

EMPLOYEE GUIDE

TWO ASTUTE ACCOUNTS

When you work with Agri Labour Australia, you'll be employed by one or both of the following entities:

Agri Labour Australia Pty Ltd
(ABN: 23 142 526 216)

ALA Staff Sourcing Pty Ltd
(ABN: 55 630 533 167)

If you're employed by both entities, you'll have two Astute payroll accounts – one account with each entity. **It is important that you complete your payroll information on both accounts, so that your wages and superannuation can be paid on time.**

Example: two payroll accounts

Chris Smith is a worker employed by **Agri Labour Australia Pty Ltd** and he works at XYZ Blueberry Farm. Chris is also employed by **ALA Staff Sourcing Pty Ltd** and works at ABC Chicken Farm. He uses the following tips to distinguish between his two Astute accounts.



TIP 1: NEW USER EMAILS

- Chris Smith receives a new user email and he knows this is for his account with **Agri Labour Australia**.
 - **Sender:** Agri Labour Australia Pty Ltd agrilabour@portalmail.p.astutepayroll.net
 - **Email subject:** Your Account with Agri Labour Australia Pty Ltd Has Been Activated.
 - **Email content (including comments in red)** is pictured below:



Welcome to the NEW **Agri Labour Australia Pty Ltd** online payroll system.

1. Your user ID is: **chris.smith**. **The user name here is chris.smith without a comma at the end.**
2. You need to setup your password here: <https://agrilabour.astutepayroll.com/security/password/setup-password/token/60F336BB5492CC7C9CD0> **Click on the above link to set up password.**

Once your password is setup log in here: <https://agrilabour.astutepayroll.com/login>.

- Once your password is set up, please always use the link agrilabour.astutepayroll.com/login to access your Astute account.
 - You will need to enter your username. For Chris Smith's Agri Labour Australia account, he needs to enter **chris.smith** as his username.
- Chris Smith later receives another new user email and he knows this is for his account with **ALA Staff Sourcing Pty Ltd**.
 - **Sender:** ALA Staff Sourcing Pty Ltd agrilabour@portalmail.p.astutepayroll.net
 - **Email subject:** Your Account with ALA Staff Sourcing Pty Ltd Has Been Activated.
 - **Email content (including comments in red) is pictured below:**



Welcome to the NEW **ALA Staff Sourcing Pty Ltd** online payroll system.

1. Your user ID is: chris.smith1, **The user name here is chris.smith1 without a comma at the end.**
2. You need to setup your password here: <https://agrilabour.astutepayroll.com/security/password/setup/password/token/4F9EC92B602461B753C1> **Click on the above link to set up password.**

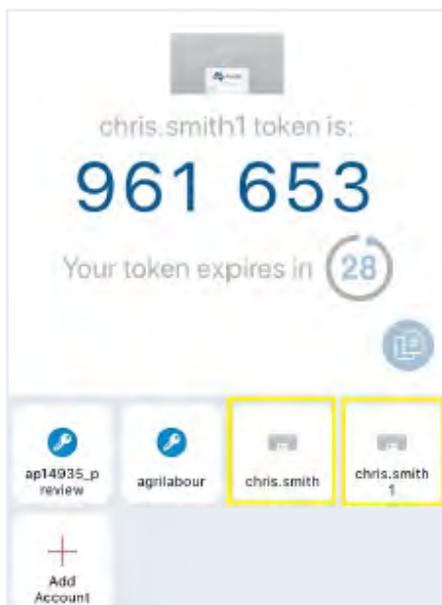
Once your password is setup log in here: <https://agrilabour.astutepayroll.com/login>.

After setting up your password, please always use the above link to enter Astute account. You will need to enter your user name. For Chris Smith, he needs to enter chris.smith1 for his account with ALA Staff Sourcing.

- Once your password is set up, please always use the link agrilabour.astutepayroll.com/login (the Astute account login link is the same for both Agri Labour Australia Pty Ltd and ALA Staff Sourcing).
 - You will need to enter your username. For Chris Smith's ALA Staff Sourcing account, he needs to enter **chris.smith1** as his username.

TIP 2: 2FA AUTHENTICATION APPS

After setting up 2FA authentication for both his Astute accounts, Chris Smith has two accounts on his authentication app. He will use **chris.smith** for his **Agri Labour Australia Pty Ltd** account, and use **chris.smith1** for his **ALA Staff Sourcing Pty Ltd** account.



