

MERIDIAN ESP – INTRODUCTION GUIDE for CASUALS

Welcome to Meridian ESP!

You can access this by clicking on the ESP link at the foot of the wafootball web site (ie. www.wafootball.com.au) - where the ConnX link used to be - which will bring you to the ESP Login Screen (see below):

Alternatively, type in the following url in your web browser: <https://esp.wafc.com.au>

Logging In:

1. At the login screen, enter your *Username* and *Password*.

For new staff your log in details will be as follows:

Username: First name initial and Surname in lowercase – ie John Smith is jsmith

Password: Your date of birth in the format DDMMYYYY

NOTE: Presently the reset password in the middle of the screen is not working, please use the reset password as shown below if required.



- LOG IN
- RESET PASSWORD
- WEST AUSTRALIAN FOOTBALL COM

Welcome to WEST AUSTRALIAN FOOTBALL COMMISSION online employee self-services!

LOGIN

Please log in to access your information:

Username:

Password:

Log In

Staff that commenced before January, 2016 your log in details are as follows:

Your *Username* will be your 5 digit employee number, the same Username required for ConnX

Your initial default *Password* will be 13 digits, comprised of the following:

Username (5 digits), Year of Birth (4 digits), Month of Birth (2 digits), Date of Birth (2 digits)

eg. If your Username / Employee number is 01153 and you were born on January 17th 1952, your initial password would be: **0115319520117**

2. After entering this information successfully, you will be prompted to change your password. **Your new password needs to be a minimum of 6 characters, must contain both UPPERCASE and lowercase letters and a Number.**

IMPORTANT: Please ensure you keep your password secure and do not share it with anyone. Username and Password information should only ever be used by the individual employee and never used by another employee to login on that person's behalf – whether authorised, or not.

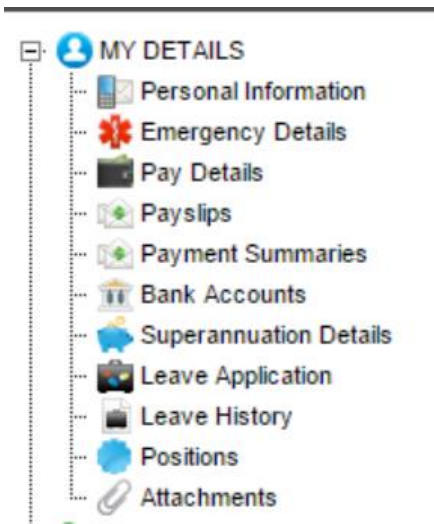
MOBILE DEVICES:

You can access ESP via any mobile device (smart-phone or tablet) by using the following link:
<http://esp.wafc.com.au/m>

Alternatively, if you are accessing the www.wafootball.com.au site via your mobile device, you can click on the ESP link at the foot of the screen and will automatically be directed to the mobile site.

What Next?

Once you have logged in and updated your password, you will be directed to the Welcome / Home screen. Clicking on MY DETAILS at the top, left hand side of the screen will reveal the following menu:



ALL EMPLOYEES ARE REQUIRED TO DO THE FOLLOWING:

1. Review and update (if required) your *Personal Information*
 - Click on the *Personal Information* link and review your personal details.
NOTE: this information has been imported from Meridian Payroll so should be accurate.
 - If you do need to update any information (eg. Residential Address), click on the Edit button and update accordingly.
 - Click Cancel to exit, or Save to update any changes.
2. Review and update your *Emergency Details*
 - Click on the *Emergency Details* link. It is most like that there is no information contained here.
 - If you wish to update any information, click on the Edit button and update accordingly.
3. Review and update (if required) your *E-mail Address*.
 - Click on the *Personal Information* link.
 - If you do need to update this, click on the Edit button and update accordingly.
 - Click Cancel to exit, or Save to update any changes.

You may also wish to review your *Bank Accounts* and *Superannuation Details*, by clicking on the corresponding links.

- If you need to update your Bank Account details, you can do so by clicking on the Edit button.
- If you need to update your Superannuation details, you will need to contact Vicki in Payroll, as per usual.

Note again that this information has been imported from Meridian Payroll so should be up-to-date.

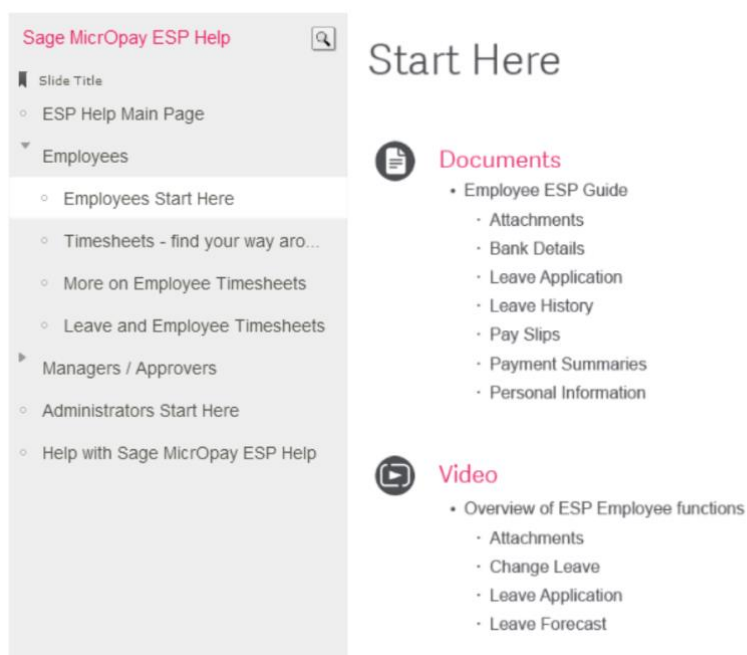
From these MY DETAILS options, you can also view your *Pay Details*, *Payslips*, and *Payment Summaries*.

**Please ignore the Leave Application and Leave History menu options.
Help?**

Click on the *Help* link at the top, right-hand side of the screen, accessible from any screen inside ESP (see below):



Or use the following link – you will be directed to a suite of online training manuals and videos:
<http://portal.payrollsoftware.com.au/assets/meridian-esp-online-training-home.html>



Click on *Employees Start Here – Employee ESP Guide*

OR contact your Area Manager at the WAFC or Human Resources.