

Employee Guide – Portal

Candidate Portal | 22/09/2023.

Contents

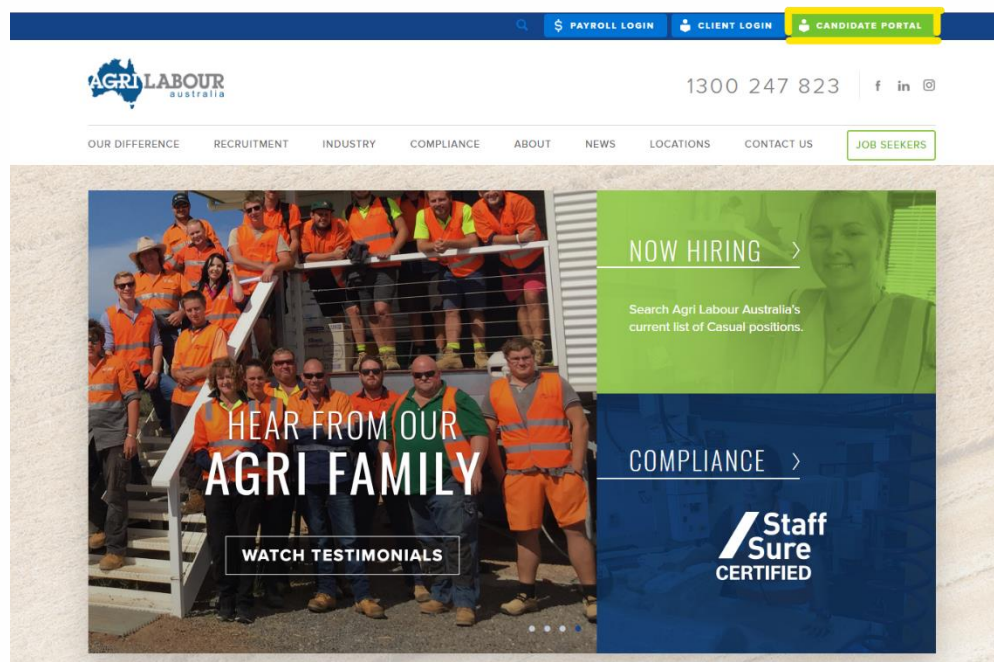
Contents

Contents	2
1. Personal Details.....	3
2. Documents	5
3. Payroll Details.....	6

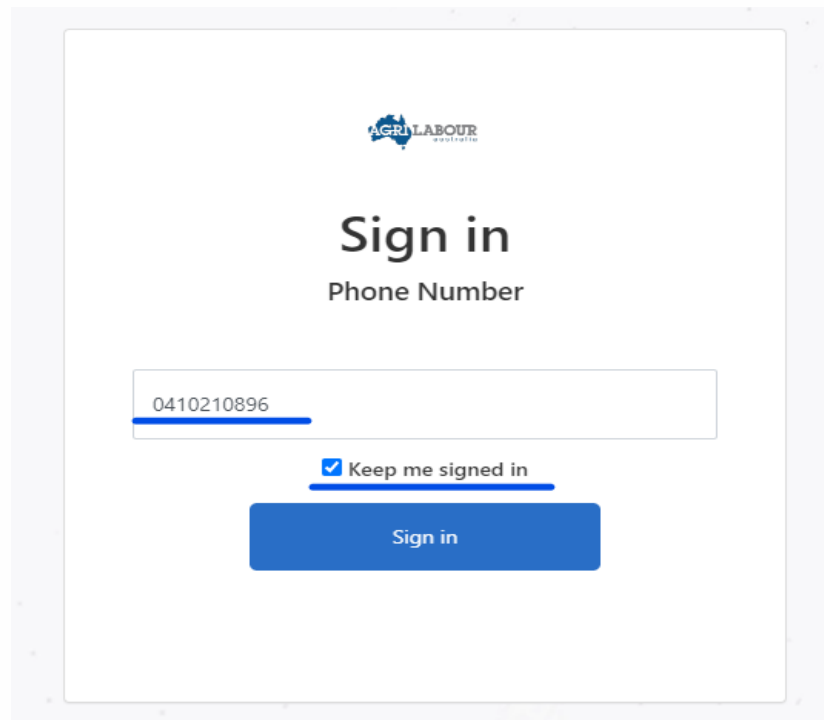
If you want to add/update your personal details such as residential address, contact details, emergency contact details, bank account, TFN, superannuation, etc. you must do it through the candidate portal.

1. Personal Details

1.1. Log-in into the candidate portal via <https://www.agrilabour.com.au/>



1.2 Enter your phone, if you want to keep signed in tick the box as per below image.



1.3. In your profile on the left-hand side you will find the “Personal Details” tab, please click here if you want to add or change any personal informatio and once you finish press update.

Title	Mrs.	✓
First Name	Test - Natalia	✓
Last Name	Test	✓
Preferred Name	Your Preferred Name	
Email	natalia@agrilabour.com.au	✓
Mobile Phone	0410111111	✓
Date Of Birth	01/01/1970	✓
Gender	Female	✓
Country of Citizenship	Australia	✓
First Language	Select Language	⚠
Street Address	St. Address	⚠
Street Address (Line 2)	St. Address Line 2	
City	Your City	⚠
State	Your State	⚠
Postal Code	Your Postal Code	⚠
Address Country	Australia	✓

