

How to submit an Ad-hoc Payment or Deduction

Introduction

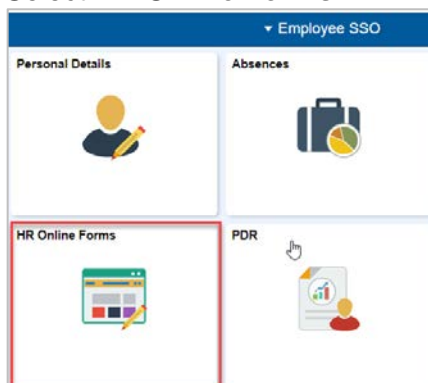
This is a step by step guide to submitting a one off payment or deduction for an immediate and specific purpose.

Procedure

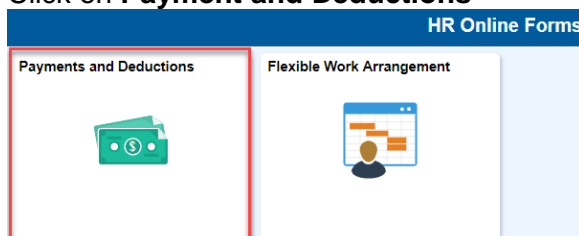
Please download the form, from the [Finance & Procurement website](#) to attach to your request if you are claiming the use of a Private Motor Vehicle, complete the form and save it on your drive.

Log in to SSO

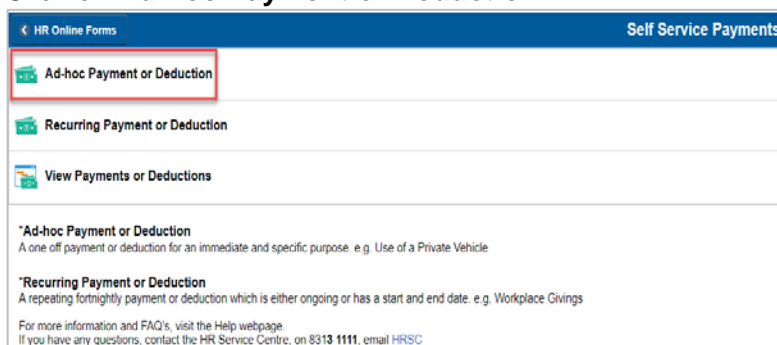
1. Select HR Online Forms




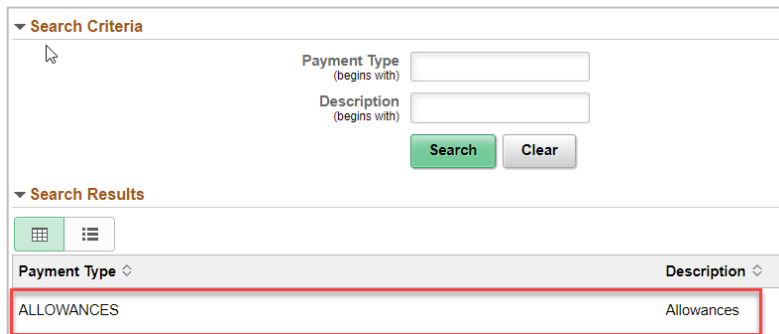
2. Click on Payment and Deductions




3. Click on Ad-hoc Payment or Deduction

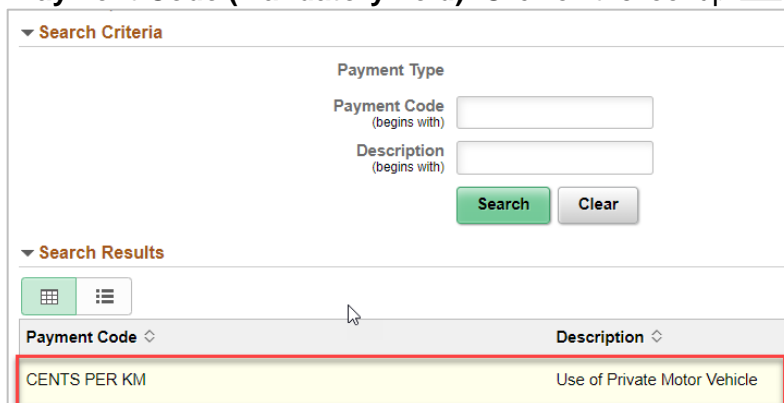


- 4. ***Payment Type (Mandatory field):** Click on the lookup  icon and select “**Allowance**”



