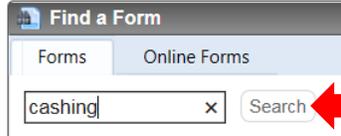
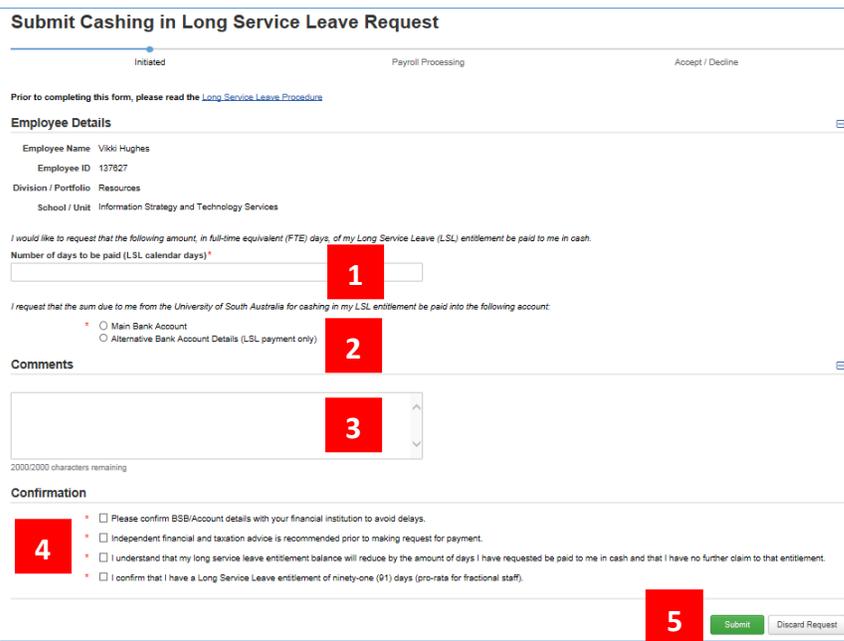


Purpose: A staff member with an entitlement of ninety one (91) or more days of long service leave may apply in any year of service to receive a payment in lieu of their long service leave entitlement (i.e. cashing in). This guide provides an overview of how to submit a request to Payroll Services.

References: Refer to the applicable procedure to [Cashing in Long Service Leave](#).

Submitting A Request

Step	Action
1.	<p>Log in to the staff portal by navigating to https://my.unisa.edu.au/public/staffweb/</p> <p>The Staff Portal is displayed.</p> 
2.	<p>To access the online Cashing in Long Service form, go to Find a Form and select the Forms tab. Type 'Cashing' in form search, select Search. Click on the hyperlink provided. You may need to enter your user credentials.</p> <p>Or alternatively, hover over the HR tab.</p>   <p>The form can be accessed by clicking on the Forms for all staff link.</p>
3.	<p>The Cashing in Long Service Leave page is displayed.</p>  <ol style="list-style-type: none"> 1 Enter the number of days you wish to cash in. 2 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. 3 Enter a comment if necessary (Payroll can view this comment when they receive the request). 4 The Confirmation section is mandatory. Read and confirm each question/statement. 5 Click Submit to forward your request to Payroll.

Tracking Your Request

Step	Action
4.	<p>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.</p> <p>Payment will then be made in the next available pay following the receipt of your request (payroll cut off dates will apply).</p> <p>To view the progress of your record, go to https://bpi.unisa.edu.au. The Appian application will open.</p> <p>Click on the Records menu. </p> <p>Select Cashing in Long Service Leave Records from the list displayed. </p> <p>Your record will appear in a table. Click on the hyperlink to open.</p>



If your current long service leave entitlement is less than 91 days, 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](#)