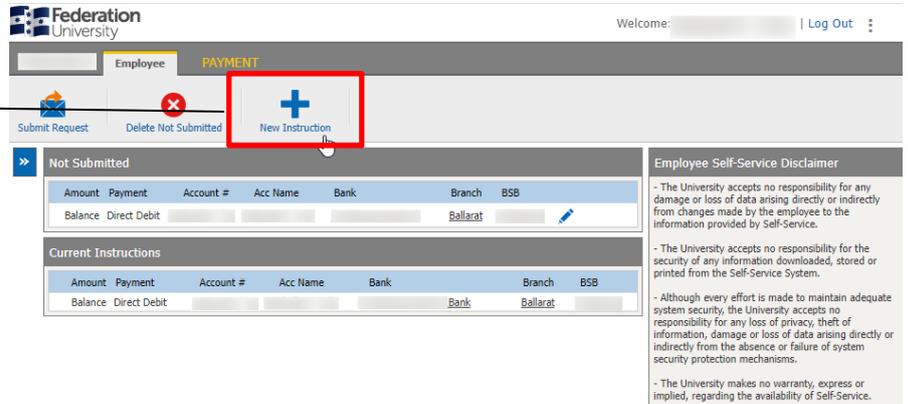


If selecting **'Delete'**, please enter a comment, then **'Confirm'** your request

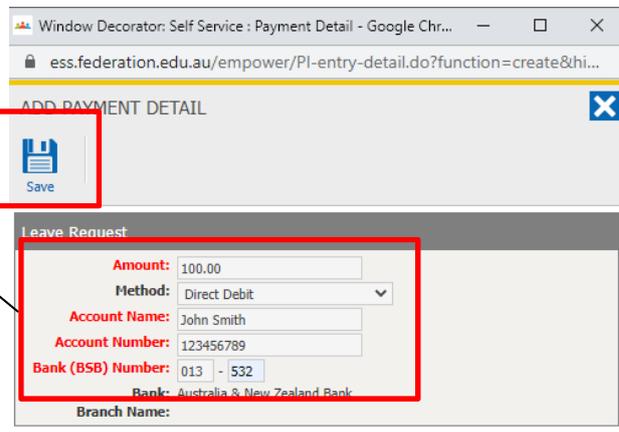


Split or add an additional payment

To split or add an additional payment, select the **'New instruction'** button



Add details of the amount and account details to pay then select **'Save'**



To finalise select **'Submit request'**



Then **'Send to'** to alert Payroll and have your request actioned

