

# ASTP Online for ATSOs user guide

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## 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

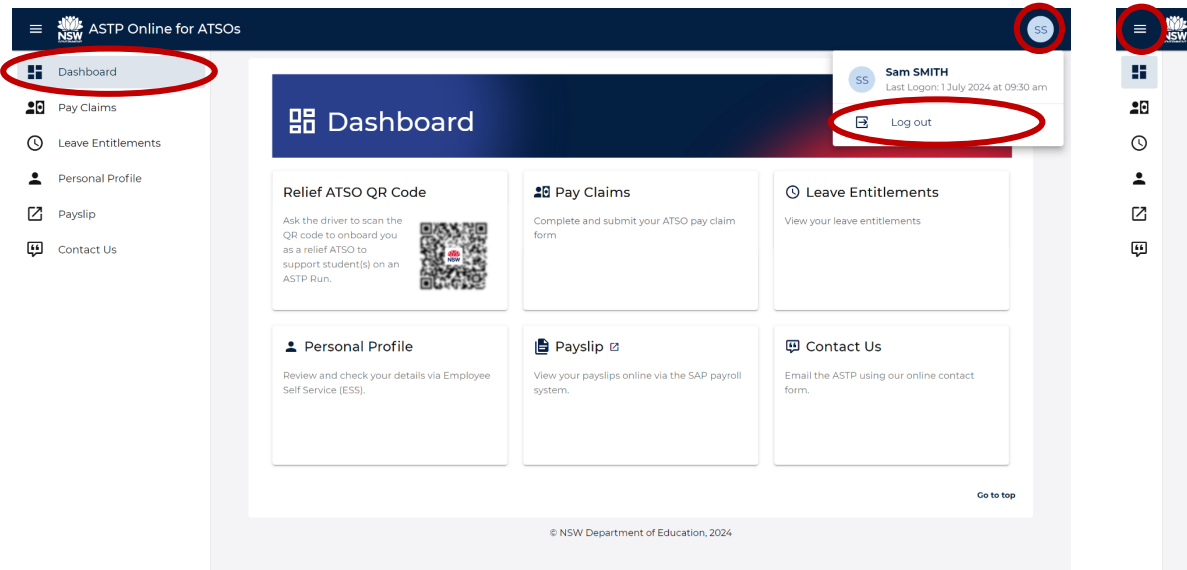
1. To log in, visit <https://education.nsw.gov.au/inside-the-department>
2. Enter your **DoE User ID** or **DoE Email Address**  
e.g. *jane.citizen1* or *jane.citizen1@det.nsw.edu.au*
3. Enter your **DoE Password**
4. Click the **Log in** button.
5. Once logged in, you will be directed to you DoE Staff 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:

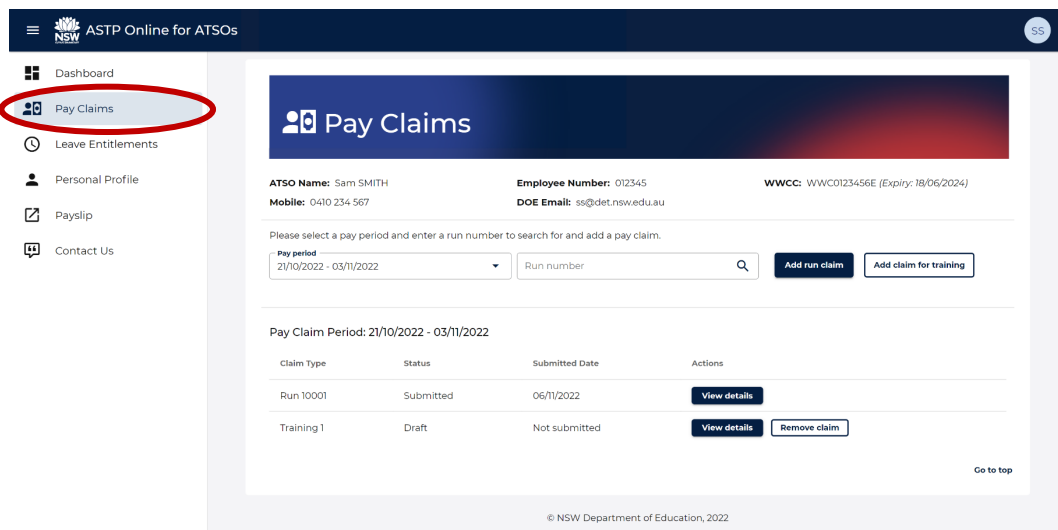
- **Relief ATSO QR Code** – A QR Code containing your name and WWCC number to assist drivers in easily onboarding you as a relief ATSO via the ASTP Mobile App for Drivers, to support student(s) on an ASTP run.
- **Pay Claims** – To view and submit pay claim for runs and training.
- **Leave Entitlements** – To view your leave entitlements.
- **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.

