INSTRUCTIONS FOR SETTING UP PAYROLL DEDUCTION FOR PROFESSIONALS@CURTIN MEMBERSHIP

1. Log onto Employee Kiosk via the Welcome tab on the OASIS website https://portal.curtin.edu.au/.

2. Select the My Pay tab on the top toolbar and view the dropdown menu.

3. Select the Payroll Details tab from the dropdown menu.

4. Then select the Deductions tab.

5. Select the Add New Deduction record that can be found within the Maintain Deductions section and process with the transaction.

6. Enter the deduction information, including:
   a. Job Number – select your current job
   b. Paycode – D524-PAC Membership
   c. Deduction Amount – 20
   d. Expires after Total Amount – 20
   e. Start Date – choose today’s date
   f. End Date – leave blank if you have entered 20 in (d)
   g. Reference – enter your initial, surname and staff ID, eg J Doe987654E

7. Click on Insert and ‘Success! Row inserted’ will appear, confirming your deduction.

8. Email pac@curtin.edu.au and confirm that your deduction has been successfully activated.

9. After the monies have been received by Professionals@Curtin a receipt will be provided for your records.