

Introducing

CATHOLIC
EDUCATION
BALLARAT



What you need to know:

ELMO is a cloud-based HR & Payroll software package.

The finance team are working on transitioning the **CEB office payroll** to this new platform. ELMO will help us to better meet the payroll needs of our organisation in a more practical and efficient way.

The key feature of EMLO is the Self-Service Portal.

Things you can do in the self-service portal:

- ✓ **Access payslips**
View your current and historic payslips in one location.
- ✓ **Manage your personal details**
Update your address, phone number, emergency contact, bank account and more. You won't need to advise payroll, just log in and update.
- ✓ **Apply for / Approve Leave**
Say goodbye to the paper-based forms!
You will lodge your leave request via the self-service portal and your manager will approve it via the portal.

What you need to do:

Nothing for now. You'll receive more information closer to the roll-out date with regards to training.

Quick facts



Coming soon!
We're aiming to be live by mid-year.



There will be no changes to your pay or conditions. This is a software change only.



There will be training available for all staff.



You will need to get to know your C number!

Stay tuned for more information.