# 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 **Pay Claims**.

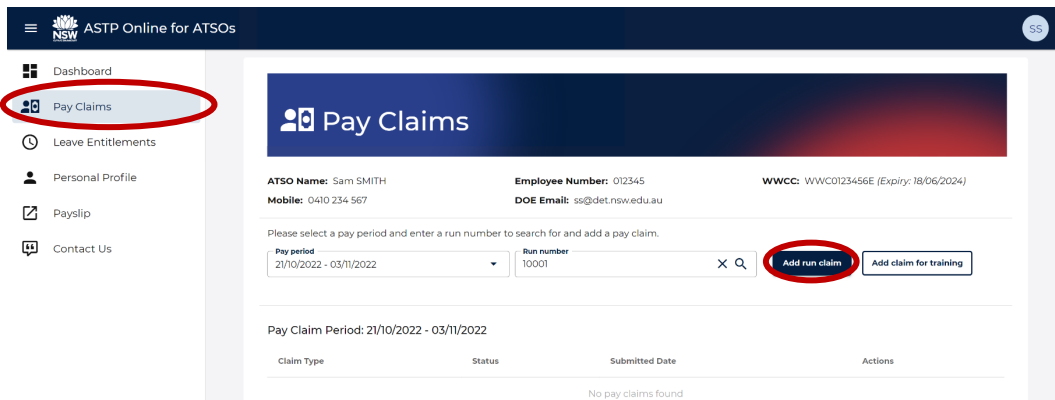


2. The pay claims landing page contains the following information and actions:
  - A summary of the ATSO details the ASTP has on record. If any of the details are incorrect, please contact the ASTP at your earliest convenience.
  - A **Pay period** filter that displays a list of **Submitted** claims 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

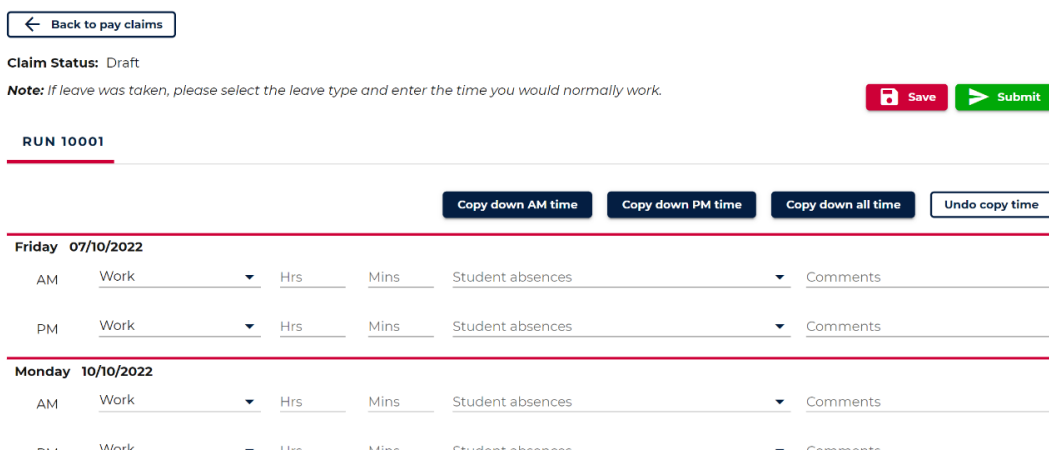
**IMPORTANT:** You must complete a separate pay claim form for each run you have worked on throughout the fortnight. Please do not combine your ATSO training with the run you have worked on. Training pay claims require a separate pay claim form to be entered.