Emergency Contact

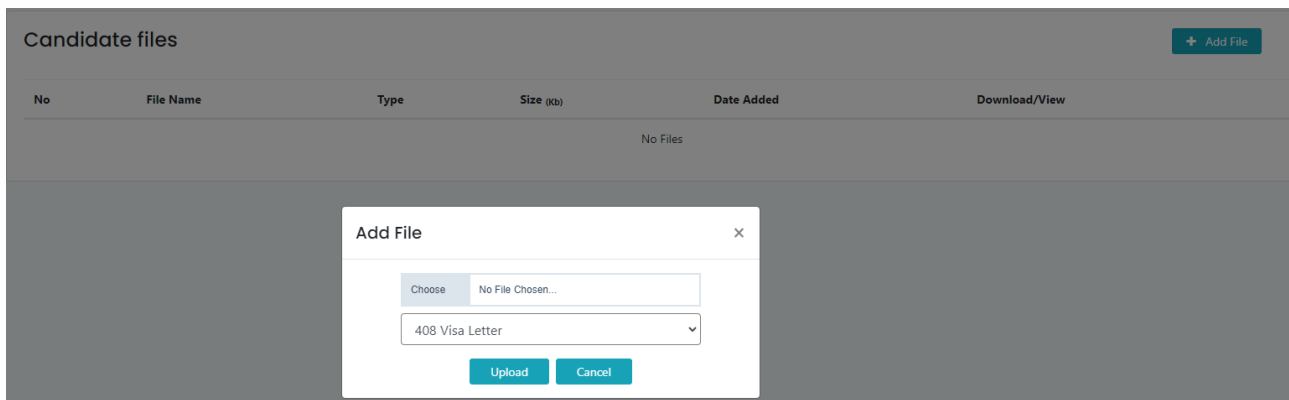
Name	<input type="text" value="Emergency Contact Name"/>	▲
Relationship	<input type="text" value="Relation with Emergency Contact"/>	▲
Email	<input type="text" value="Emergency Contact Email"/>	▲
Mobile No.	<input type="text" value="Emergency Contact Mobile No."/>	▲

[Update](#)

2. Documents

In the documents tab you will be able to upload any file such as a copy of your driver license, passport, CV, visa, vax proof, etc.

- 2.1. click +Add file and then choose the file that you want to upload and scroll down to select the type of document you are uploading.



The screenshot shows a 'Candidate files' section with a table header: No, File Name, Type, Size (kb), Date Added, Download/View. The table is empty, displaying 'No Files'. An 'Add File' button is in the top right. A modal window titled 'Add File' is open, featuring a 'Choose' button, a file selection area showing 'No File Chosen...', a dropdown menu with '408 Visa Letter' selected, and 'Upload' and 'Cancel' buttons.

3. Payroll Details

In the payroll details tab, you will be able to update your bank account information, Tax file number (TFN) and superannuation details.

3.1 Bank Details: Press new if you need to add or change your bank details and then press save.

Back

* Only English letters and numbers can be used.

Primary Bank Account

Account Name

BSB Number

Account Number

Additional Accounts

Secondary Bank Account

Account Name

BSB Number

Account Number

Deposit Type Percentage Dollar Amount

Deposit Amount

Save

3.2 Superannuation: Press new if you need to add or change your superannuation details and then press save.

* Only English letters and numbers can be used.

Find your fund

Superannuation funds are identified by the USI (Unique Superannuation Identifiers), but have previously been identified by a SPIN (Superannuation Provider Identification Number) or ABN (Australian Business Number). To select the correct fund, you need to begin with one of these numbers.

USI / ABN / SPIN

Use super fund nominated by employer

These changes will apply to all future superannuation contributions as well as any currently outstanding payments not yet submitted to your super fund.

x Cancel
Next ▶

3.3 Tax Declaration: Press new if you need to add or change your superannuation details and then press save.

* Only English letters and numbers can be used.

Tax File Number Declaration [How To Complete This Form](#)

I don't Have my TFN

Tax File Number:

Have you changed your surname since you last dealt with the Australian Tax Office?

Yes
 No

Are you an Australian resident for tax purposes or a working holidays maker?

Australian resident for tax purpose
 Foreign resident
 Working Holidays maker

On what basis are you paid?

Full-time
 Part-time
 Casual
 Labour Hire

I declare that the information transmitted in this TFN Declaration is true and correct and that I am authorised to make this declaration

Full name of the person making the declaration

Tick this box to sign with the identification details you used to log on and your name supplied above

4. Deductions

In the Deductions tab, you will be able to check the details of your ongoing deductions, accommodation, health insurance and transport under the 'Deduction Each Pay' and your fixed deductions.

Under the 'balance' column, it shows you the total amount that you are behind on for the ongoing deductions and the total amount still to pay for the fixed deductions.

Deductions Each Pay						
Name	Amount Each Pay	Start Date	End Date	Amount Owed	Total Paid	Balance
PLS25 STAN - Accommodation	160.00	2023-11-28	-	0.00	640.00	0.00
PLS25 STAN - Health Insurance	18.00	2023-11-28	-	0.00	72.00	0.00
PLS25 STAN - Transport	65.00	2023-11-29	-	0.00	195.00	0.00

Fixed Deductions						
Name	Amount Each Pay	Start Date	Estimated End Date	Total Amount	Total Paid	Balance
PLS25 STAN - Airfare & transfers	56.25	2023-11-28	-	675.00	225.00	450.00
PLS25 STAN - Visa	27.92	2023-11-28	-	335.00	111.68	223.32
PLS25 STAN - Cash Advance (1)	16.67	2023-11-28	-	200.00	66.68	133.32
PLS25 STAN - Mobile Phone	9.77	2023-11-28	-	117.27	39.08	78.19
PLS25 STAN - Cash Advance (2)	30.00	2023-11-20	-	300.00	117.69	182.31



- 📞 1300 247 823
- ✉️ info@agrilabour.com.au
- in Agri Labour Australia
- f @agrilabouraus
- 📷 @agrilabourau

