

Purpose: A staff member with an entitlement of ninety one (91) or more days of long service leave may apply in any year of service to receive a payment in lieu of their long service leave entitlement (i.e. cashing in). This guide provides an overview of how to submit a request to Payroll Services.

References: Refer to the applicable procedure to <u>Cashing in Long Service Leave</u>.

Submitting A Request

Step	Action		
1.	Log in to the staff portal by navigating to	MyUniSA MyUniSA	Search UniSA Search
	The Staff Portal is displayed.	Norm Disions & Uns by Details IR Tacking Resarch Today in Advlatide (SMT + 10::0): The control of th	Management Services Eurory Online Tools Email Predection advectory Image Production Search Search Understand UPDATE VOIR TELEPHORE UPDATE VOIR TELEPHORE UPDATE VOIR TREAPHORE Statuth UPDATE VOIR TREAPHORE Statuth
2.	To access the online Cashing in Long Service form, Forms tab. Type 'Cashing' in form search, select Se Click on the hyperlink provided. You may need to of Or alternatively, hover over the HR tab. Forms and administrative resources > Forms for all staff > Forms for HR administrators > Templates > Administrative manuals	go to Find a Form and select the earch . enter your user credentials.	Find a Form Forms Online Forms cashing x Search rms for all staff link.
3.	Submit Cashing in Long Service Leave page is displayed Submit Cashing in Long Service Leave Request Index Payod Processing Provid Processing Payod Processing Index Payod Processing Divide Payod Processing Divide	d. Accept / Decline art be paid to me in cash. wring account: are requested be paid to me in cash and that I have no further claim to that entitlement. at saft).	 Enter the number of days you wish to cash in. Nominate which bank account the payment is to be deposited to: either your main bank account (registered in myHR), or nominate another bank account and enter your account details in the fields which appear. Enter a comment if necessary (Payroll can view this comment when they receive the request). The Confirmation section is mandatory. Read and confirm each question/statement. Click Submit to forward your request to Payroll.



Tracking Your Request

Step	Action		
4.	Once Payroll have received your request, they will process the payment in the Payroll system. You will receive an automated email when the request is finalised.		
	Payment will then be made in the next available pay following the receipt of your request (payroll cut off dates will apply).		
	To view the progress of your record, go to <u>https://bpi.unisa.edu.au</u> . The Appian application will open.		
	Click on the Records menu. Records		
	Select Cashing in Long Service Leave Records from the list displayed.		
	Your record will appear in a table. Click on the hyperlink to open.		

If your current long service leave entitlement <u>is less than 91 days</u>, Payroll will coordinate your request with the Executive Director: People, Talent and Culture.

For further assistance on this procedure or your payment, contact UniSA Payroll Services