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



The screenshot shows the 'ASTP Online for ATSOs' interface. On the left, a navigation menu has 'Pay Claims' highlighted with a red circle. The main content area is titled 'Pay Claims' and displays user information: ATSO Name: Sam SMITH, Employee Number: 012345, Mobile: 0410 234 567, DOE Email: ss@det.nsw.edu.au, and WWCC: WWCC0123456E (Expiry: 18/06/2024). Below this, there is a form to 'Please select a pay period and enter a run number to search for and add a pay claim.' The 'Pay period' dropdown is set to '21/10/2022 - 03/11/2022' and the 'Run number' input field contains '10001'. A search icon is to the right of the input field. The 'Add run claim' button is circled in red. Below the form, the 'Pay Claim Period' is '21/10/2022 - 03/11/2022'. A table with columns 'Claim Type', 'Status', 'Submitted Date', and 'Actions' is shown, with the message 'No pay claims found' below it.

- 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.



The screenshot shows the 'Back to pay claims' form. At the top left is a 'Back to pay claims' button. Below it, the 'Claim Status' is 'Draft' and a note says 'Note: If leave was taken, please select the leave type and enter the time you would normally work.' There are 'Save' and 'Submit' buttons. Below this, the 'RUN 10001' is displayed. There are buttons for 'Copy down AM time', 'Copy down PM time', 'Copy down all time', and 'Undo copy time'. The form is divided into sections for 'Friday 07/10/2022' and 'Monday 10/10/2022'. Each section has rows for 'AM' and 'PM' work periods. Each row has fields for 'Work' (with a dropdown), 'Hrs', 'Mins', 'Student absences' (with a dropdown), and 'Comments'.


- For each day listed, complete the **AM** and **PM** rows with the following details:
  - Type** – Work, Sick (Medical Cert), Sick (Carers Leave), FACS 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)

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.

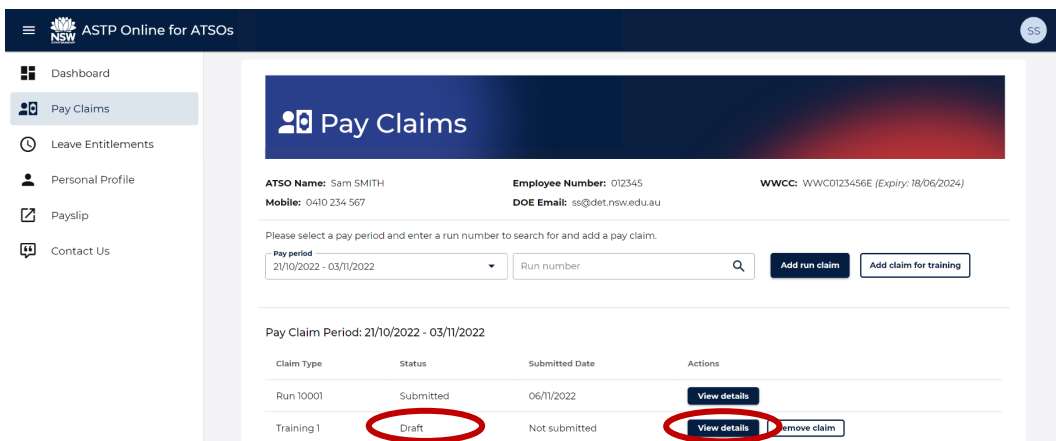
11. If submitted successfully, you will receive the following confirmation message:



Note that if your pay claim was submitted successfully with insufficient leave available, you will receive the following confirmation message:



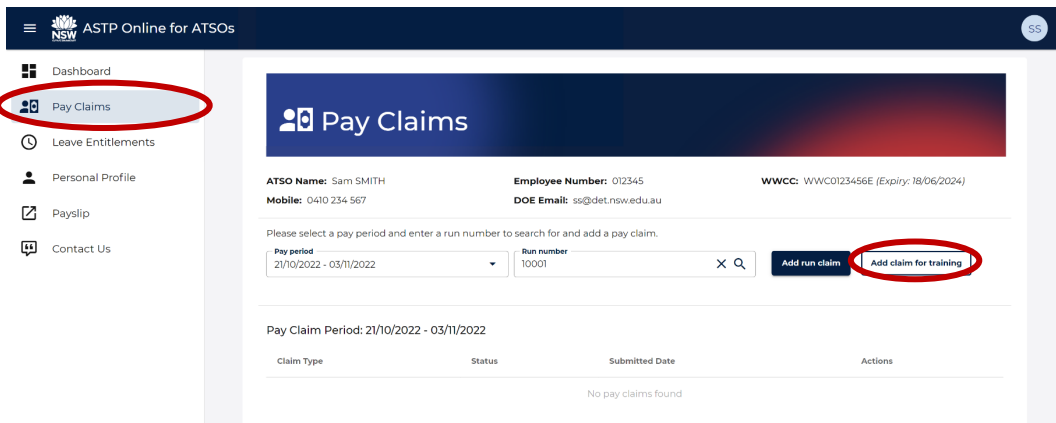
12. Navigating back to the Pay Claims landing page it will display the **Submitted** pay claim summary, where you can click the **View details** button to view it again. Note that once a pay claim has been successfully submitted it can no longer be changed.



