ReddiFund

ReddiLink Portal Employer Operating Manual

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2   Summary

This training guide has been created to help employer portal users self-manage their organisational details and employees in the ReddiLink online portal. The guide is supplementary information to the training videos created on portal administration, and will step through each page on the portal and describe what can be actioned.

3   Home Page

The home or landing page is the centre of the site and can be used as a stepping-stone to manage your employees or other functionality. Click on the links to navigate straight to the page you need or use the top-level menu.

4 Employer Details (tab navigation)

4.1 Update Employer Details

This page displays information about your organisation, such as your business name/s, addresses, ABN and ACN, and contact details, as well as the invoicing email address where contribution statements are sent. It's best to have this as a generic address, such as accountspayable@yourcompany.com.au, rather than an individual's email. If that person leaves your organisation, you won't receive any new statements until the invoicing email is updated.

If you make any changes, click Submit at the bottom of the page.

4.2 Update Contacts

This page is a list of the administrators at your organisation who can log in to the portal and manage employees' entitlements. You can create a new administrator by clicking on the Create New Contact button, and completing the data entry screen.

Once a new profile has been created, a portal login profile will be created for that employee, who should wait a few minutes and then log in with the default password.

> **The email address cannot be changed once the portal login account has been created. If you make a mistake, you will need to add a new account, and contact ReddiFund to deactivate the incorrect**

If you have an administrator in the list who is no longer with your organisation, please contact the ReddiFund team via the Contact Us page.

Full Name ↑	Job Title	Email	Company Name	Business Phone
Natasha Schofield		ns@ncc.com.au	The Construction Company Pty Ltd	08 2258 3368

5 Manage Employees (tab navigation)

5.1 Related Employee History

The related history page lists all the employees currently associated with your organisation that receive entitlement benefits. The view shows the agreements they are connected to, the date they started (and finished), the last entitlement rate, and what date they completely ceased working for your company.

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🔔 ❶ Pending Contributions

Related Employee History

Employee Number (Employee) ↑	Employee	Commencement Date (Employment Period)	Contribution Agreement ↑	Site Contract Number (Contribution Agreement)	EBA Number (Contribution Agreement)	Last Entitlement Rate (Contribution Agreement)	Start Date ↑	Finish Date	Total Entitlements	Termination Date (Employment Period)
245224	Amy Farrah-Fowler	09/02/2021	Tonkin Highway Upgrade	#223231-GK		$17.00	09/02/2021	21/04/2022	$220.00	21/04/2022
245225	Bernadette Rostenkowski-Wolowitz	19/08/2021	Yagan Square Upgrade	#5586314-LR		$15.50	19/08/2021		$496.00	
245223	Leonard Hoefstedder	01/04/2022	Tonkin Highway Upgrade	#223231-GK		$17.00	01/04/2022	24/04/2022	$85.00	24/04/2022
245223	Leonard Hoefstedder	15/12/2021	Yagan Square Upgrade	#5586314-LR		$15.50	15/12/2021	24/04/2022	$498.00	31/03/2022
245226	Rajesh Koothrapali	10/02/2022	Tonkin Highway Upgrade	#223231-GK		$17.00	10/02/2022		$221.00	
245222	Sheldon Cooper	13/10/2021	Yagan Square Upgrade	#5586314-LR		$15.50	13/10/2021		$465.00	

5.2   Add a New Employee

Use this page to link a new employee to your organisation where they need to receive entitlements through ReddiFund. Once the details have been submitted, ReddiFund will verify the person is not already a member through another organisation, and then notify you of the outcome of your application.

Once that process has is completed, entitlements will be generated for that employee against the agreement you linked them to, from the start date entered on the form. If you make a mistake on the start date or the agreement, you will need to manage any incorrect entitlements on the portal (see the section on Contribution History).

Add a New Employee

Please complete this form and submit to ReddiFund in order to request a new employee be added. Details will be vetted internally by ReddiFund staff who will notify you of the outcome of the application.

Personal Information

TFN *

First Name *

Middle Name

Last Name *

Date of Birth *

DD/MM/YYYY

Mobile *

Email *

Address

Address *

Address (2)

Suburb *

Postcode *

State *

WA

Agreement Subscription

Employer *

The Construction Company Pty Ltd

Contribution Agreement Subscription *

Start Date *

DD/MM/YYYY

Finish Date

DD/MM/YYYY

5.3   Subscribe Employees

Use this page to link one of your existing employees to an existing agreement. Use the Create button and when the pop-up form loads, select the agreement to filter the employee list to only show those employees who are not currently receiving entitlements on the selected agreement.

