

## IMPORTANT INFORMATION

### Are you aware of CQUniversity's Employee Self Service Online (ESSO) system?

**NO?** Employees can access their profile and payment details via the internet. Access to ESSO will be necessary for all employees receiving wages or salary from CQUniversity Australia. Pay Advice Slips are no longer printed and sent to employees – if required they can be printed from ESSO.

### Do you have a 'user name' and 'password'?

**NO?** Please return your employment documentation as required as soon as possible. On your commencement date *and* after these details have been entered into the Human Resource Information System, you will be able to obtain your 'user name' and 'password' by contacting the ITD Service Centre.

- Phone: 1300 666 620 or 07 4930 9090 - between 7.30am and 5.30pm weekdays
- Email: [tasac@cqu.edu.au](mailto:tasac@cqu.edu.au)

The first time you log in, you will be required to change your password.

**YES?** Please return your employment documentation as required as soon as possible. On your commencement date *and* after these details have been entered into the Human Resource Information System, you will be able to use your 'user name' and 'password' as previously issued.

### Will you be expecting a Payment Summary for the end of the Financial Year?

**YES?** Payment Summaries are no longer printed and sent to employees – they can be printed from ESSO. Your 'user name' and 'password' will remain operational for two years after you leave CQUniversity.

#### Self Service Menu:

##### PERSONAL DETAILS

- ↔ Personal Contacts
- ↔ Emergency Contacts
- ↔ EEO Information

##### PAYROLL DETAILS

- ↔ Current Payslip
- ↔ Payslip History
- ↔ Bank Accounts
- ↔ Payment Summary

#### PRINT YOUR DETAILS VIA ESSO:

- payslips
- payment summaries

#### EDIT YOUR DETAILS VIA ESSO:

- personal details
- emergency contacts
- bank account details



If you have any problems with ESSO, try referring to the simple user guide that is available at [www.esso.cqu.edu.au](http://www.esso.cqu.edu.au) or contact the ITD Service Centre.