

ASTP Online for ATSOs user guide

Contents

Introduction	2
Accessing ASTP Online	2
Dashboard and Main Menu	3
ATSO Pay Claims	4
Submit a run pay claim	5
Submit a training pay claim	7
Delete a draft pay claim	9
Personal Profile	10
Update your residential address, contact details, emergency contact details and bank details	10
Payslip	11
Contact Us	12
Technical support	12

Introduction

ASTP Online for ATSOs is a secure web portal that allows ATSOs to view and submit pay claims for runs and training.

Accessing ASTP Online

There are two options to log in as described below:

1) Log in directly

1. To log in, visit <https://online.astp.det.nsw.edu.au/ui/dashboard>
2. Enter your **DoE User ID** or **DoE Email Address**
e.g. *jane.citizen1* or *jane.citizen1@det.nsw.edu.au*
3. Enter your **DoE Password**
4. Click the **Log in** button.
5. Once logged in, you will be directed to the ASTP Online for ATSOs dashboard.

2) Log in via the DoE Staff Portal “ASTP Online” My Essentials

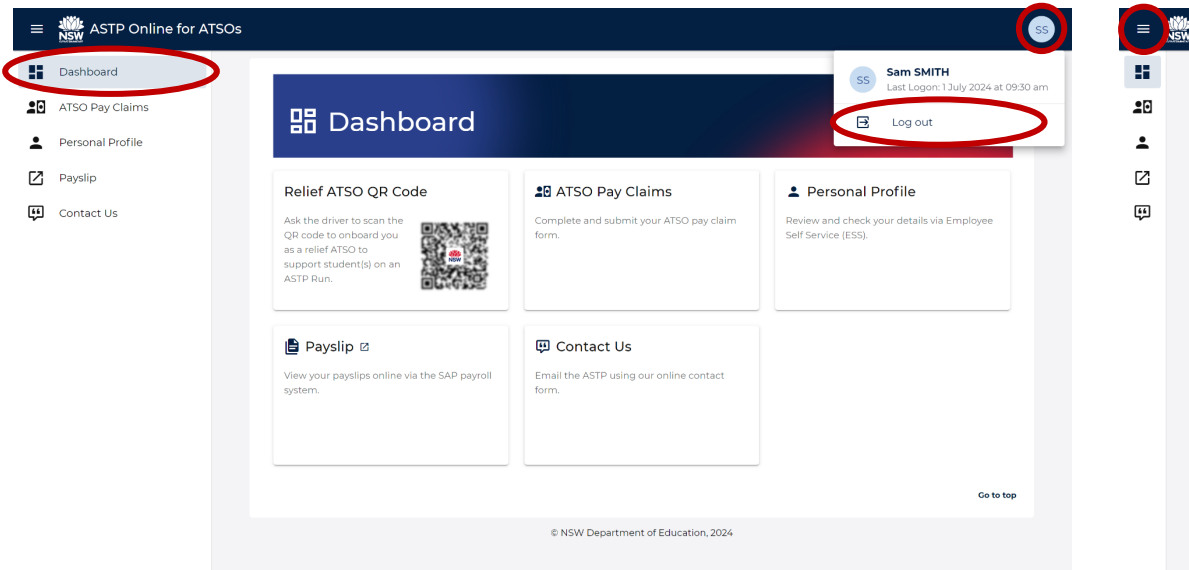
1. To log in, visit <https://education.nsw.gov.au/inside-the-department>
2. Enter your **DoE User ID** or **DoE Email Address**
e.g. *jane.citizen1* or *jane.citizen1@det.nsw.edu.au*
3. Enter your **DoE Password**
4. Click the **Log in** button.
5. Once logged in, you will be directed to you DoE Staff Portal landing page.
6. From the My Essentials list, click **ASTP Online**.
7. Once logged in, you will be directed to the ASTP Online for ATSOs dashboard.

Tip: To add the “ASTP Online” My Essentials, navigate to the [Application Store](#), search for “ASTP Online”, and click the “Add” button. Note that the icon may take up to 15 mins to appear in your My Essentials list.

Dashboard and Main Menu

The dashboard is the home page for ASTP Online for ATSOs and provides access to the main areas to complete your activities.

If on a different page, click on **Dashboard** from the left side main menu to navigate back to the Dashboard.



To collapse the left side main menu to just the icons and create more screen space, click the top left hamburger icon button. To expand the menu, click the same button again.

To log out, click the top right profile circle button, then click **Log out**.

