

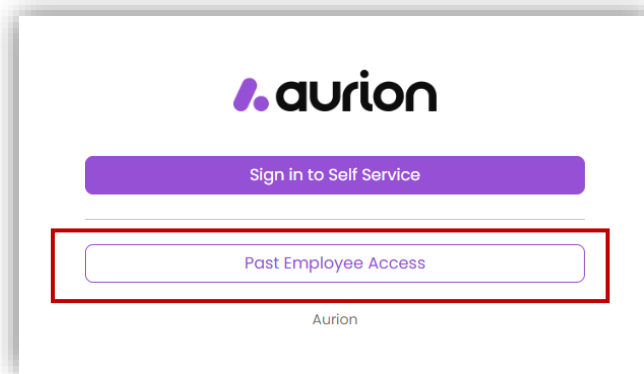
How to Access the Past Employee Portal

Past employees can access information on their history of employment, service and leave along with their pay summaries.

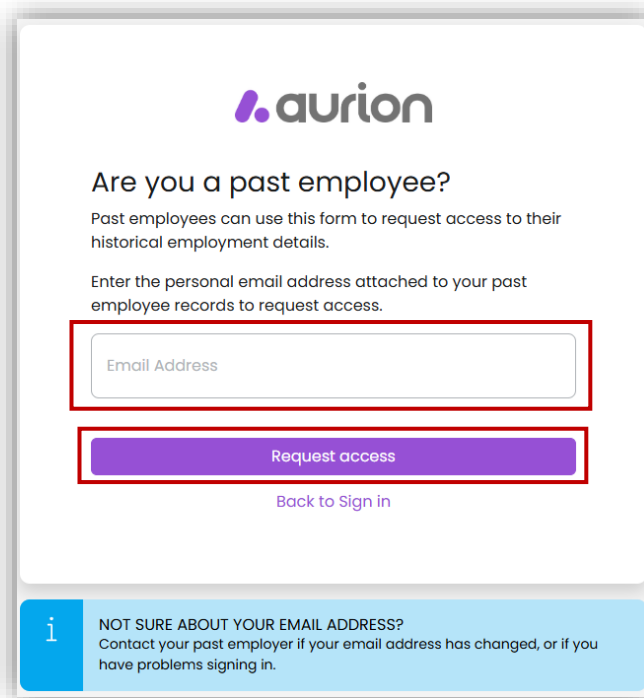
Past Employee Portal

Login to the '[Past Employee Portal](#)'.

Select '**Past Employee Access**'.

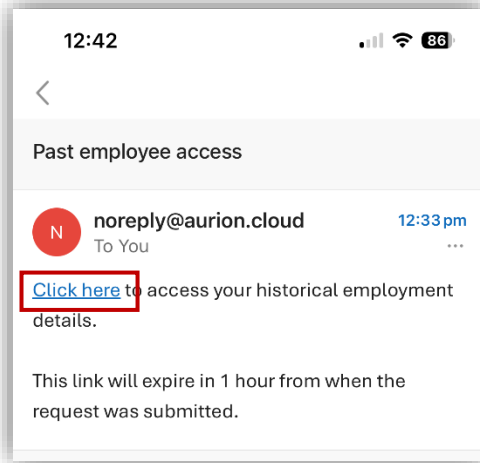


You will be presented with the below screen. Type in the personal '**Email Address**' that was on your Aurion profile before your employment ended and click on '**Request access**'. If you are unsure, you will need to call Payroll (8567 4000) or email them (payshelpdesk@tasc.nsw.edu.au).

