

Access Payroll Information and Download PaySlip

1 Navigate to "Dashboard"

The screenshot shows the 'aurion' dashboard interface. At the top left is the 'aurion' logo. In the top right, there are navigation links for 'Dashboard' (highlighted with an orange circle) and 'Employee', along with a settings gear icon and an external link icon. Below the navigation bar is a dark header with the text 'My Tasks'. Underneath, a user profile section displays a person icon, a dropdown arrow, and the text 'EMPLOYEE, Edward (13511) College Nurse'. The main content area is titled 'My Tasks' with a help icon. It lists two tasks: 'Mail' with a count of 3 and 'Leave Applications' with a count of 1. Each task has a right-pointing arrow.

Task	Count
Mail	3
Leave Applications	1

2 Click "Payroll"

The screenshot shows the Aurion employee dashboard. At the top, there is a navigation bar with the Aurion logo, a 'Dashboard' button, and an 'Employee' profile button. Below this is a 'My Tasks' header. A dropdown menu is open, listing 'My Tasks', 'Timesheets', 'Leave', 'Payroll' (highlighted with an orange circle), and 'My Forms'. Below the dropdown, the user's profile is shown as 'EMPLOYEE, Edward (13511) College Nurse'. The main content area is titled 'My Tasks' and contains a list of tasks: 'Mail' with 3 items and 'Leave Applications' with 1 item. A help icon is visible in the top right of the task list.

3 Scroll down and Click on Pay Summaries

The screenshot shows a scrollable list of payroll-related items. The items are: 'Accounts and Deductions' (3 items), 'Allowances' (0 items), 'Pay Summaries' (2 items, highlighted with an orange circle), 'Claim Sheets' (1 item), and 'Claim Lines' (0 items). Each item has an icon, a count, the item name, and a right-pointing arrow. A vertical scrollbar is visible on the right side of the list.

4 Click on the Pay Summary you would like to download or review

The screenshot shows a dashboard with three main sections: Allowances, Pay Summaries, and Claim Sheets. The 'Pay Summaries' section is expanded to show two entries: 23/07/2025 and 16/07/2025. The 16/07/2025 entry is highlighted with an orange arrow. Below the list, it says 'Showing 1 to 2 of 2 entries' and has navigation links for 'Previous' and 'Next'. A blue chat icon is visible in the bottom right corner.

Icon	Count	Section Name	Action
	0	Allowances	>
	2	Pay Summaries	▼
	1	Claim Sheets	>

23/07/2025 Gross \$ Net \$

16/07/2025 Gross \$ Net \$

Showing 1 to 2 of 2 entries < Previous Next >

5 You can review your Pay Summary Detail

The screenshot shows the 'Pay Summary Details' page for an employee named Edward. The page includes a header with the employee's name and role, and a list of financial details.

EMPLOYEE, Edward (13511)
College Nurse

Pay Summary Details

DATE FROM:	30/06/2025
DATE TO:	13/07/2025
DATE PAID:	23/07/2025
GROSS PAY:	
TAX PAID:	
NET PAY:	
DISBURSEMENTS:	0.00
BANKED:	
EMPLOYER SUPER:	
PAY ADVICE:	

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or you can Download you Pay Advice as PDF and view your Payslip

Pay Summary Details



DATE FROM: 16/06/2025

DATE TO: 29/06/2025

DATE PAID: 16/07/2025

GROSS PAY: ██████████

TAX PAID: ██████████

NET PAY: ██████████

DISBURSEMENTS: ██████████

BANKED: ██████████

EMPLOYER SUPER: ██████████

PAY ADVICE: [13511_20250629.pdf](#)



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