Summary of key activities available from the Dashboard and left side main menu:

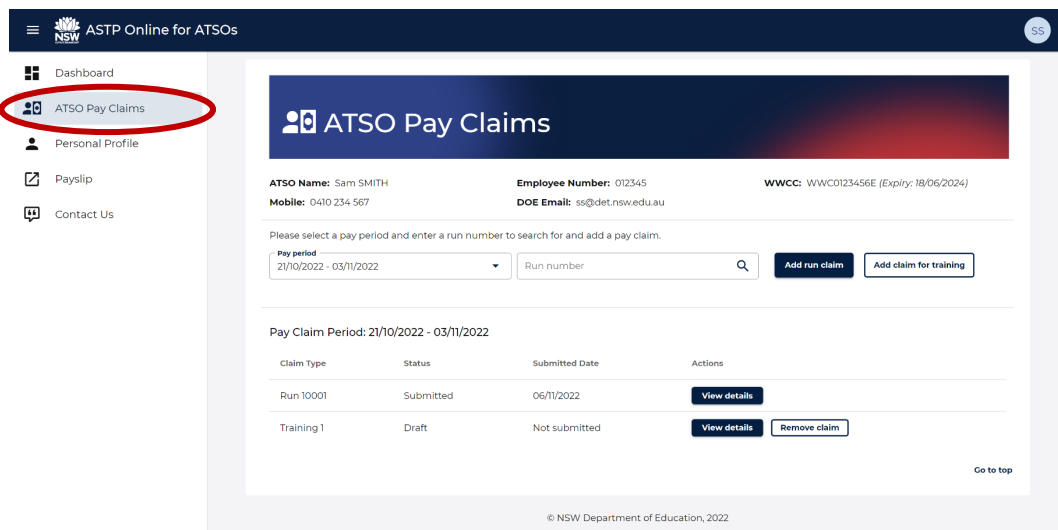
- **Relief ATSO QR Code** – A QR Code containing your name and WWCC number to assist drivers in easily onboarding you as a relief ATSO via the ASTP Mobile App for Drivers, to support student(s) on an ASTP run.
- **ATSO Pay Claims** – To view and submit pay claim for runs and training.
- **Personal Profile** – Review and check your details via Employee Self Service (ESS).
- **Payslip** – View your payslips online via the SAP payroll system.
- **Contact Us** – To email the ASTP with any queries using the online contact form.

ATSO Pay Claims

IMPORTANT: ATSOs are paid fortnightly with the pay fortnight finishing on a Wednesday. To be paid the following week, you must submit your pay claim online (after your PM run has been completed) by Wednesday midnight (of the pay period end). Once submitted, ATSO pay claims will be available for the contractor to review and certify.

Contractors are requested to complete certification of ATSO pay claims by Thursday midnight (of the pay period end), to enable the ASTP to process your payment. If the ASTP receives your certified pay claim submission on time, you will be paid the following Thursday.

1. From the Dashboard or left side main menu, click **ATSO Pay Claims**.

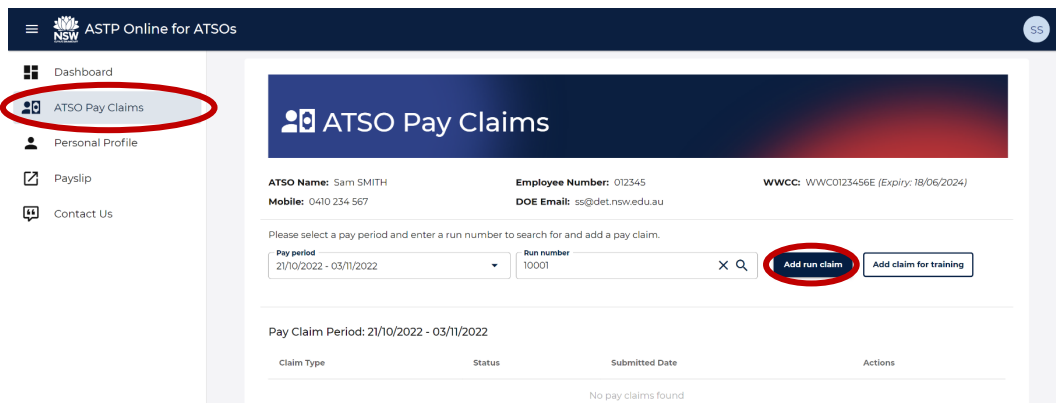


2. The pay claims landing page contains the following information and actions:
 - A summary of the ATSO details the ASTP has on record. If any of the details are incorrect, please contact the ASTP at your earliest convenience.
 - A **Pay period** filter that displays a list of **Submitted** claims or claims that have been saved and still in **Draft**.
Note: If no pay claims have been saved or submitted for the period, the list will be empty with a message of 'No pay claims found'.
 - Option to **Remove claim** if not submitted and still in draft.
 - Option to **Add run claim** for the pay period selected.
 - Option to **Add claim for training** for the pay period selected.
3. Refer to the following pages to complete a claim for a run or training.

