

## **INSTRUCTIONS FOR ACCESSING ELECTRONIC PAYSリップ AND HELP CONTACTS**

### **DECD PRESCHOOLS AND SCHOOL EMPLOYEES**

DECD employees will receive their electronic payslips via their LearnLink email account (*[employee name/number]@schools.sa.edu.au*). If your site uses a local mail server (*[schoolname].sa.edu.au*) you will need to ensure your LearnLink email is diverted to your local mail server address. The LearnLink Administrator at your site should be able to assist with this.

If you are a DECD staff member appointed to a specific site, the LearnLink administrator at your site will be able to assist with your user ID and password for first time use or reset your existing LearnLink password.

If you are a claim paid employee and are not appointed to a specific site (e.g. TRT) the **ICT Service Desk** can assist you to log in for the first time.  
**Phone 8204 1866 (Metro) or 1300 363 227 (Country) for assistance.**

### **DECD CORPORATE BASED EMPLOYEES**

Corporate based employees will receive the electronic payslips via their work email (*@sa.gov.au*). If you previously worked at a DECD non-corporate site you may have a LearnLink email mailbox and your payslip may be delivered to the LearnLink email. You can contact the ICT Service Desk to request all your emails be forwarded to your DECD corporate work email. The **ICT Service Desk** can assist you to reset your password.

**Phone 8204 1866 (Metro) or 1300 363 227 (Country) for assistance.**

## **HELP CONTACTS**

### **Email account password reset**

- DECD Preschool and School employees Only – Site **LearnLink** administrator (All Preschool and School Sites have an allocated LearnLink administrator) **or**
- All DECD Corporate employees - Email ICT Service Desk email [ictsupport@sa.gov.au](mailto:ictsupport@sa.gov.au) or contact **ICT Service Desk on 8204 1866 or for Country Callers 1300 363 227**

### **Incorrect email account details requiring changes**

- Email ICT Service Desk email [ictsupport@sa.gov.au](mailto:ictsupport@sa.gov.au) or contact **ICT Service Desk on 8204 1866 or for Country Callers 1300 363 227**

### **If you didn't receive your emailed payslip (check your junk email inbox) or to request resending of electronic payslip and other payroll enquiries**

- Email Shared Services SA (Payroll) on [payroll05@sharedservices.sa.gov.au](mailto:payroll05@sharedservices.sa.gov.au) or telephone **8462 1305 (Press 1)**

### **Understanding your Payslip (Earnings Advice)**

- Each employee's **Earnings Advice** displays the pay group, contact phone number and email address to which you can direct your pay query. Sample payslips can be viewed at:  
<http://www.decd.sa.gov.au/hrstaff/pages/employmentconditions/payslipexplanations>