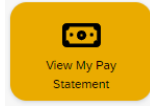
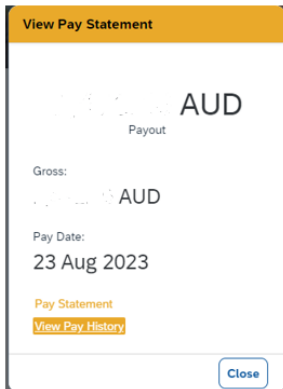


MYHUB – VIEWING MY PAYS LIPS VIA DESKTOP

1. Open the SAP SuccessFactors (MyHub) Desktop app on your computer and log in to your account using your credentials.



2. Click on “View My Pay Statement” tile.
3. A pop-up screen will appear.



4. Selecting **Pay Statement** will open your most recent payslip.

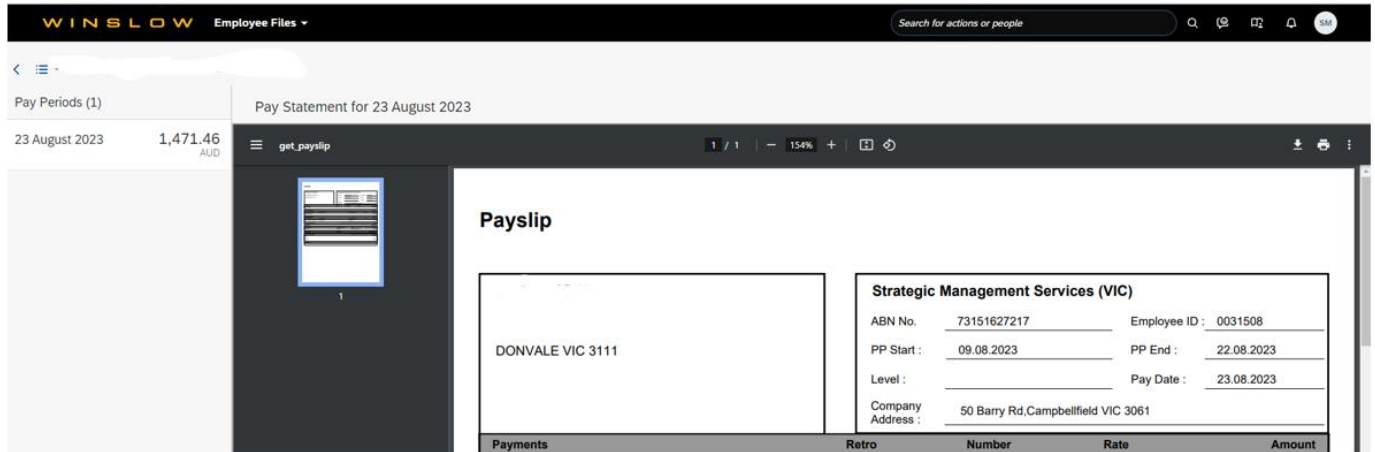
Payslip

DONVALE VIC 3111		Strategic Management Services (VIC)			
		ABN No. 73151627217	Employee ID : _____		
		PP Start : 09.08.2023	PP End : 22.08.2023		
		Level : _____	Pay Date : 23.08.2023		
		Company Address : 50 Barry Rd, Campbellfield VIC 3061			
Payments	Retro	Number	Rate	Amount	
Normal Salary				1,691.46	
Total Payments :				1,691.46	
Deductions/Taxes	Account Name	Account Number	Retro	Amount	
Full Income tax				- 220.00	
Total Deductions :				- 220.00	
Contributions	Account Name	Account Number	Retro	Amount	
SGC Company Contribution				186.06	
Total Contributions :				186.06	
Net Pay :				1,471.46	
Bank Number	Account Number	Payee	Amount		
03			1,471.46		
Leave Type	Unit Type	Leave Balance			
Year-to-date Details		Amount			
Gross		1,691.46			
Taxes		- 3,776.30			
Net Pay		1,471.46			
Messages :					

Continued next page.




5. Selecting **View Pay History** will allow you to select the pay period for which you would like to review your payslip.



6. The available pay periods will appear down the left-hand side as a list.
7. Click on the required pay period date and the payslip will open in the main part of the screen.

Downloading or Printing Your Payslip

Once you have your payslip open you will have downloading, or printing capabilities by clicking on the icon for the desired method at the top right of screen .