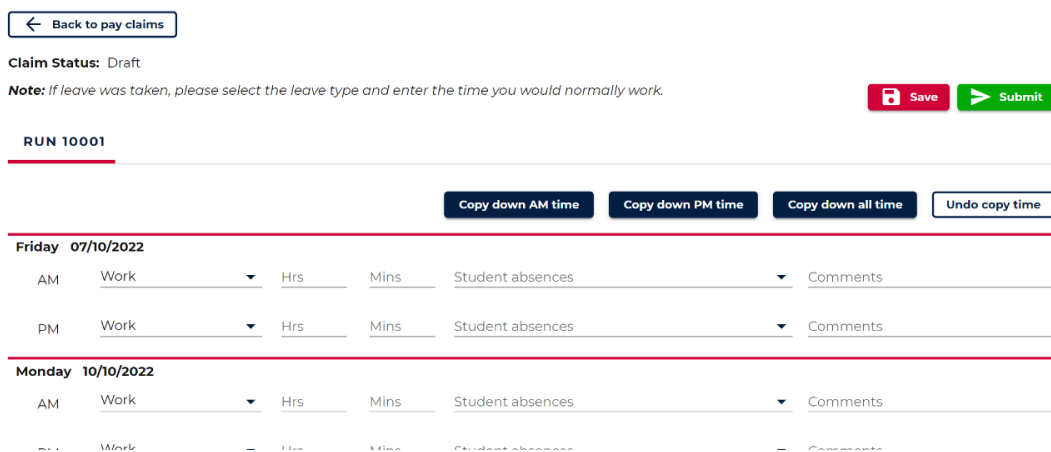
Submit a run pay claim

IMPORTANT: You must complete a separate pay claim form for each run you have worked on throughout the fortnight. Please do not combine your ATSO training with the run you have worked on. Training pay claims require a separate pay claim form to be entered.

- From the Dashboard or left side main menu, click **ATSO Pay Claims**.



- Select the **Pay period** dropdown for the period to add a claim.
- Enter the **Run number** to add a claim.
- Click the **Add run claim** button.
- The pay claim form will appear that is required to be completed.



- For each day listed, complete the **AM** and **PM** rows with the following details:

- Type** – Work (default), Sick, Leave, Jury duty.
- Hrs, Mins** – Enter the total time in hours and minutes.
- Student absences** – Select all students that were absent. Note that this option is only required for a 'Work' pay claim.
- Comments** – Optionally add a short comment for the time entry.

7. To quickly populate the same **Hrs** and **Mins** for following entries, use the **Copy down** buttons. Simply complete the first day's **AM** and/or **PM** row and choose to copy down the AM, PM, or ALL where required.



8. At the bottom of the pay claim form, you can optionally attach supporting documents and add a comment relating to the pay claim. Additionally, if you have worked on other runs during the same pay period, tick the box.

If applicable, please attach any supporting documents, i.e. medical certificate.

Please attach any supporting documents (PDF or images, Max file size 5 MB) 0 files (0 B in total)

Additional comments (Max 500 characters)

Please tick if you have worked on other runs during this pay period.

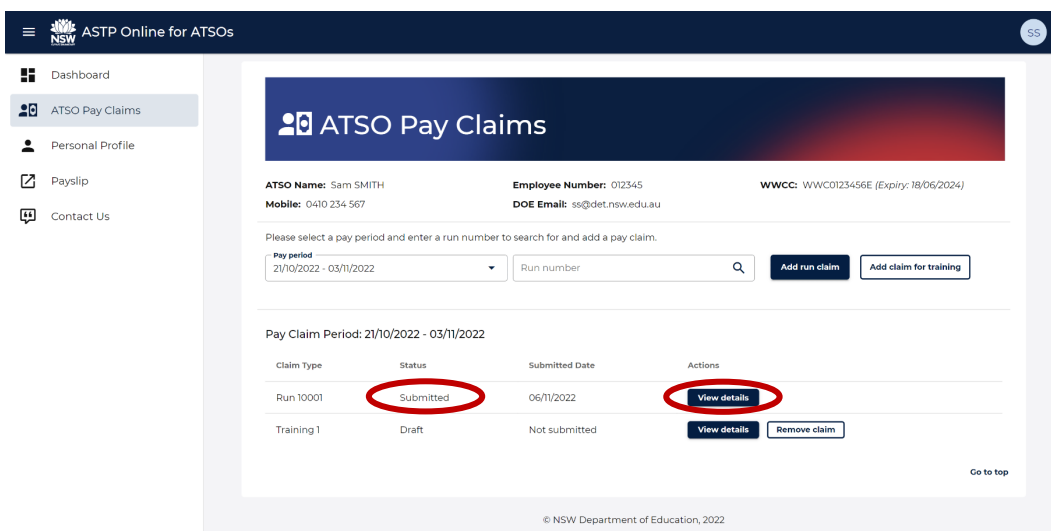
9. Before submitting your pay claim, please check that all information has been entered correctly. Optionally, you can print and/or save the page as a PDF.

