

Re-printing your payment summary

Staff who require a replacement copy of their payment summary may re-print the document via Themis Self Service.

Note: only payment summaries generated after the 2005/2006 period will be available to re-print.

How to access your payment summary

- 1 Log in to Themis using the **UOM Staff Self Service** responsibility.
- 2 Click on the **Payment Summary** function located in the View Only section.
The Self Printed Payment Summary screen will display.



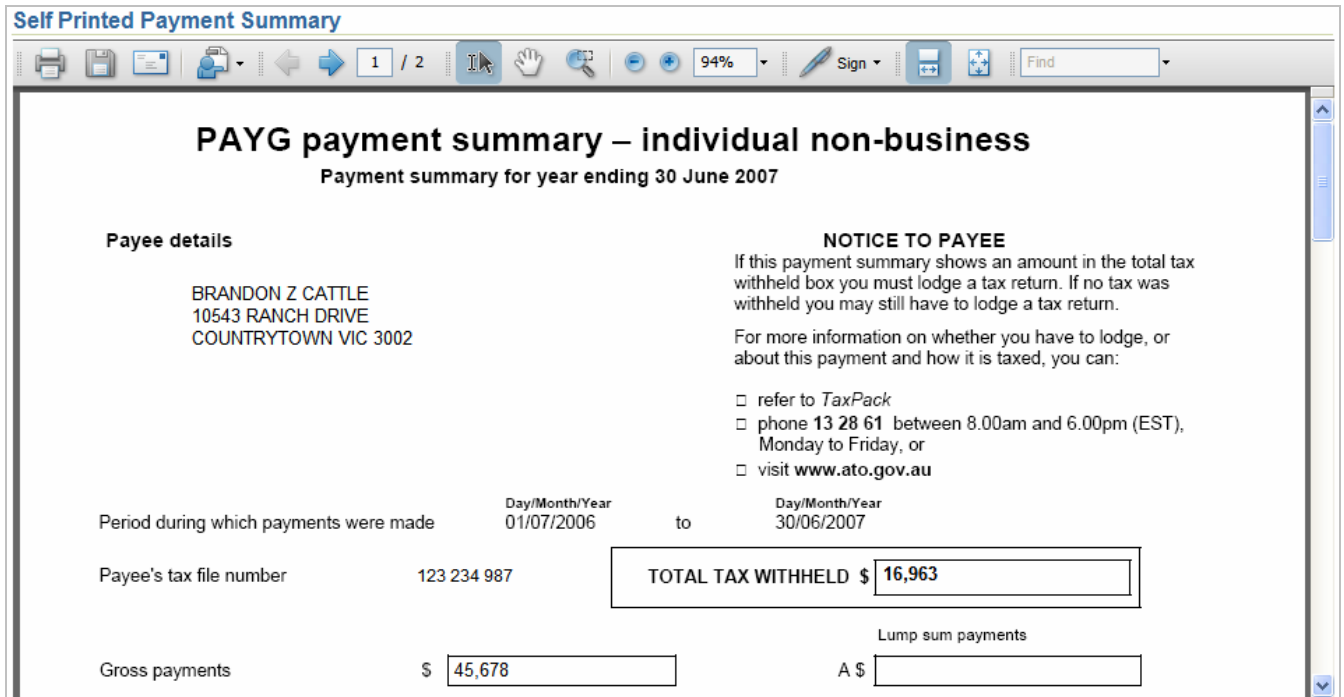
The screenshot shows a web form titled "Self Printed Payment Summary". It includes a legend: "* Indicates required field". There is a "Year" dropdown menu set to "2006/2007". Below it is a text input field for the "Selected Payment Summary" with a "Torch" icon to its right. A "Go" button is located at the bottom of the form.

- 3 Specify the payment summary you would like to re-print.

Field	Action	Comment
Year	Select the period for which you wish to re-print your payment summary	Note: you will only be able to print from the 2005/2006 period.
Selected Payment Summary	Click on the Torch icon to select the appropriate payment summary from the list of values	In the Search and Select: Selected Payment Summary screen: <ul style="list-style-type: none">• Click on the Go button to retrieve a list of all available payment summaries.• Click the Quick Select icon associated with the payment summary you wish to print.

- 4 Click on the **Go** button.

The payment summary for the specified period will display.

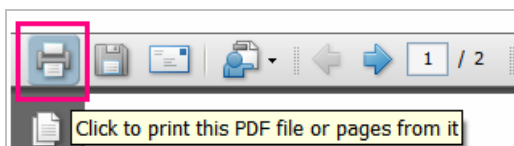


The screenshot shows a PDF document titled "PAYG payment summary – individual non-business" for the year ending 30 June 2007. The document includes the following information:

- Payee details:** BRANDON Z CATTLE, 10543 RANCH DRIVE, COUNTRYTOWN VIC 3002
- NOTICE TO PAYEE:** If this payment summary shows an amount in the total tax withheld box you must lodge a tax return. If no tax was withheld you may still have to lodge a tax return. For more information on whether you have to lodge, or about this payment and how it is taxed, you can:
 - refer to *TaxPack*
 - phone 13 28 61 between 8.00am and 6.00pm (EST), Monday to Friday, or
 - visit www.ato.gov.au
- Period during which payments were made:** 01/07/2006 to 30/06/2007
- Payee's tax file number:** 123 234 987
- TOTAL TAX WITHHELD:** \$ 16,963
- Gross payments:** \$ 45,678
- Lump sum payments:** A \$

How to print your electronic payslip

- 5 Click on the **Print** icon located on the top left of the PDF document pane.



Important: do not use the print commands for your web browser as this will print the full screen (including the tabs, buttons and menu).