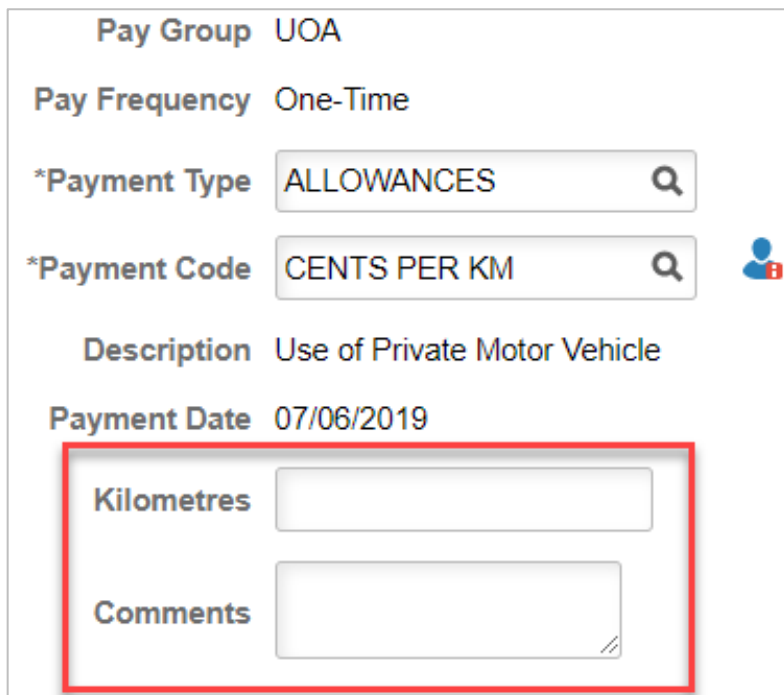
The screenshot shows a search interface with two input fields: "Payment Type (begins with)" and "Description (begins with)". Below these are "Search" and "Clear" buttons. The "Search Results" section shows a table with two columns: "Payment Type" and "Description". The first row is highlighted with a red border and contains the text "ALLOWANCES" and "Allowances".

- 5. ***Payment Code (Mandatory field):** Click on the lookup  icon and select “**Cents Per Km**”



The screenshot shows a search interface with two input fields: "Payment Code (begins with)" and "Description (begins with)". Below these are "Search" and "Clear" buttons. The "Search Results" section shows a table with two columns: "Payment Code" and "Description". The first row is highlighted with a red border and contains the text "CENTS PER KM" and "Use of Private Motor Vehicle".

- 6. **Kilometres:** Enter the total number of kilometres
- 7. **Comments:** Enter if any

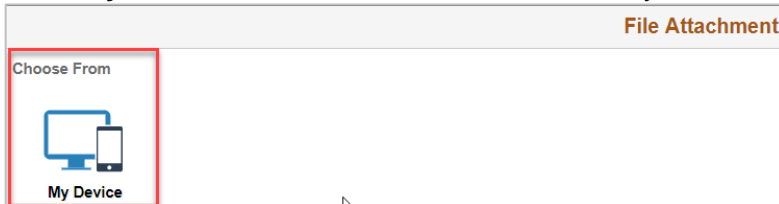


The screenshot shows a form with the following fields: "Pay Group" (UOA), "Pay Frequency" (One-Time), "*Payment Type" (ALLOWANCES), "*Payment Code" (CENTS PER KM), "Description" (Use of Private Motor Vehicle), and "Payment Date" (07/06/2019). At the bottom, there are two input fields: "Kilometres" and "Comments". A red box highlights the "Kilometres" and "Comments" fields.

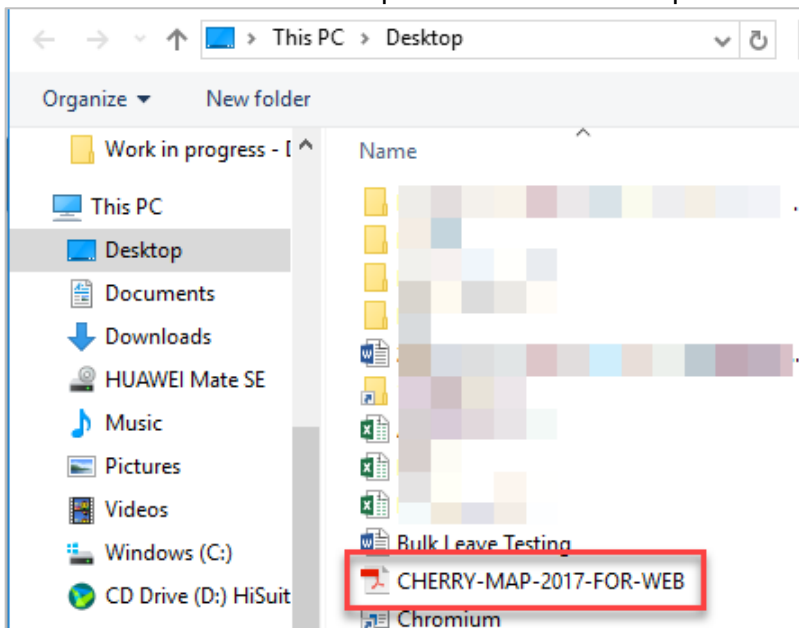
8. ***Attachment: (Mandatory requirement),** click on 'Add Attachment'



Click 'My Device', to select the form on the drive you saved the form



9. 'Select the file' to be uploaded and click on open



10. Click 'Upload'



11. Once the form is uploaded click on **'Done'**



12. **Submit** the form.

What's next?

Your immediate Supervisor/Manager will receive an **'Approval'** email notification. Once the form is approved the payment will then be reflected in the next available pay cycle

Contact Us

For further support or questions, please contact the Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au