TIP: If you are not ready to submit the pay claim but don't want to lose your progress, click the **Save** button. To resume your pay claim, locate the **Draft** entry on the ATSO Pay Claims home screen and click the **View details** button to continue.

10. Once you have confirmed all information is correct click the **Submit** button. If submitted successfully, you will receive the green confirmation message as follows.



11. Navigating back to the ASTO Pay Claims landing page it will display the **Submitted** pay claim summary, where you can click the **View details** button to view it again. Note that once a pay claim has been successfully submitted it can no longer be changed.



ASTP Online for ATSOs

Dashboard
ATSO Pay Claims
Personal Profile
Payslip
Contact Us

ATSO Pay Claims

ATSO Name: Sam SMITH Employee Number: 012345 WWCC: WWC0123456E (Expiry: 18/06/2024)
Mobile: 0410 234 567 DOE Email: ss@det.nsw.edu.au

Please select a pay period and enter a run number to search for and add a pay claim.

Pay period: 21/10/2022 - 03/11/2022 Run number:

Pay Claim Period: 21/10/2022 - 03/11/2022

Claim Type	Status	Submitted Date	Actions
Run 10001	Submitted	06/11/2022	<input type="button" value="View details"/>
Training 1	Draft	Not submitted	<input type="button" value="View details"/> <input type="button" value="Remove claim"/>

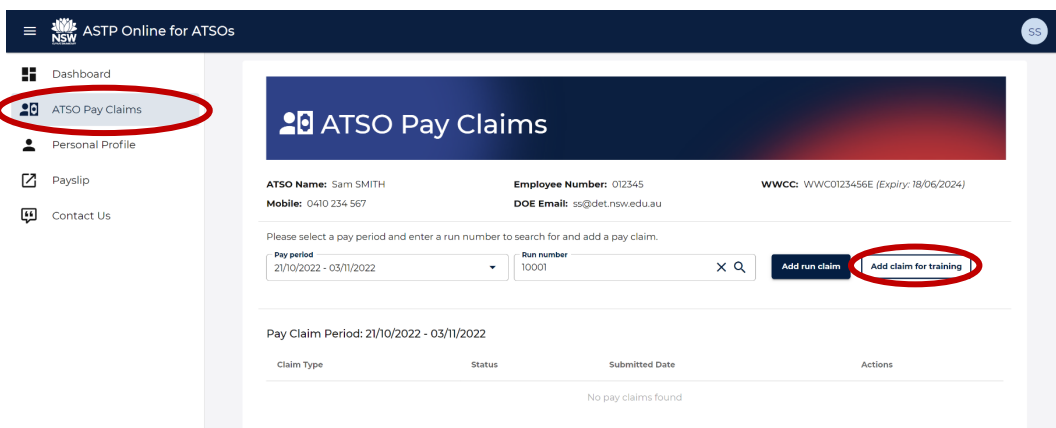
Go to top

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Submit a training pay claim

IMPORTANT: You must complete a separate pay claim form for ATSO training and not combine it with the run you have worked on throughout the fortnight. Please do not enter a pay claim form for MyPL Training, as this training will be processed and paid to you by ASTP in the coming weeks.

- From the Dashboard or left side main menu, click **ATSO Pay Claims**.



- Select the **Pay period** dropdown for the period to add a claim.
- Click the **Add claim for training** button.
- The pay claim form will appear that is required to be completed.

[← Back to pay claims](#)

Claim Status: Draft

Note: If leave was taken, please select the leave type and enter the time you would normally work.

[Save](#) [Submit](#)

TRAINING 2

Day	Time	Hrs	Mins	Training Course	Comments
Friday 21/10/2022	AM			Training Course	e.g. Location
	PM			Training Course	e.g. Location
Monday 24/10/2022	AM			Training Course	e.g. Location
	PM			Training Course	e.g. Location
Tuesday 25/10/2022	AM			Training Course	e.g. Location
	PM			Training Course	e.g. Location
Wednesday 26/10/2022	AM			Training Course	e.g. Location
	PM			Training Course	e.g. Location
Thursday 27/10/2022	AM			Training Course	e.g. Location
	PM			Training Course	e.g. Location

- For each day listed, complete the **AM** and **PM** rows with the following details:
 - Hrs, Mins** – Enter the total time in hours and minutes.
 - Training Course** – Select the training courses that are relevant.
 - Comments** – Optionally add a short comment for the time entry.
- At the bottom of the pay claim form, you can optionally attach supporting documents and add a comment relating to the pay claim. Additionally, if you have worked on other runs during the same pay period, tick the box.