Add their start date on this agreement and click Add Employee.

Once that has been submitted, entitlements will be generated for that employee against the agreement you linked them to, from the start date entered on the form. If you make a mistake on the start date or the agreement, you will need to manage any incorrect entitlements on the portal (see the section on Contribution History).

5.4   Terminate Employment

Use this page to permanently terminate one of your employees. When you add a termination date, the date will be applied to all agreements this employee is currently subscribed to, and no further entitlements will be generated.

> **When you terminate the employee on the portal, you are saying they no longer work for your organisation in any capacity, and no further entitlements should be generated for them.**

If the termination date is entered in the past, and entitlements have been generated after the termination date, you will need to manage any incorrect entitlements on the portal (see the section on Contribution History). It's better to update the termination date as soon as the person leaves your company.

To terminate an employee, click on the drop-down icon on their row, and select Edit

Employee ↑	Related Employer ↑	Commencement Date ↑	Termination Date ↑	
Bernadette Rostenkowski-Wolowitz	The Construction Company Pty Ltd	19/08/2021		∨
				☑ Edit

Add the termination date to the form and click Submit.

☑ Edit

General

GENERAL

Employer

The Construction Company Pty Ltd

Employee

Bernadette Rostenkowski-Wolowitz

Commencement Date

19/08/2021

Termination Date

DD/MM/YYYY	🗓

Submit

6 Manage Contributions (tab navigation)

6.1 Contribution History

This page shows the contributions that have been generated each month for the agreements lodged with ReddiFund where employees receive entitlements. These will surface to the portal at the conclusion of each calendar month, and you can edit individual contributions to adjust the invoice total.

The Pending view displays the current contributiions that need your attention, and the Contribution History section shows contributions that have been actioned.

6.1.1 Review and update contributions per employee

To manage individual entitlements, click on the title of the contribution to launch the transaction list. The default sort order is employee then the week beginning date, and you can click on the header of another column to re-sort if required.

To adjust an employee entitlement;

1. Find the row to adjust

Update Entitlements

2. In number of weeks worked box, enter the number of weeks worked, if different to what's shown

3. Tab off the field

4. Repeat this process to administer those entitlements that need to be adjusted.

5. You can force the recalculate function by clicking the Recalculate Entitlement button from the contribution home page

6.1.2 Approve contributions on the portal

The next step for portal users is to approve each contribution.

1. Once all the entitlements have been adjusted, click on the *Recalculate Entitlement* button on the Employer Contribution Statement home page to update the invoice amount. Reconcile this total against your internal records and make further adjustments if required.

2. Click on the *Approve Contribution* button to finalise the contribution payment.

3. Repeat this process for other pro-forma contributions or log out of the portal site.

6.1.3 The next steps for contributions/employee entitlements

Once you have approved a contribution, the status updates to Approved, and the contribution moves to the Contribution History section of the contributions page on the portal. Transactions can be viewed, but no longer edited.

The Contribution Statement will be emailed to the address entered into the *Invoicing Email*.

6.2 View Statements

This page will display statements from your approved contributions.

7   Contact Us (tab navigation)

Submit a query to the ReddiFund administration team via the portal. Once you click submit on the form, the team will receive an email and will respond.

You can also contact them directly on the email or phone numbers below.

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🔔 ① Pending Contributions

Employer Enquiries

Write to us or find us at:
Level 1, Unit 2,
44 Parliament Place,
West Perth, WA 6005

Email us at **info@reddifund.com.au**

Call us on (08) 9481 0259

Employer Name

The Construction Company Pty Ltd

Subject

Description

8   My Profile (tab navigation on your name)

This section is where you can update your details and change your login password.

8.1   Reset your password from within the portal

Click on the Change Password link to change their password

. You'll need to add your old password, and then your new password twice to update. The password will apply the next time you log in.

8.2   Reset your password if you forgot it

Before you log in to the portal, click on the Forgot your password? button on the home page

An email will be sent to the email address used to create the login account to reset the password. Click on the links embedded in the email to launch the portal reset password page.

Once the Reset button has been clicked the password will be updated, and you should be able to log in.

8.3 Update your Personal Details

From the Profile page you can update your name, business phone number and other information. If you update your email address, you will still need to use the original email your account was created with.