

# NSWA Employees - Setting Up Payroll Deductions for your ACP Membership

Updated February 2020

New Members can log in to SARA (new online form) using their Stafflink ID and Password. The link below which will prompt you to log in. Below is a screenshot for reference and information on the the types of deductions.

**Note:** the Name is ACP - Australasian College of Paramedicine and the Weekly Amount is \$6

[https://sara.health.nsw.gov.au/customerportal?id=sc\\_cat\\_item&sys\\_id=1923738adb3bbb00b9d0cef405961961](https://sara.health.nsw.gov.au/customerportal?id=sc_cat_item&sys_id=1923738adb3bbb00b9d0cef405961961)

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

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## Payroll Deductions

Payroll Deduction Form

Request to update or add new payroll deductions



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<b>* Assignment Number</b> <input type="text" value="40053833"/>	<b>* Please select the type of Deduction</b> <input type="text" value="Union"/>
<b>* Name</b> <input type="text" value="Name of the HealthFund, Union, Social Club etc"/>	
<b>* Weekly Amount</b> <input type="text"/>	<b>Membership Number</b> <input type="text"/>
<b>* Action Required</b> <input type="text" value="-- None --"/>	<b>* Effective Date</b> <input type="text"/>

## What are Deductions from Pay?

Revised by Daniel Walker • 2mo ago • 140 Views • (\*) (\*) ( ) ( ) ( )

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A deduction is an amount withheld from an employee's earnings either pre or post tax.

Click [here](#) to set up [Payroll Deductions](#)

### Voluntary Deductions

General deductions in StaffLink refer to voluntary deductions requested by employees to subtract monies from their salary and disburse to a third party.

Some examples of voluntary deductions within StaffLink are, but not limited to:

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- Car parking deductions
- Health fund deductions
- Charity related deductions
- Social club fees
- Union fees
- Paying additional tax (Extra Withholding)

### Non-Voluntary Deductions

There are also non-voluntary deductions, these are requests where the employer is required to withhold part of the wages.

Some examples of non-voluntary deductions within StaffLink are:

- Garnishee Order
- Child Support
- Centrelink Garnishee

These requests are submitted to HealthShare for processing on official Court or Centrelink garnishee orders.

### Add, Cease or Amend Voluntary Deductions

To Add, Cease or Amend a deduction from pay, please complete the [Payroll Deductions Form](#)

For amendments to Salary Sacrifice (Superannuation) please complete the [Superannuation Form](#)

### Please note

Deductions cannot be backdated.