If applicable, please attach any supporting documents, i.e. medical certificate.

Please attach any supporting documents (PDF or images, Max file size 5 MB) 0 files (0 B in total)

Please tick if you have worked on other runs during this pay period.

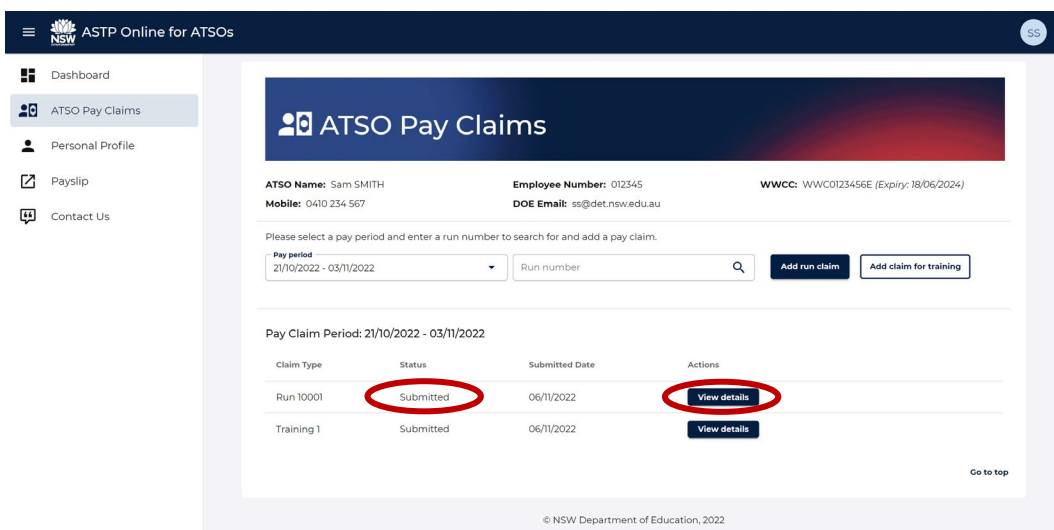
- Before submitting your pay claim, please check that all information has been entered correctly. Optionally, you can print and/or save the page as a PDF.

TIP: If you are not ready to submit the pay claim but don't want to lose your progress, click the **Save** button. To resume your pay claim, locate the **Draft** entry on the ATSO Pay Claims home screen and click the **View details** button to continue.

- Once you have confirmed all information is correct click the **Submit** button. If submitted successfully, you will receive the green confirmation message as follows.



- Navigating back to the ASTO Pay Claims landing page it will display the **Submitted** pay claim summary, where you can click the **View details** button to view it again. Note that once a pay claim has been successfully submitted it can no longer be changed.



The screenshot shows the 'ATSO Pay Claims' dashboard. On the left is a navigation menu with options: Dashboard, ATSO Pay Claims, Personal Profile, Payslip, and Contact Us. The main content area displays user information: ATSO Name: Sam SMITH, Employee Number: 012345, WWCC: WWCC0123456E (Expiry: 18/06/2024), Mobile: 0410 234 567, and DOE Email: ss@det.nsw.edu.au. Below this is a search section for pay claims with a dropdown for 'Pay period' (21/10/2022 - 03/11/2022) and a search box for 'Run number'. A table lists submitted claims:

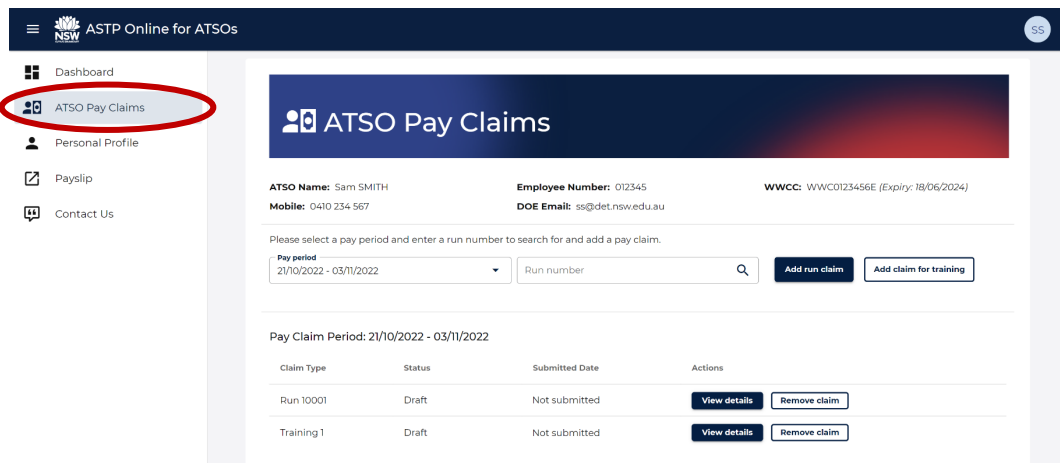
Claim Type	Status	Submitted Date	Actions
Run 10001	Submitted	06/11/2022	View details
Training 1	Submitted	06/11/2022	View details

The 'Submitted' status and the 'View details' buttons are circled in red in the original image.

