

# How to submit your payroll deduction

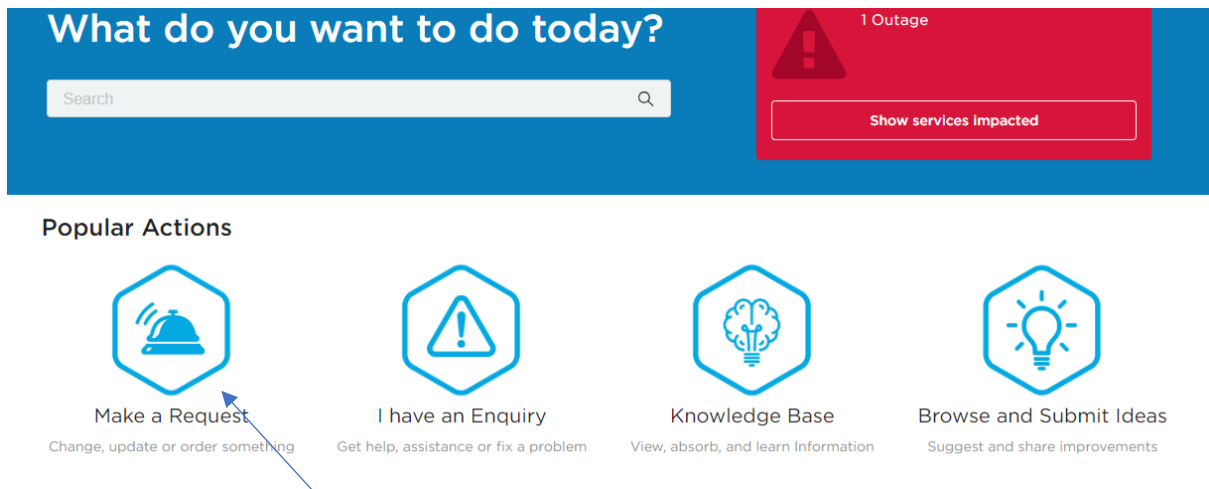
Payroll deductions for weekly contributions to the Ambulance Provident Fund need to be submitted via the SARA portal.

To access SARA follow the below link – this link can be accessed from outside the workplace.

<https://sara.health.nsw.gov.au>

Enter your staff link ID and password to progress to the customer portal

This will take you to the home page which will look something like this



The screenshot shows the SARA portal home page. At the top, there is a blue header with the text "What do you want to do today?". Below this is a search bar with the word "Search" and a magnifying glass icon. To the right of the search bar is a red notification box with a white exclamation mark icon and the text "1 Outage". Below the notification box is a button that says "Show services impacted". Below the header is a section titled "Popular Actions" with four icons and their corresponding actions: "Make a Request" (Change, update or order something), "I have an Enquiry" (Get help, assistance or fix a problem), "Knowledge Base" (View, absorb, and learn Information), and "Browse and Submit Ideas" (Suggest and share improvements). A blue arrow points from the text "Select the Make a Request icon" to the "Make a Request" icon.

