

How to get yourself sorted on Astute

Within 2-3 days of signing your contract you will get an email from Recruitment Hive's Astute Payroll system requesting you to set up your **Astute Payroll account**.

Astute Payroll allows our contractors to manage their timesheets, personal, banking and superannuation details. If you do not receive an email with information on how to set up your login on Astute Payroll within 2 business days from signing your contract or have any questions on any of these documents, please email accounts@recruitmenthive.com.au

How to create your Astute Payroll profile (PAYG employees) using the Onboarding Wizard

The onboarding wizard is a series of four screens, each mirroring a section of your Profile tab. The information that you enter will be saved to your profile.

You may not see all these screens during the onboarding process, as any information that has been entered prior to your onboarding doesn't need to be re-entered. This may happen if your agency or employer enters some details on your behalf before they send you your New User email.

You'll have the option to skip each of the four screens, and will be able to continue with your portal session. If there is mandatory information that hasn't been entered in your profile the next time you log in, you will see the relevant onboarding screen until these details are provided.

Entering your personal details

The Personal Details screen is the first onboarding screen, used to set up your personal and contact information. When completing your Personal Details, please complete all the fields. We need this to set you up correctly. Skipping fields will cause delays.

Personal Details Validation

Once you've entered your Personal Details, clicking **Next** will validate all the completed fields and save the information you have provided to your profile. Please note that if there are any errors or incomplete mandatory fields, the data will not be saved. You will need to amend the errors and then click **Next** again to re-validate and save your data.

Some portals may also require the **Emergency Contact** fields to be completed. If this is the case for your portal, you'll receive an error underneath any mandatory fields in the **Emergency Contact** section.

If you receive an error message saying: '**An error has occurred in processing your onboarding, please click here to go to your Profile page to complete onboarding**', click the link to be redirected to your profile tab and enter your details there.

Skip Onboarding

The Personal Details screen includes an option to **Skip Onboard**, which allows you to skip the entire onboarding process for your current session. If any information has been entered in the Personal Details fields, you will be prompted to confirm that you would like to leave the page with unsaved changes.



On your next login, if mandatory details have not been provided, you will be taken through the onboarding process again.

Tax File Number Declaration

The Tax File Number (TFN) declaration screen is where you can record your tax details, which will be used to determine how tax is calculated when you are included in a pay run.

A link to an article that provides more information on how to complete the questions in the TFN declaration can be found in the top right corner of the TFN Declaration onboarding screen.

Clicking **Next** will validate the completed fields in your TFN declaration and save the information provided. If there are any errors, the data will not save, so you will need to resolve the errors then click **Next** again.

To move past this page for your current session, click **Skip**. The TFN declaration screen will appear in the Onboard tab on your next login if it is still incomplete.

Specifying where your Superannuation will be directed

The Super screen allows you to nominate the superannuation fund that your contributions are paid into. Please note that the **Next** button will not activate until your superannuation details have been entered.

To move past the Superannuation page for your current sessions, click **Skip**. This screen will appear in the Onboard tab on your next login if it is still incomplete.

IMPORTANT: The onboarding screen for Superannuation is **not compatible with Google Chrome on mobile devices**. If you use Chrome on your mobile, please click the link in the warning banner to be taken to your dashboard. You'll be able to resume onboarding on your next login from a compatible browser.

Bank Details

The Bank Details screen records the bank account that you will be paid into.

The Primary bank account name, BSB and account number are mandatory fields. If this is the only account provided, your entire pay will be deposited into this account.

Recruitment Hive employees have the option to enter additional bank details. You will need to nominate a Deposit Type (Percentage or Dollar Amount) and a Deposit Amount. These values determine how much of your total net pay is deposited into your additional bank account.

For example:

- if your total net pay is \$1000, and you have a Deposit Type of Dollar Amount and a Deposit amount of 300, then \$300 would be deposited into your additional account and the remaining \$700 of your total net pay would go to your primary account.
- If your total net pay is \$1000, and you have a Deposit Type of Percentage and a Deposit amount of 20, then 20% of your net pay (ie \$200) would be deposited into your additional account, with the remainder going to your primary account

Once you have nominated your bank account, click Done to complete the onboarding wizard. You can also opt to **Skip** this section. If bank account details haven't been provided on your next login, this screen will reappear.

Our induction process

Okay, now we're getting close! Recruitment Hive's induction process is completed using your Astute secure login. When you log into Astute for the first time, you will be presented with a 'Terms & Agreement' screen which details The Hive's 'Company Wide Induction'. Please read this document so as to ensure you are aware that Recruitment Hive and your host client have a mutual responsibility for your health, safety and wellbeing.

Once you have read and understand the content of this document, please tick the small check box on the right hand side of the document panel, which asks you to confirm:

'I have read and accept the above Company Wide Induction terms and conditions'.

You will then need to respond as to whether you 'agree' or 'disagree' to the details contained within this document. When you select 'agree' you will be able to access your dashboard and, importantly, your timesheet and enter your completed hours.

If you do not agree with any of the included information, please contact your recruiter or Recruitment Hive's Human Resources department.

Within your download library is your **Contractor Handbook and Employee HR Policy & Procedure Manual**, which contains general information regarding your employment.

In-depth Work Health Safety and Human Resource policies, forms and documentation can be located in the download library on the right hand side of your dashboard, alongside a copy of the National Employment Standards 2023 and Fair Work Information Statement 2023.

Also included in your download library is supporting documentation which includes information regarding Recruitment Hive's Employee Assistance Program, Data Breach procedures, IT Security, APS Code of Conduct publication and extended salary packaging services.

Okay, let's now finish off Astute, and start Hiving!

Like to know more?

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