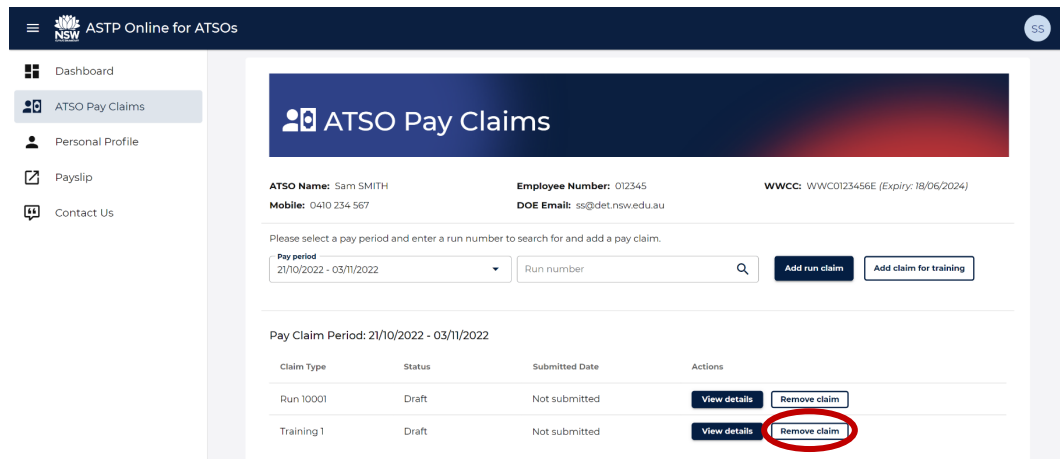
Delete a draft pay claim

If you have already started and saved a pay or training claim, you can delete claims with a Status of **Draft** that have not been submitted yet, if no longer required or if requested by ASTP staff.

1. From the Dashboard or left side main menu, click **ATSO Pay Claims**.

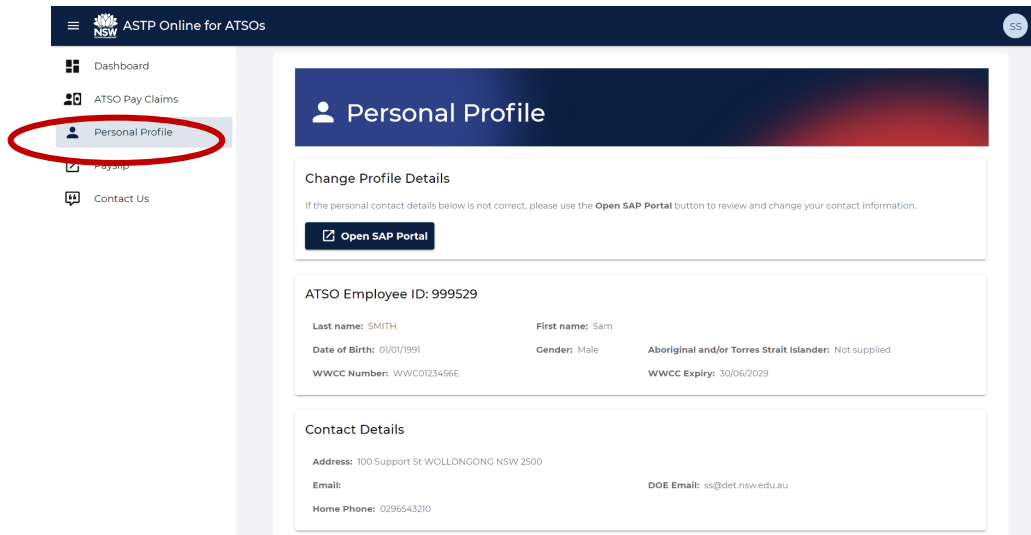


2. Under the Pay Claim Period heading, for claims with a Status of **Draft**, select the **Remove claim** button to the right side of the claim you want to delete.