# 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.

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



2. Select the **Pay period** dropdown for the period to add a claim.
3. Click the **Add claim for training** button.
4. 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	Date	Time	Duration	Location	Comments
Friday	21/10/2022	AM	Hrs _____ Mins _____	Training Course	Comments e.g. Location
		PM	Hrs _____ Mins _____	Training Course	Comments e.g. Location
Monday	24/10/2022	AM	Hrs _____ Mins _____	Training Course	Comments e.g. Location
		PM	Hrs _____ Mins _____	Training Course	Comments e.g. Location
Tuesday	25/10/2022	AM	Hrs _____ Mins _____	Training Course	Comments e.g. Location
		PM	Hrs _____ Mins _____	Training Course	Comments e.g. Location
Wednesday	26/10/2022	AM	Hrs _____ Mins _____	Training Course	Comments e.g. Location
		PM	Hrs _____ Mins _____	Training Course	Comments e.g. Location
Thursday	27/10/2022	AM	Hrs _____ Mins _____	Training Course	Comments e.g. Location
		PM	Hrs _____ Mins _____	Training Course	Comments 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.

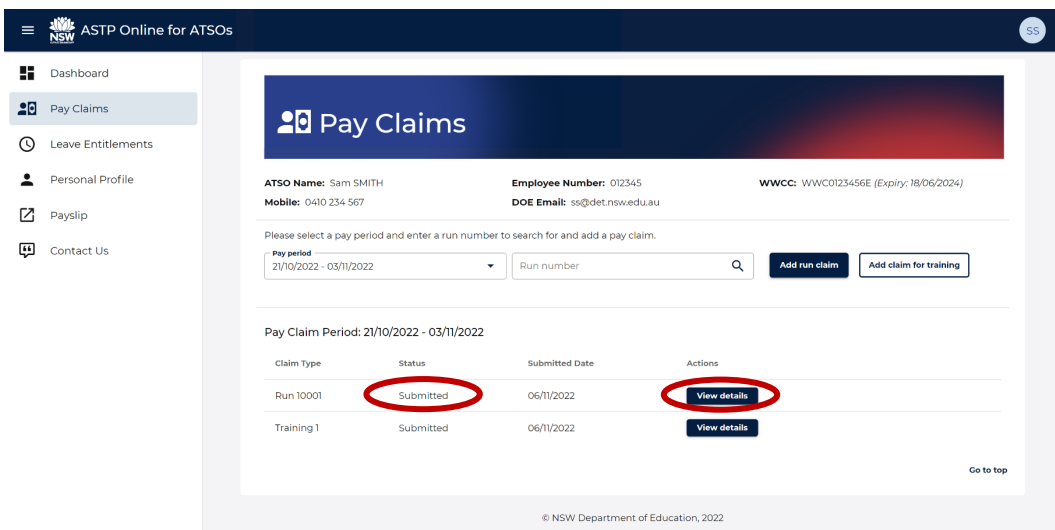
Please attach any supporting documents (PDF or images, Max file size 5 MB) 0 files (0 B in total)

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 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 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 'Pay Claims' page for user Sam SMITH. It displays a table of submitted claims for the period 21/10/2022 - 03/11/2022. The 'Submitted' status and 'View details' button for the first claim are circled in red.

