

Guide

How to upload a new starter list



1 Log into your Smart portal and navigate to the Employer Dashboard

2 From the “Manage Payroll” dropdown, choose “Upload Other File”

The screenshot shows the 'Upload Non Pay Files (e.g. terminations, Exceptions, Salary details etc)' form. A file named 'WVA_Maintenance-File Smart Salary.xlsx' is listed with a 'Date Submitted' of '30 Apr 2025'. The 'Upload Files' button is highlighted with a purple line.

File Name	Date Submitted
WVA_Maintenance-File Smart Salary.xlsx	30 Apr 2025

3 Select “Upload Files”, choose the file you want to upload and click “Submit”.



The online portal will then update with that new file (overriding any previous files that have been uploaded).



An automatic notification will then be sent to our Data team advising a new file has been uploaded.

We will take it from there! Your new employees will begin to receive our new starter communications.