

# Staff Services Online

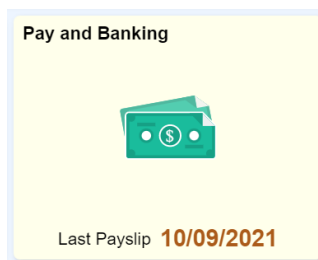
## How do I find my position number?

### Introduction

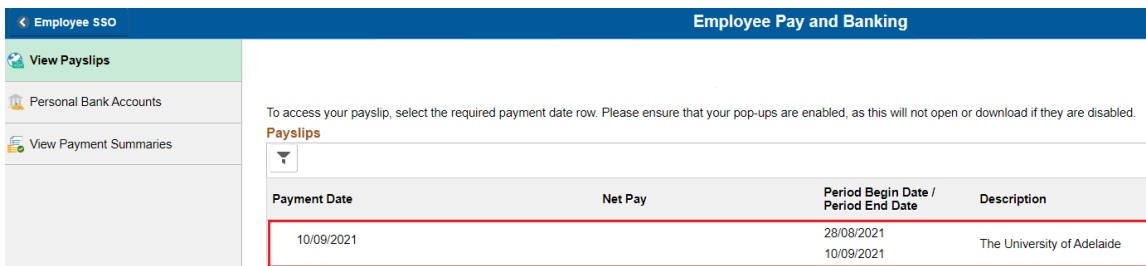
This guide assists staff to locate their current position number.

### Procedure

- 1) Login to Staff Services Online (SSO) - <https://sso.adelaide.edu.au/>  
*You will need your University ID (a1000000) and password details.*
- 2) Select the 'Pay and Banking' tile,



- 3) Select the most recent pay period listed, which will generate a PDF copy of your payslip:



Payment Date	Net Pay	Period Begin Date / Period End Date	Description
10/09/2021		28/08/2021 10/09/2021	The University of Adelaide

- 4) You will find your current position number (8-digit number) here:



Pay Period: 28/08/2021 To 10/09/2021  
Payment Date: 10/09/2021  
Employee:  
Pay Entity: The University of Adelaide

Job Information						
Rcd	Department	Pos Nbr.	Job Title	Classification	Pay Rate	
0		000		HEO Level	Annual	
Pay Summary						
Current:	GROSS	TAXBLE GRS	TAX	DEDUCTIONS	NET	
YTD:						
Payment Details						
Current Values			Adjustments		YTD Values	
Earnings						
Description	Rcd	Base	Percent	Rate	Units	Amount
Base Pay	0					
Personal Leave	0					
<b>Total</b>						

