Employee Portal Help

Search Help for Employee Portal

Enter a keyword or phrase to search for topics about Employee Portal and Attaché Online.

New to the Employee Portal?

To get started you'll need to connect your desktop *company* to your online *organisation* so that your employee details and payroll information flows between them.

See Setting up and connecting to your online organisation (Cloud Connector)

Looking for help with STP?

See Single Touch Payroll hub for a list of all topics or find what you're looking for using the Search below.

Help for payroll managers and administrators

Use the table below to find information about each menu item in the Employee Portal.

Organisation Details	See Updating your Attaché Online organisation details
Super Fund	This page lets you select the default super fund (from the funds set up in Superannuation Funds Maintenance) to be displayed when onboarding new employees. See Setting a default superannuation fund for Employee Onboarding
System Settings	See Selecting system settings for your Attaché Online organisation
Site Logo & Title	See Selecting a colour scheme, site logo and title for your Attaché Online organisation
Colour Scheme	See Selecting a colour scheme, site logo and title for your Attaché Online organisation
Admin Users	This feature lets you give other Attaché Online users (your employees) Administrator User status for the organisation. You can also create *STP Admins* who will be able to only access Attaché Online's STP functions. See Creating different types of users in Attaché Online
Company Connections	The Company Connections page provides details of your connection between the desktop and Attaché Online organisation. See Setting up and connecting to your online organisation (Cloud Connector)
Standard Business Reporting	This page provides the information you need to establish Attaché Software as your *hosted SBR software service provider* with the Australian Taxation Office (ATO) and it includes a link to the ATO's Access Manager where you enter this information. See Setting up Standard Business Reporting
Employees	You use this feature to invite employees to join your organisation in Attaché Online. See Inviting employees to join the Attaché Online organisation, Creating non-payroll employees in your organisation
Employee Onboarding	This feature lets you start the onboarding process for a new employee. See About Employee Onboarding or Using Employee Onboarding
Teams	This feature lets you build the Organisation Chart that shows the various departments, managers and team members in your organisation. Employees see this by choosing Organisation Chart on the menu. Create your *teams* before you invite employees to join the organisation. See Setting up teams in your Attaché Online organisation

Help for employees

See Employee self service (information for employees) for more on MyPay, Express Leave, onboarding, employee directory and more.

Single Touch Payroll	Use this feature to manage Single Touch Payroll batch submissions to the ATO.
	See Using Single Touch Payroll to submit pay events to the ATO and Single Touch Payroll (Australia) hub
User Logs	Use this feature to track changes made to employee details in Attaché Online.
	See Tracking changes made to employee details in Attaché Online

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