

HOW TO SET UP YOUR “ASTUTE” PAYROLL PORTAL

Please Action

Once again, congratulations on your new role!

You should have now received your login details for **Astute** – MAYDAY’s Payroll & Timesheet portal. Please check your inbox (and don’t forget to check your junk mail, just in case).

To help you get started, we’ve attached some handy guides to your Assignment Schedule email that relate to setting up your profile with two-factor authentication. You’ll need to download the Google Authenticator App or Authy App on your phone to complete this step.

It’s important to **log into Astute** and add your **correct bank details**, **Superannuation fund information** and **TFN details** to ensure accurate payroll processing.

PAYROLL & PAYSLEIPS (ASTUTE PORTAL)

- Your wages are paid **weekly**, in the week following the hours worked.
- Depending on your bank, funds should reach your nominated account by **COB Thursday** for the previous week’s work.
- Payslips will be sent to the email address listed in your Astute profile, and you can also access current and past payslips directly in the portal.
- Your payslip password will be your **date of birth in the format YYMMDD**.

SUPERANNUATION

Super is paid **quarterly**, in line with legislative requirements.

TAXATION

Please ensure you select the **correct tax threshold** in the portal so you are not over-taxed.

If you have any questions or issues in relation to payroll or the Astute Portal, please reach out to **payrollqueries@maydayrecruitment.com** and the team will assist you promptly.

Don’t hesitate to get in touch if you have any further questions.

