

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.

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

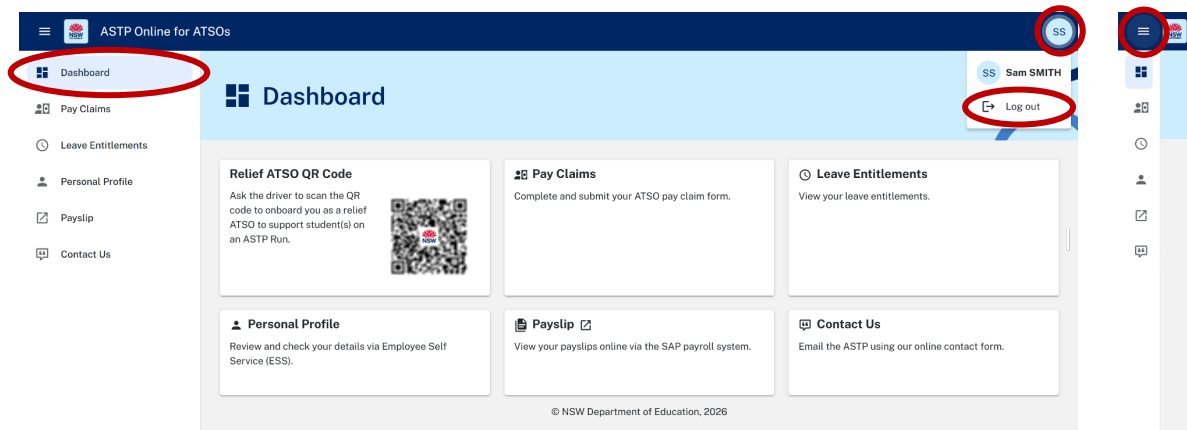
1. To log in, visit <https://education.nsw.gov.au/inside-the-department>
2. Enter your **DoE User ID** or **DoE Email Address**
e.g. *jane.citizen1* or *jane.citizen1@det.nsw.edu.au*
3. Enter your **DoE Password**
4. Click the **Log in** button.
5. Once logged in, you will be directed to you DoE Staff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

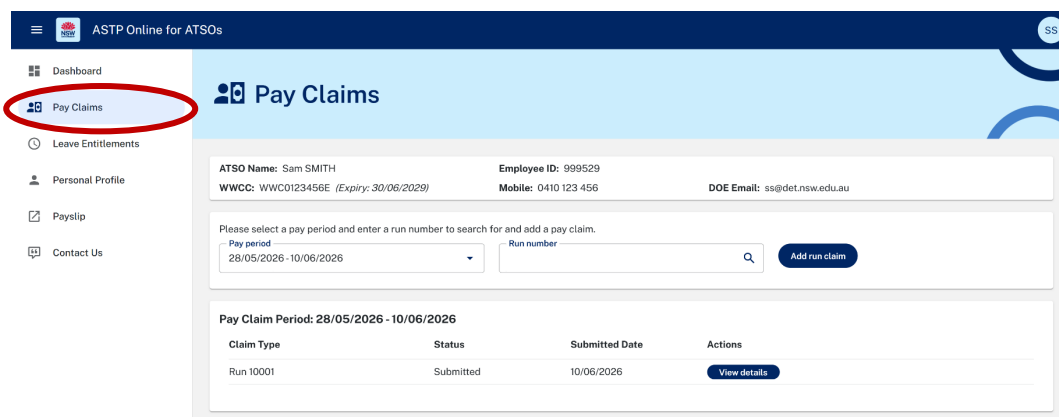
Pay Claims

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.

You do not need to submit a training pay claim as they will be automatically processed and paid to you by the ASTP.

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



ASTP Online for ATSOs

Pay Claims

ATSO Name: Sam SMITH Employee ID: 999529
WWCC: WWC0123456E (Expiry: 30/06/2029) Mobile: 0410 123 456 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: 28/05/2026 - 10/06/2026 Run number:

Add run claim

Pay Claim Period: 28/05/2026 - 10/06/2026

Claim Type	Status	Submitted Date	Actions
Run 10001	Submitted	10/06/2026	View details

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.
3. Refer to the following pages to complete a claim for a run.

Submit a pay claim

IMPORTANT: You must complete a separate pay claim form for each run you have worked on throughout the fortnight.

- From the Dashboard or left side main menu, click **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, 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 10 MB)

 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.

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.

ASTP Online for ATSOs

Pay Claims

ATSO Name: Sam SMITH Employee ID: 999529
WWCC: WWCC0123456E (Expiry: 30/06/2029) Mobile: 0410 123 456 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: 28/05/2026 - 10/06/2026 Run number: Add run claim

Pay Claim Period: 28/05/2026 - 10/06/2026

Claim Type	Status	Submitted Date	Actions
Run 10001	Submitted	10/06/2026	View details

Delete a draft pay claim

If you have already started and saved a pay 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**.