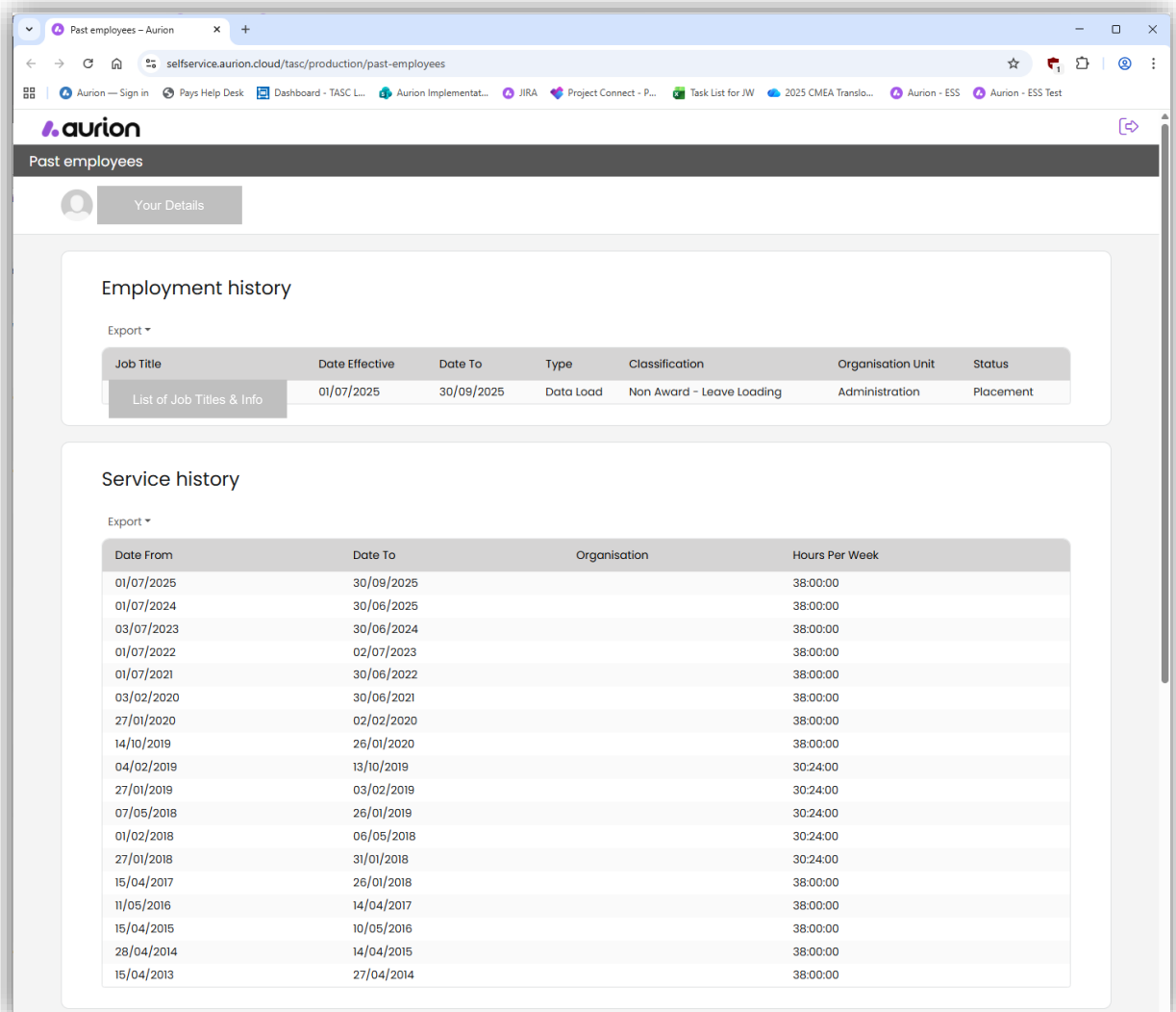


You will receive an email to the nominated email address if it matches what was in Aurion with a short-term link to use to access the Past Employee Portal.

Select 'Click here'.



You will be presented with a web page that lists your historical information as follows:



Leave history

Show 10 entries ▾ Export ▾

FILTER:

| Leave Type | Date From | Date To | Leave Hrs | Leave Days | Status |
|---|------------|------------|-----------|------------|----------|
| Personal/Sick Lve Paid - w/out Med Cert | 13/08/2025 | 13/08/2025 | 4:00 | 0.53 | Approved |

Showing 1 to 1 of 1 entry

< 1 >

Pay summaries

Show 10 entries ▾ Download All

| Date Effective | Document |
|----------------|------------------------------------|
| 30/11/2025 | 10584_20251130.pdf |

Showing 1 to 1 of 1 entry

< 1 >

Payment summaries

No results found.