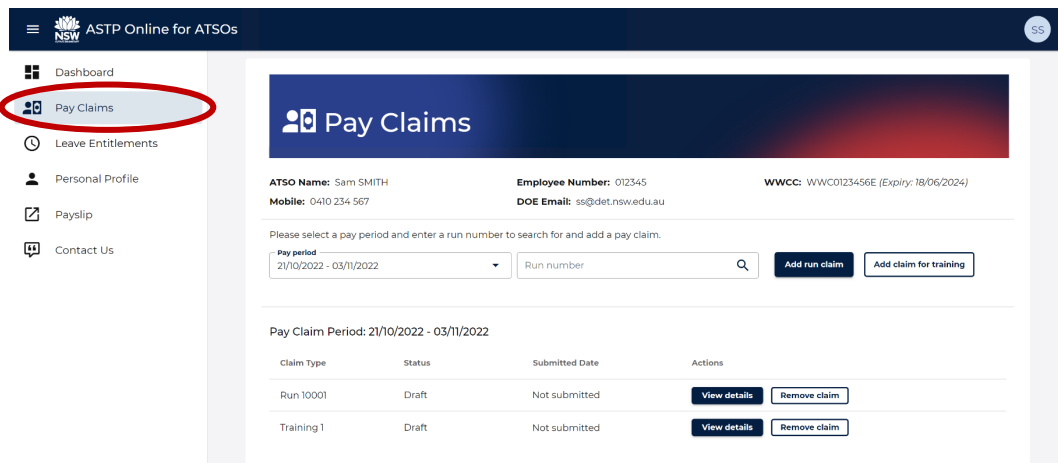
Claim Type	Status	Submitted Date	Actions
Run 10001	Submitted	06/11/2022	<a href="#">View details</a>
Training 1	Submitted	06/11/2022	<a href="#">View details</a>



# Delete a draft pay claim

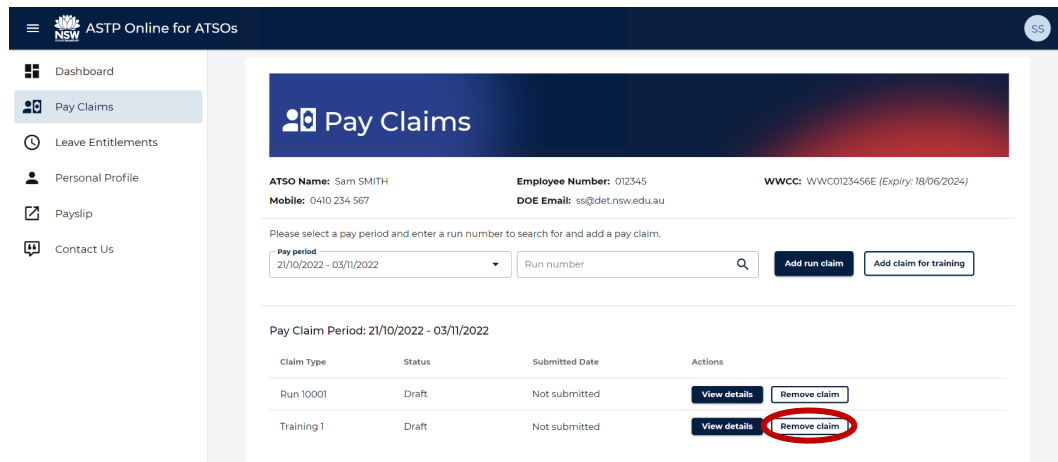
If you have already started and saved a pay or training claim, you can delete claims with a Status of **Draft** that have not been submitted yet, if no longer required or if requested by ASTP staff.

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



The screenshot shows the 'ASTP Online for ATSOs' dashboard. On the left-hand side, a vertical menu contains several options: 'Dashboard', 'Pay Claims', 'Leave Entitlements', 'Personal Profile', 'Payslip', and 'Contact Us'. The 'Pay Claims' option is highlighted with a red oval. The main content area displays the 'Pay Claims' page for user Sam SMITH. It includes fields for 'ATSO Name', 'Employee Number', 'Mobile', 'DOE Email', and 'WWCC'. Below these are search filters for 'Pay period' (set to 21/10/2022 - 03/11/2022) and 'Run number'. A table lists two draft claims: 'Run 10001' and 'Training 1'. Each claim has 'View details' and 'Remove claim' buttons.

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.



This screenshot is similar to the previous one, but the 'Remove claim' button for the 'Training 1' draft claim is highlighted with a red oval. The 'Pay Claims' menu item in the left sidebar is no longer highlighted.