ASTP Online for ATSOs

Dashboard

Pay Claims

Leave Entitlements

Personal Profile

Payslip

Contact Us

ATSO Name: Sam SMITH Employee ID: 999529
WWCC: WWCC0123456E (Expiry: 30/06/2029) Mobile: 0410 123 456 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: 28/05/2026 - 10/06/2026 Run number: Add run claim

Pay Claim Period: 28/05/2026 - 10/06/2026

Claim Type	Status	Submitted Date	Actions
Run 10001	Draft	Not submitted	View details Remove claim

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.

ASTP Online for ATSOs

Dashboard

Pay Claims

Leave Entitlements

Personal Profile

Payslip

Contact Us

ATSO Name: Sam SMITH Employee ID: 999529
WWCC: WWCC0123456E (Expiry: 30/06/2029) Mobile: 0410 123 456 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: 28/05/2026 - 10/06/2026 Run number: Add run claim

Pay Claim Period: 28/05/2026 - 10/06/2026

Claim Type	Status	Submitted Date	Actions
Run 10001	Draft	Not submitted	View details Remove claim

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”.

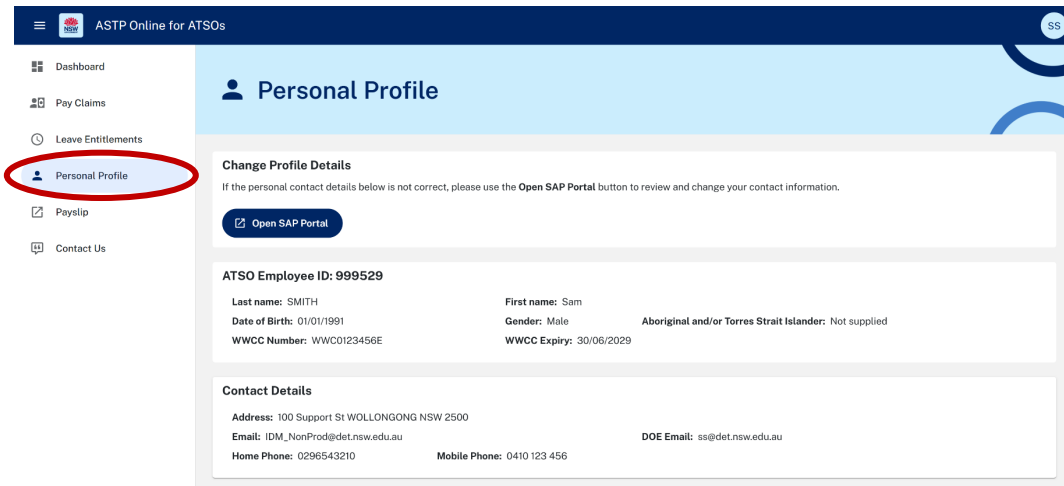
1. From the Dashboard or left side main menu, click **Leave Entitlements**.



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

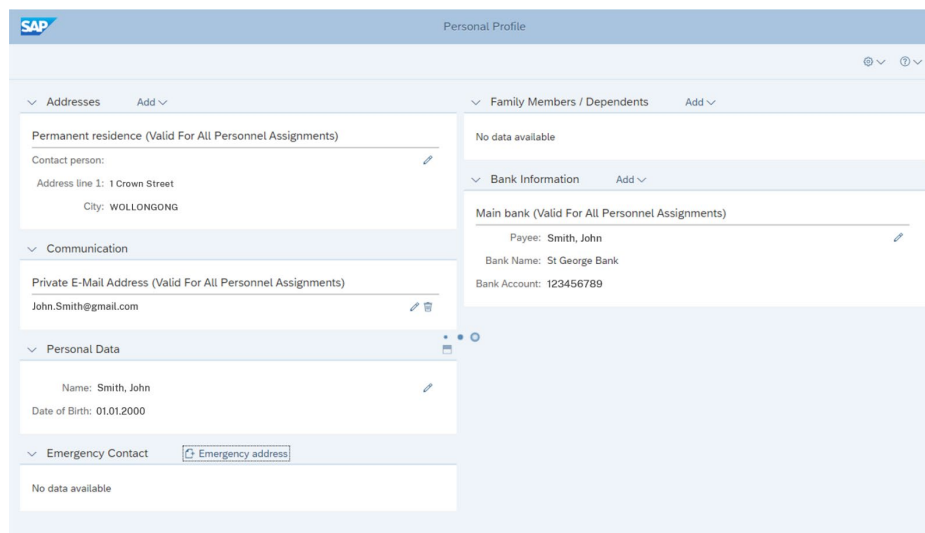
1. From the Dashboard or left side main menu, click **Personal Profile**.