Personal Profile

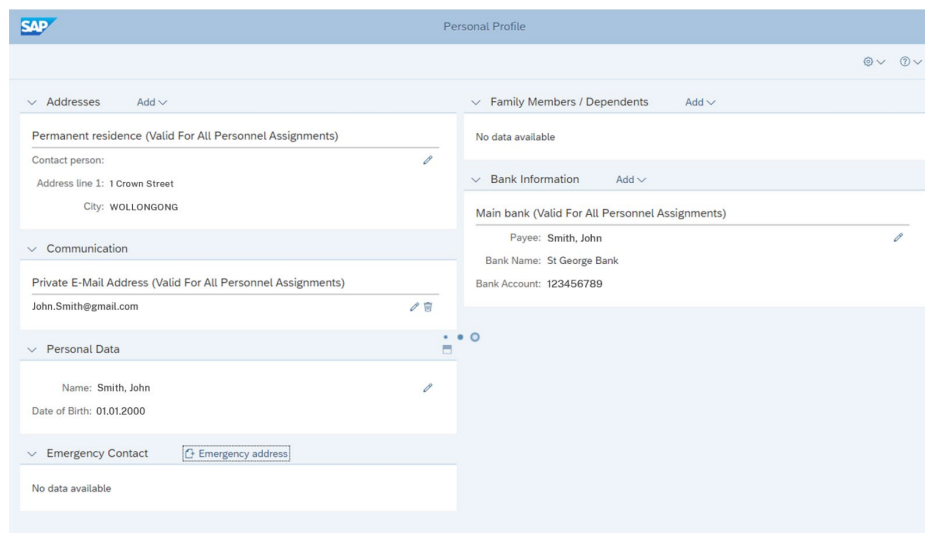
1. From the Dashboard or left side main menu, click **Personal Profile**.



2. As an ATSO of the ASTP, it is important that we always have the correct details. The information displayed on this page is read-only and if any of the details are incorrect, please update your contract details.

Update your residential address, contact details, emergency contact details and bank details

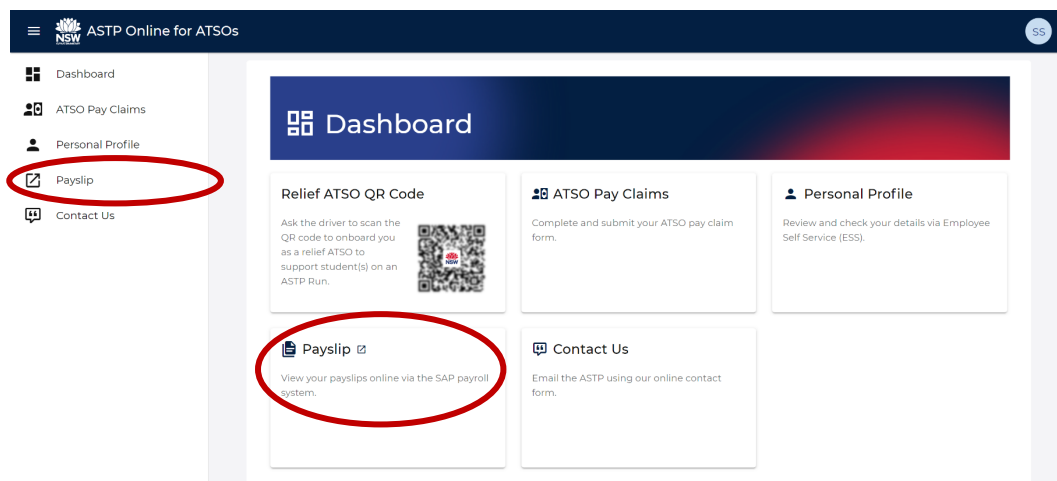
1. Click the **Open SAP Portal** button which will open a new browser tab/window. Within Employee Self Service (ESS) you can update your **residential address, contact details, emergency contacts and bank details**. There is no longer a need to submit these changes via the ASTP.