# Leave Entitlements

**IMPORTANT:** For any questions regarding ATSO leave entitlements, please call EDConnect on 1300 32 32 32, then press option 3 for “HR” and then press option 1 for “Payroll, Leave and Salary Packaging”.

1. From the Dashboard or left side main menu, click **Leave Entitlements**.

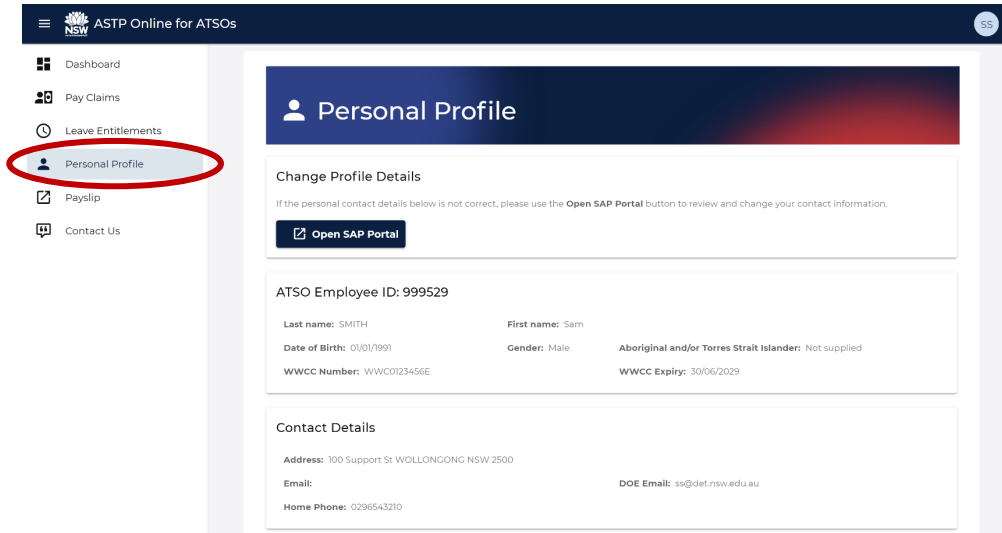


Leave Entitlements		
EOD with Department: 19/03/2021	Sick leave balance: 10.87 Hrs	Extended leave balance: 0 Hrs
STT Start date: 16/04/2024	FACS leave balance: 1.29 Hrs	Exended leave 7Yr entitlement date: 19/03/2028
LTT Service anniversary: 19/03/2021	REC leave balance: -21.36 Hrs	Long service leave quota: 0 Hrs
Last service: 27/09/2024	REC additional balance: 0 Hrs	Long service leave 10Yr entitlement date: 16/04/2034
Length of service: 3.53 Yrs		

2. Your current ATSO leave entitlements will be displayed as follows:
  - **EOD with Department:** Date that you commenced with the department.
  - **STT start date:** Date that you submitted your first Short Term Temporary (STT) claim.
  - **LTT service anniversary:** Date that you accepted your first Long Term Temporary (LTT) Offer.
  - **Last service:** The last date that you claimed for work performed or leave.
  - **Length of service:** Elapsed time between your *LTT service anniversary* and the *Last service* date.
  - **Sick leave balance:** Sick leave available to you as of the *Last service* date.
  - **FACS leave balance:** FACS leave available to you as of the *Last service* date.
  - **REC leave balance:** Recreation leave available to you as of the *Last service* date (balance will be paid out to you at the end of the current engagement term).
  - **REC additional balance:** Additional Recreation leave entitlement (paid out with normal Recreation leave) if you live and work in the Central and Western areas of NSW.
  - **Extended leave balance:** Accrued *Extended leave balance* available to you once you reach 7 years of continuous Long Term Temporary service.
  - **Extended leave 7 yr entitlement date:** Date at which you have/will have completed 7 years of continuous Long Term Temporary service.
  - **Long service leave quota:** Accrued *Long service leave quota* available to you once you reach 10 years of continuous service.
  - **Long service leave 10 yr entitlement date:** Date at which you have/will have completed 10 years of continuous service.