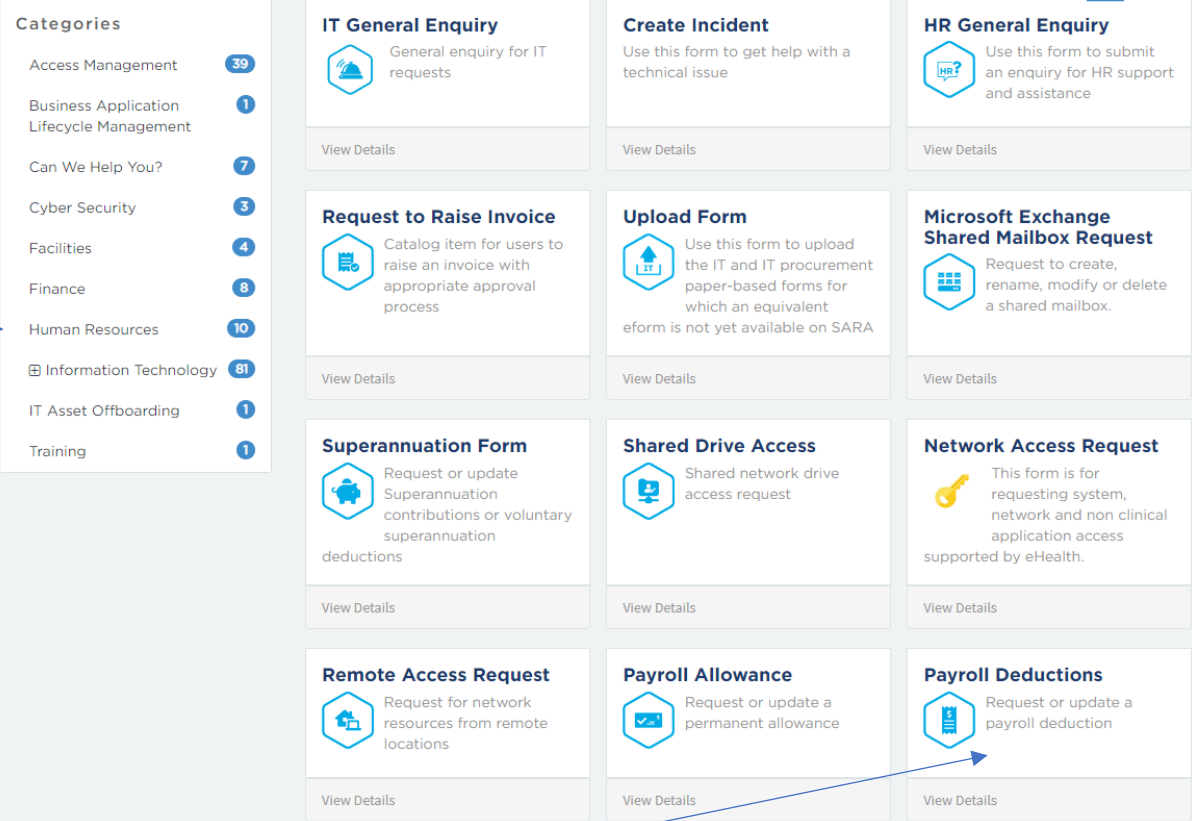
Select the Make a Request icon

Depending on how often you have accessed SARA your options on the next page may be slightly different

# Service Catalogue

Browse the catalogue to get help with issues and order new items

Popular Items



The Service Catalogue displays a grid of 15 service tiles. On the left is a 'Categories' sidebar with 10 items, each with a count in a blue circle. The main grid contains 15 tiles, each with an icon, a title, a brief description, and a 'View Details' link. A blue arrow points from the 'Human Resources' category link to the 'Payroll Deductions' tile.

Categories	Count
Access Management	39
Business Application Lifecycle Management	1
Can We Help You?	7
Cyber Security	3
Facilities	4
Finance	8
Human Resources	10
Information Technology	81
IT Asset Offboarding	1
Training	1

Service Name	Description
IT General Enquiry	General enquiry for IT requests
Create Incident	Use this form to get help with a technical issue
HR General Enquiry	Use this form to submit an enquiry for HR support and assistance
Request to Raise Invoice	Catalog item for users to raise an invoice with appropriate approval process
Upload Form	Use this form to upload the IT and IT procurement paper-based forms for which an equivalent eform is not yet available on SARA
Microsoft Exchange Shared Mailbox Request	Request to create, rename, modify or delete a shared mailbox.
Superannuation Form	Request or update Superannuation contributions or voluntary superannuation deductions
Shared Drive Access	Shared network drive access request
Network Access Request	This form is for requesting system, network and non clinical application access supported by eHealth.
Remote Access Request	Request for network resources from remote locations
Payroll Allowance	Request or update a permanent allowance
Payroll Deductions	Request or update a payroll deduction

Select the payroll deductions tile

If you cannot automatically see payroll deductions tile, choose the Human resources link on the left-hand side menu

# Service Catalogue

Browse the catalogue to get help with issues and order new items

Human Resources ☰ ☰

**Categories**

- Access Management **39**
- Business Application Lifecycle Management **1**
- Can We Help You? **7**
- Cyber Security **3**
- Facilities **4**
- Finance **8**
- Human Resources 10**
- Information Technology **81**
- IT Asset Offboarding **1**
- Training **1**

**ADO Balance Adjustment**  
Request an adjustment of your ADO Balance  
[View Details](#)

**Board Member Payments**  
Board Member Claims & Payments  
[View Details](#)

**HR General Enquiry**  
Use this form to submit an enquiry for HR support and assistance  
[View Details](#)

**NSW Health Centralised Recruitment**  
NSW Health Centralised Recruitment  
[View Details](#)

**Payroll Allowance**  
Request or update a permanent allowance  
[View Details](#)

**Payroll Deductions**  
Request or update a payroll deduction  
[View Details](#)

**Recognition of Prior Service and Service**  
Recognition of Prior Service and Service Calculation Form  
[View Details](#)

**Remote Working Request**  
Request a remote working arrangement  
[View Details](#)

**Superannuation Form**  
Request or update Superannuation contributions or voluntary superannuation deductions  
[View Details](#)

**Temporary Executive Allowance Form**  
Use this form to request payment of Executive Temporary Assignment Allowance (TAA)  
[View Details](#)

Choose the payroll deduction tile

**Terms and conditions**

Submission of this request constitutes acknowledgement and agreement to the [Terms and Conditions](#) stipulated herewith.

**Payroll Deductions**

Request or update a payroll deduction



This form is to be used to add a new deduction to your pay, amend a current deduction that is processed with your pay, or delete a deduction from your pay. This includes adding, amending or deleting additional tax.

For more information about Deductions and related topics please [click here](#)

\* **Assignment Number**

\* **Please select the type of Deduction**

\* **Name** ⓘ

Name of the HealthFund, Union, Social Club etc ✖

Ambulance Provident Fund - Supplier ID 108827

\* **Weekly Amount**

**Cutoff Balance**

\* **Action Required**

\* **Effective Date** ⓘ

Payroll Deduction changes can only be future dated ✖

22-07-2023 

**SUBMIT**

Complete the following Sections

Assignment Number – Insert your Stafflink ID

Type of deduction - from the drop down box choose Other

Name – Ambulance Provident Fund – Supplier ID 108827

Weekly Amount - \$3 (if you are also paying for your spouse the amount is \$6)

Cut Off Balance – leave blank

Action Required - from the drop down box choose New

Effective date - select the first Saturday from when you are completing the form

Submit your form using the submit button