

ELMO

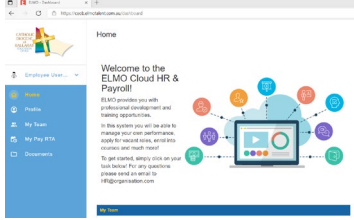
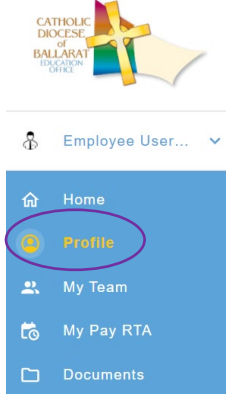
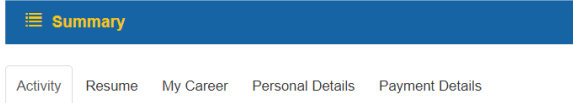
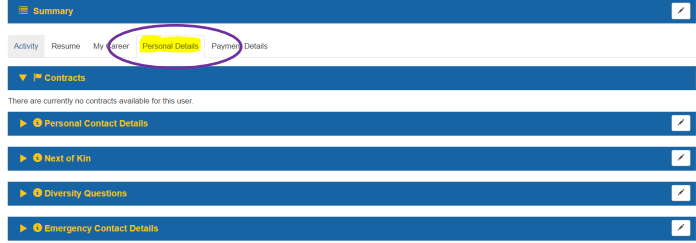


Quick Reference guide (QRG)

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OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



CATHOLIC EDUCATION BALLARAT

Employee Self Service (ESS) – Personal Details

<p>Log into ELMO Talent</p> <p>See QRG – Logging into ELMO</p>	
<p>Select Profile in the Blue menu</p>	
<p>Click Personal Details Tab</p>	
<p>Personal Details menu will appear</p>	
<p>Check your Personal Contact Details Check your Emergency Contact Details</p> <p>Update as required using the edit icon. Click Save button if changes are made.</p>	
<p>Click Save button if changes are made. Or click Cancel if you do not wish to save the changes.</p>	

There are currently no details listed for your Next of Kin.

Click the edit button
Click +Add Next of Kin button
Enter details
Click Save



Click Payment Details tab

Here you can self-manage your

- Bank Account
- Super Fund
- Tax Details

Use the Edit button to make changes.
Click Save.



You do not need to alert Payroll to any changes you make in Employee Self Service. This information will automatically push through to payroll.

When you make and save changes to your **payment details** in Employee Self Service, you will receive an email confirming the change.
Sender email address will be CEOB People and Development