# Personal Profile

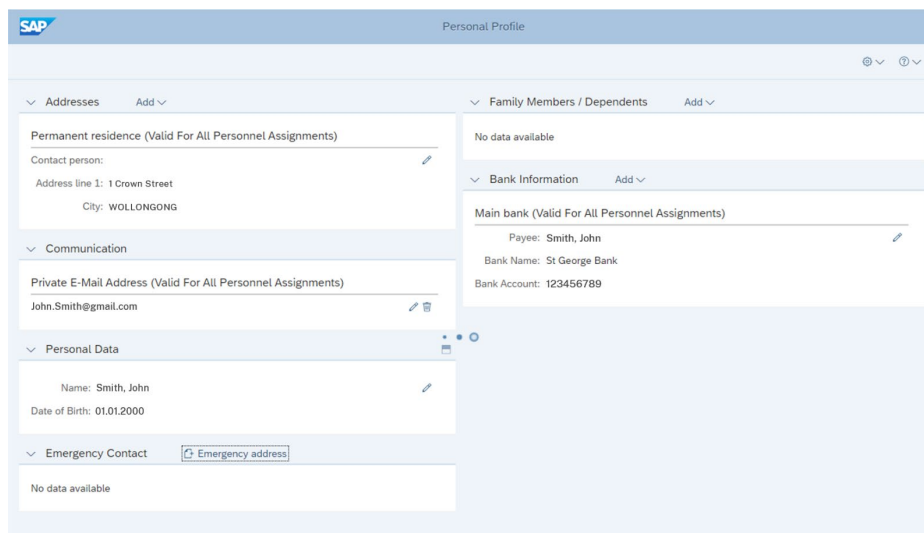
1. From the Dashboard or left side main menu, click **Personal Profile**.



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

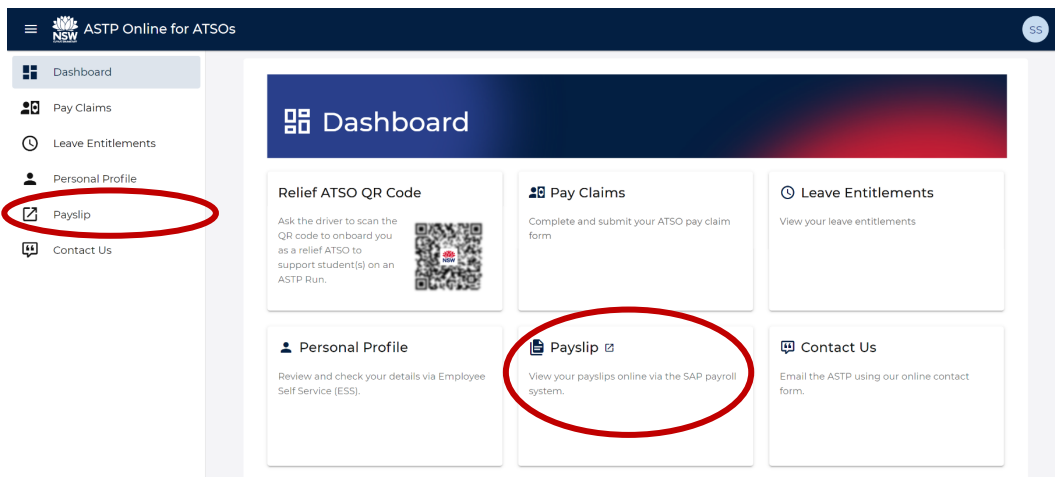
1. Click the **Open SAP Portal** button which will open a new browser tab/window. Within Employee Self Service (ESS) you can update your **residential address, contact details, emergency contacts and bank details**. There is no longer a need to submit these changes via the ASTP.