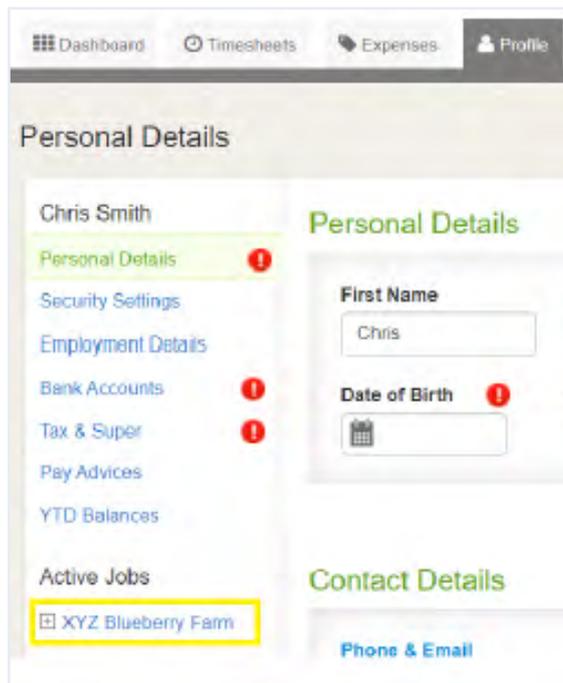
TIP 3: ACTIVE JOBS

Chris Smith learnt from his Letters of Offer that he is employed by Agri Labour Australia Pty Ltd for a job at XYZ Blueberry Farm, and he was employed by ALA Staff Sourcing Pty Ltd for his job at ABC Chicken Farm.

- Chris enters the username **chris.smith** to login to his **Agri Labour Australia Pty Ltd** account and he can see XYZ Blueberry Farm under the Active Jobs list.



The screenshot shows the login interface for Agri Labour Australia. At the top is the logo featuring a map of Australia and the text "AGRI LABOUR australia". Below the logo are two input fields: "Username" with the text "chris.smith" and "Password" with masked characters. There is a "Remember Me" checkbox and a green "Log In" button.



The screenshot shows the user profile page for Chris Smith. The top navigation bar includes "Dashboard", "Timesheets", "Expenses", and "Profile". The main content area is titled "Personal Details" and features a sidebar menu with options: "Personal Details" (highlighted in green with a red exclamation mark), "Security Settings", "Employment Details", "Bank Accounts" (with a red exclamation mark), "Tax & Super" (with a red exclamation mark), "Pay Advices", and "YTD Balances". Under the "Active Jobs" section, "XYZ Blueberry Farm" is listed and highlighted with a yellow box. The main content area shows "Personal Details" with fields for "First Name" (Chris) and "Date of Birth" (with a calendar icon and a red exclamation mark). Below this is the "Contact Details" section, which includes a "Phone & Email" sub-section.

TIP 4: PAY ADVICE

Chris Smith uses the username **chris.smith1** to login to his **ALA Staff Sourcing** account to view his pay advices. He can see that ALA Staff Sourcing Pty Ltd is the employer on his payslips.

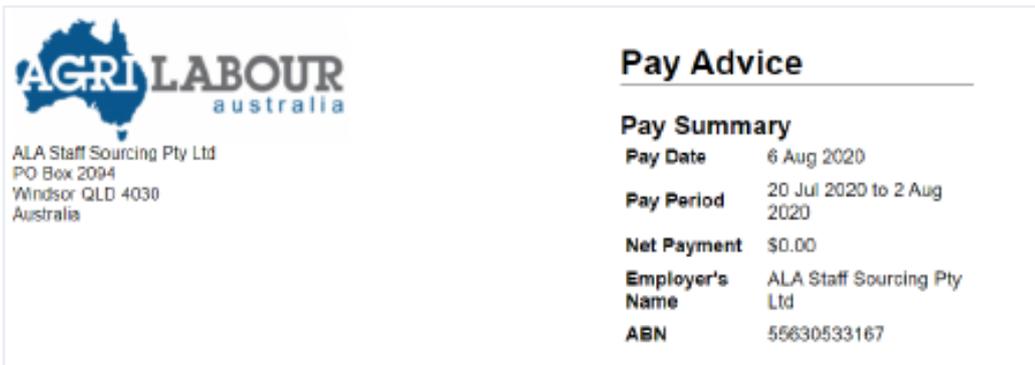


AGRI LABOUR
australia

Username

Password

Remember Me



AGRI LABOUR
australia

ALA Staff Sourcing Pty Ltd
PO Box 2094
Windsor QLD 4030
Australia

Pay Advice

Pay Summary

Pay Date	6 Aug 2020
Pay Period	20 Jul 2020 to 2 Aug 2020
Net Payment	\$0.00
Employer's Name	ALA Staff Sourcing Pty Ltd
ABN	55630533167