

Employee Guide – Two Astute Accounts

When you work with Agri Labour Australia, you will be employed by the following entities.

- Agri-Labour Australia Pty Ltd (ABN: 23 142 526 216)
- ALA STAFF SOURCING PTY LTD (ABN: 55 630 533 167)

You can be employed by both entities, in which case you will 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.**

Below is an example showing you how this works.

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 the two Astute accounts he has.

Tip 1: New User Emails

Chris Smith received 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.

A snip of the email content and comments in red:

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/set-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>.

After set 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.smith for his account with Agri Labour Australia.

Chris Smith later received 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.

A snip of the email content and comments in red:

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/set-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.

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 Agri Labour Australia Pty Ltd account, and use chris.smith1 for ALA Staff Sourcing Pty Ltd account.



chris.smith1 token is:

961 653

Your token expires in **28**



Tip 3: Active Jobs

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

He entered user name chris.smith to logon to Agri Labour Australia Pty Ltd account and he saw XYZ Blueberry Farm under the Active Jobs list.

The image shows two screenshots from the Agri Labour Australia system. The top screenshot is the login page, featuring the Agri Labour Australia logo (a map of Australia with the text 'AGRI LABOUR australia'). Below the logo are input fields for 'Username' (containing 'chris.smith') and 'Password' (masked with dots). There is a 'Remember Me' checkbox and a green 'Log In' button.

The bottom screenshot shows the user's profile page. At the top, there is a navigation bar with 'Dashboard', 'Timesheets', 'Expenses', and 'Profile'. The main content area is titled 'Personal Details' and includes a sidebar menu with options like 'Personal Details', 'Security Settings', 'Employment Details', 'Bank Accounts', 'Tax & Super', 'Pay Advices', 'YTD Balances', and 'Active Jobs'. The 'Active Jobs' section is highlighted with a yellow box and contains a single entry: 'XYZ Blueberry Farm'. To the right of the sidebar, the 'Personal Details' section shows 'First Name' as 'Chris' and 'Date of Birth' with a calendar icon. Below this is the 'Contact Details' section, which includes a 'Phone & Email' field.

Tip 4: Pay Advices

Chris Smith used user name chris.smith1 to log on to his ALA Staff Sourcing account to view his pay advices. He could see that ALA Staff Sourcing Pty Ltd shows on payslips as the employer.



AGRI LABOUR australia

Username

Password

Remember Me



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