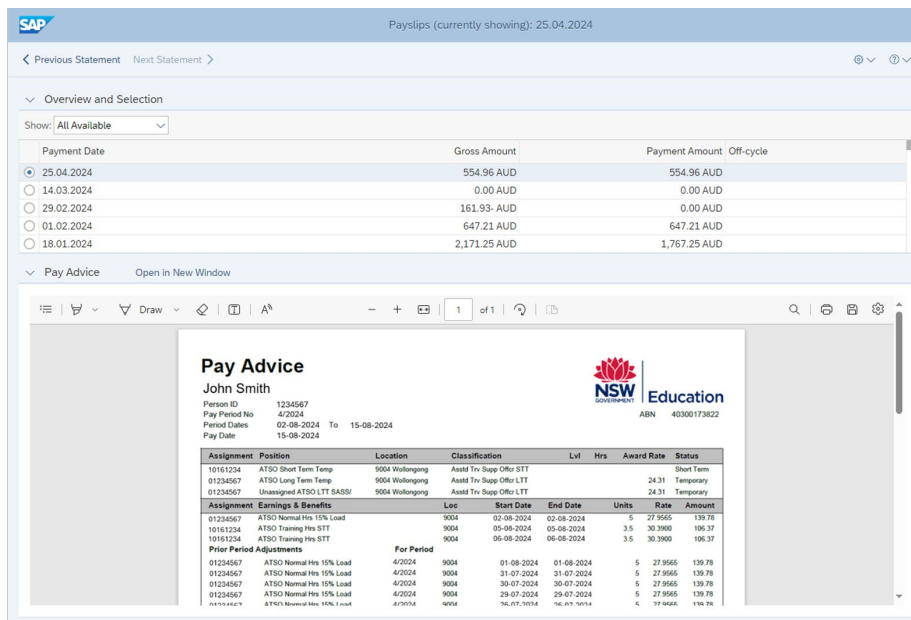
# Payslip

**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.



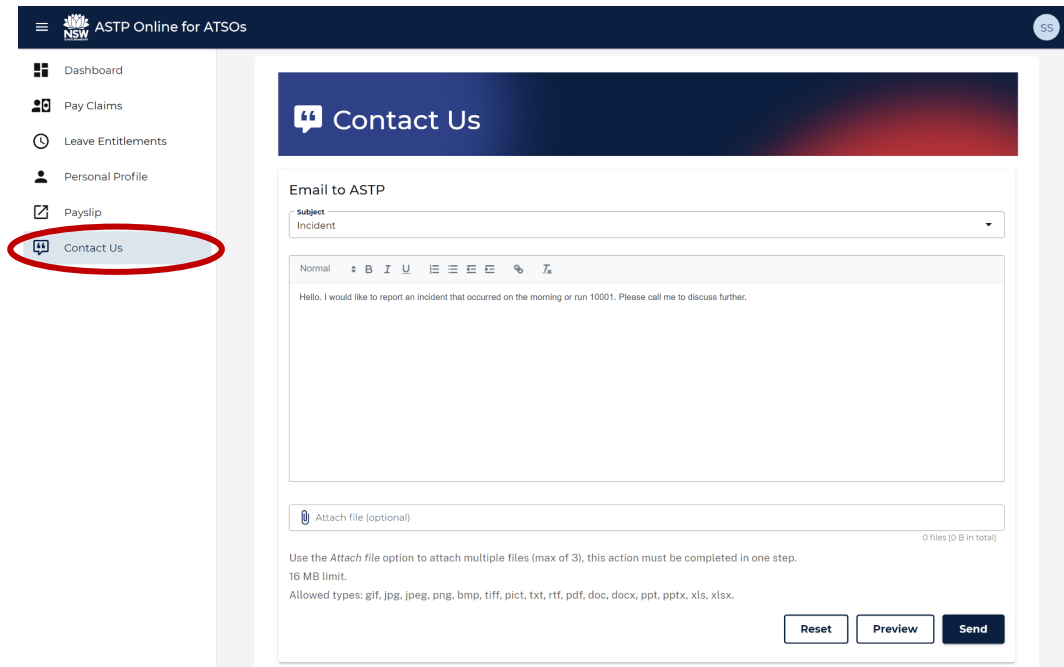
2. The SAP payroll system will open showing your most recent statement.



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, a navigation menu lists 'Dashboard', 'Pay Claims', 'Leave Entitlements', 'Personal Profile', 'Payslip', and 'Contact Us'. The 'Contact Us' item is highlighted with a red circle. The main content area is titled 'Contact Us' and contains an 'Email to ASTP' form. The form has a 'Subject' dropdown menu with 'Incident' selected. Below this is a rich text editor with a toolbar and a text area containing the message: 'Hello, I would like to report an incident that occurred on the morning or run 10001. Please call me to discuss further.' Underneath the text area is an 'Attach file (optional)' field with a file icon and '0 files (0 B in total)'. A note below the field states: 'Use the Attach file option to attach multiple files (max of 3), this action must be completed in one step. 16 MB limit. Allowed types: gif, jpeg, png, bmp, tiff, pict, txt, rtf, pdf, doc, docx, ppt, pptx, xls, xlsx.' At the bottom right of the form are 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](#).