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

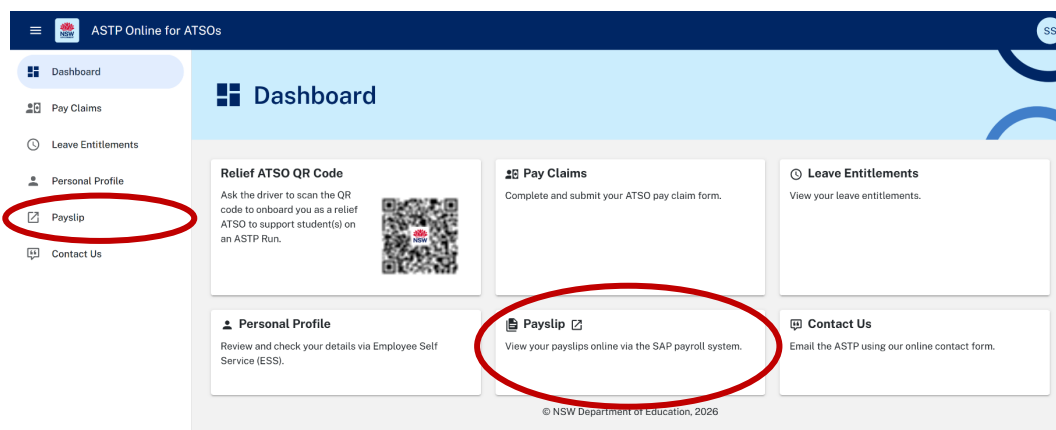
1. Click the **Open SAP Portal** button which will open a new browser tab/window. Within Employee Self Service (ESS) you can update your **residential address, contact details, emergency contacts and bank details**. There is no longer a need to submit these changes via the ASTP.



Payslips

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.

SAP

Payslips (currently showing): 25.04.2024

< Previous Statement

Next Statement >

Overview and Selection

Show: All Available

Payment Date	Gross Amount	Payment Amount	Off-cycle
☒ 25.04.2024	554.96 AUD	554.96 AUD	
☐ 14.03.2024	0.00 AUD	0.00 AUD	
☐ 29.02.2024	161.93 AUD	0.00 AUD	
☐ 01.02.2024	647.21 AUD	647.21 AUD	
☐ 18.01.2024	2,171.25 AUD	1,767.25 AUD	

Pay Advice

Open in New Window

Draw

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of 1

Pay Advice

John Smith

Person ID1234567

Pay Period No4/2024

Period Dates02-08-2024 To15-08-2024

Play Date15-08-2024

ABN40300173822

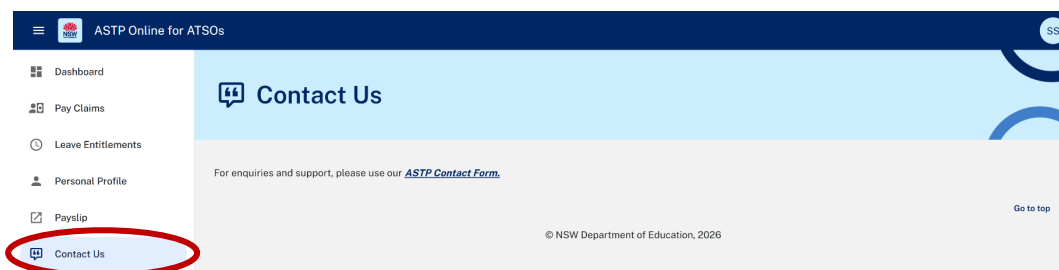
Education

Assignment	Position	Location	Classification	Lvl	Hrs	Award Rate	Status		
10161234	ATSO Short Term Temp	9004 Wollongong	Assist Trv Supp Offer STT				Short Term		
01234567	ATSO Long Term Temp	9004 Wollongong	Assist Trv Supp Offer LTT			24.31	Temporary		
01234567	Unassigned ATSO LTT BASO	9004 Wollongong	Assist Trv Supp Offer LTT			24.31	Temporary		
Assignment		Earnings & Benefits		Lvl	Start Date	End Date	Units	Rate	Amount
01234567	ATSO Normal Hrs 15% Load			9004	02-08-2024	02-08-2024	5	27 9565	139.78
10161234	ATSO Training Hrs STT			9004	05-08-2024	05-08-2024	3.5	30 3900	106.37
10161234	ATSO Training Hrs STT			9004	06-08-2024	06-08-2024	3.5	30 3900	106.37
		Prior Period Adjustments		Lvl	Start Date	End Date	Units	Rate	Amount
01234567	ATSO Normal Hrs 15% Load	4/2024		9004	01-08-2024	01-08-2024	5	27 9565	139.78
01234567	ATSO Normal Hrs 15% Load	4/2024		9004	31-07-2024	31-07-2024	5	27 9565	139.78
01234567	ATSO Normal Hrs 15% Load	4/2024		9004	30-07-2024	30-07-2024	5	27 9565	139.78
01234567	ATSO Normal Hrs 15% Load	4/2024		9004	29-07-2024	29-07-2024	5	27 9565	139.78
01234567	ATSO Normal Hrs 15% Load	4/2024		9004	28-07-2024	28-07-2024	5	27 9565	139.78

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**.



2. Click the [ASTP Contact Form](#) link. A new browser tab will open, allowing you to submit your enquiry.

Technical support

If you experience any technical difficulties with ASTP Online for ATSOs, please visit our [ASTP Contact Form](#) and choose the appropriate options for technical support.