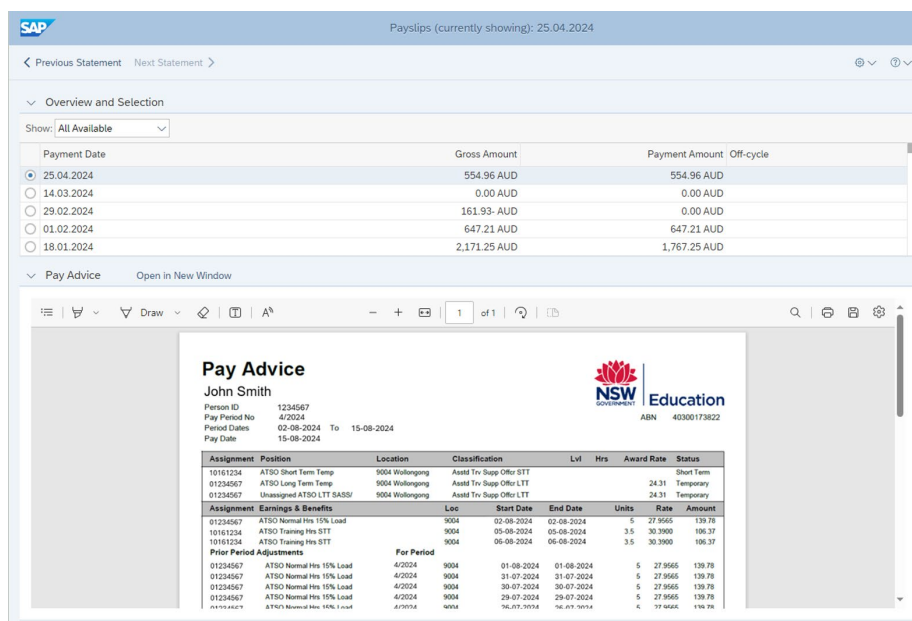
Payslip

IMPORTANT: From the commencement of Term 3, 22 July 2024, the ATSO's payroll system will move from the existing CEPS IT platform to the department's standard SAP platform.

1. From the Dashboard or left side main menu, click **Payslip** which will open the SAP payroll system in a new browser tab/window.



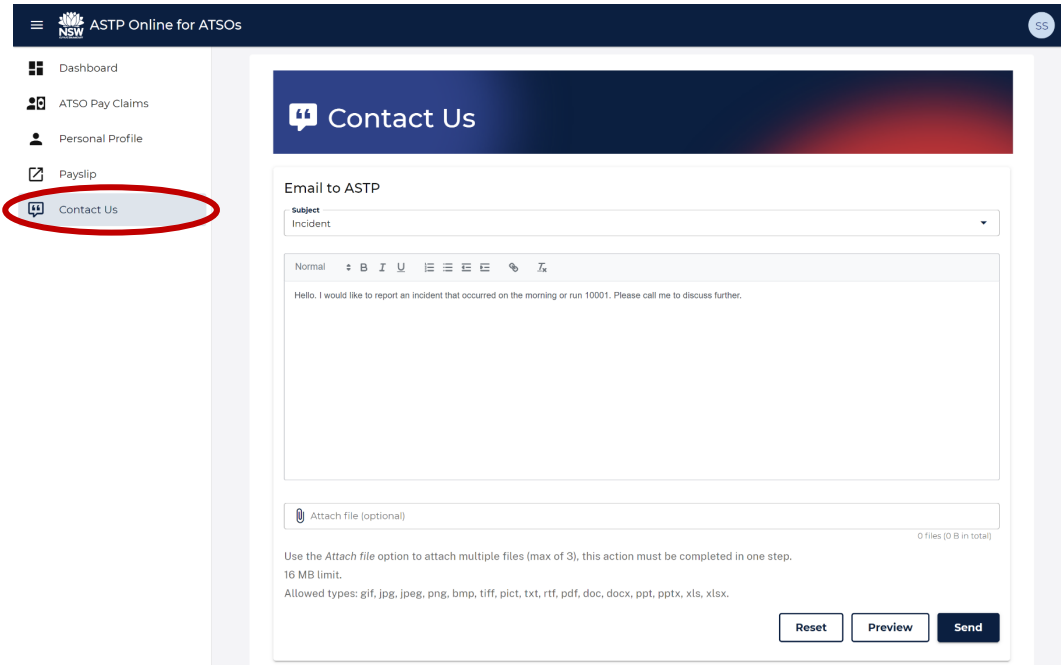
2. The SAP payroll system will open showing your most recent statement.



3. To learn more about how to read your payslip please visit the website via this link: <https://education.nsw.gov.au/inside-the-department/human-resources/pay-leave-and-benefits/pay-and-salaries/payslips>

Contact Us

1. From the Dashboard or left side main menu, click **Contact Us**.



The screenshot shows the 'ASTP Online for ATSOs' interface. On the left sidebar, the 'Contact Us' option is highlighted with a red circle. The main content area is titled 'Contact Us' and features an 'Email to ASTP' form. The form includes a 'Subject' dropdown menu with 'Incident' selected, a rich text editor containing the text 'Hello. I would like to report an incident that occurred on the morning or run 10001. Please call me to discuss further.', an 'Attach file (optional)' section, and three buttons: 'Reset', 'Preview', and 'Send'.

2. Select a **Subject** from the dropdown that closest resembles your enquiry.
3. Enter your enquiry within the textbox.
4. Optionally, **Attach file(s)** relevant to your enquiry.
5. Optionally, click the **Preview** button to review your enquiry before sending.
6. Once your enquiry details are completed, click the **Send** button.
7. A green **Email sent** alert will confirm your email has been sent successfully.

Technical support

If you are unable to log into ASTP Online for ATSOs or experience issues with the Contact Us online form, please visit our [technical support page](#).