

# 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

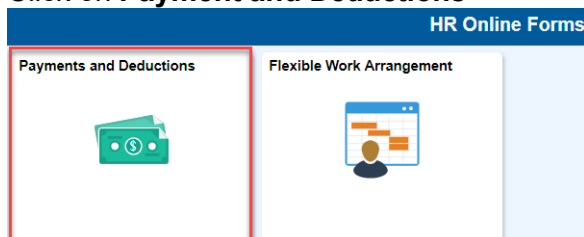
Please download the form, from the [Finance website](#) to attach to your request if you are claiming the use of a Private Motor Vehicle, complete the [Private motor vehicle allowance claim form](#) and save it on your drive.

### Log in to SSO

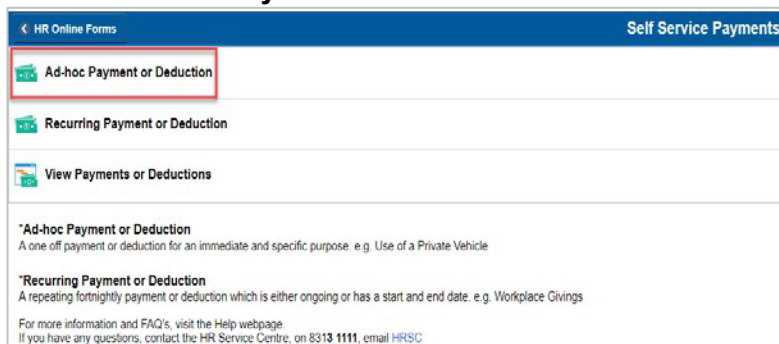
#### 1. Select **HR Online Forms**




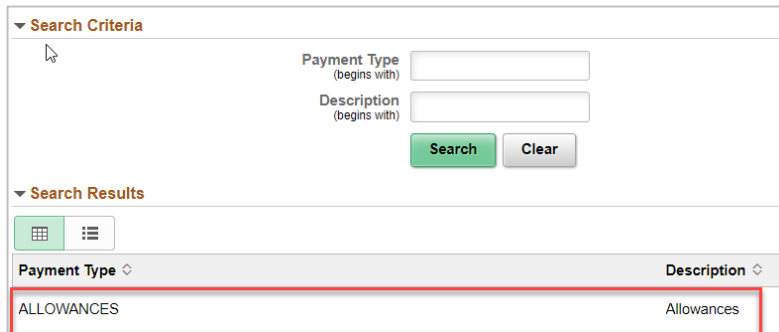
#### 2. Click on **Payment and Deductions**



#### 3. Click on **Ad-hoc Payment or Deduction**




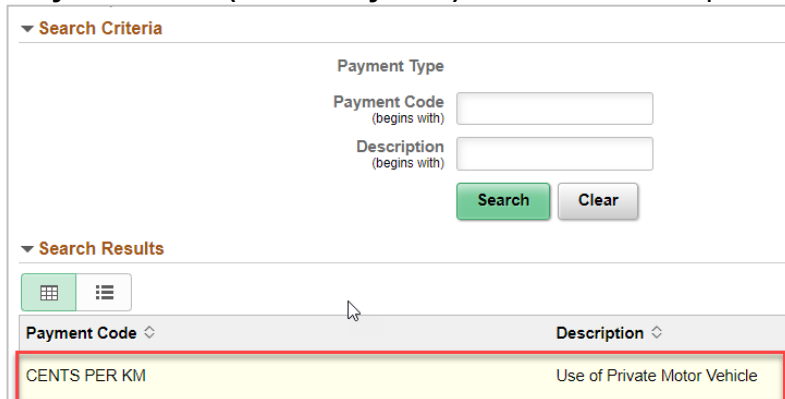
4. **\*Payment Type (Mandatory field):** Click on the lookup  icon and select “**Allowance**”



The screenshot shows a search interface with two sections: 'Search Criteria' and 'Search Results'. In the 'Search Criteria' section, there are input fields for 'Payment Type (begins with)' and 'Description (begins with)', along with 'Search' and 'Clear' buttons. The 'Search Results' section displays a table with two columns: 'Payment Type' and 'Description'. The first row of the table is highlighted with a red border and contains the values 'ALLOWANCES' and 'Allowances'.

Payment Type	Description
ALLOWANCES	Allowances

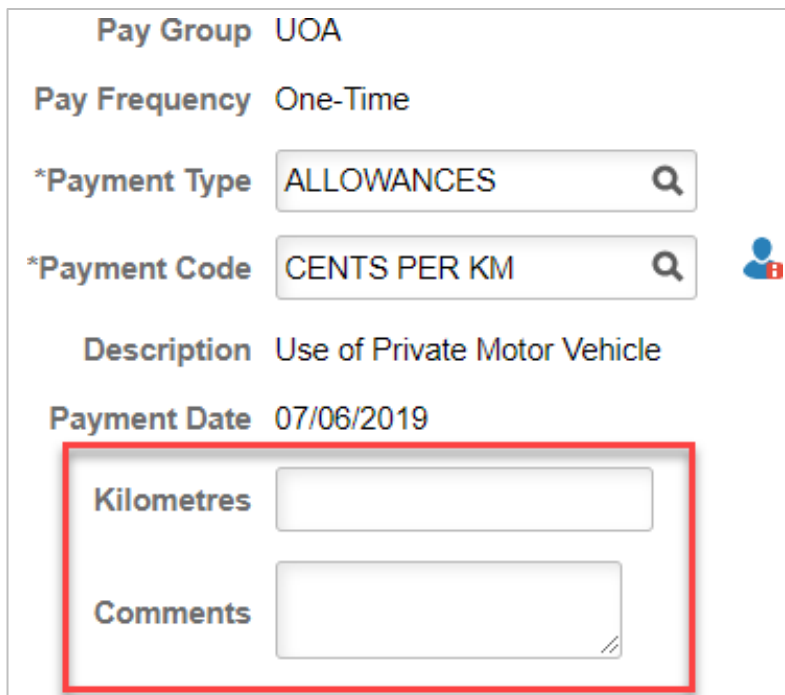
5. **\*Payment Code (Mandatory field):** Click on the lookup  icon and select “**Cents Per Km**”



The screenshot shows a search interface similar to the previous one, but for 'Payment Code'. The 'Search Results' table has two columns: 'Payment Code' and 'Description'. The first row is highlighted with a red border and contains the values 'CENTS PER KM' and 'Use of Private Motor Vehicle'.

Payment Code	Description
CENTS PER KM	Use of Private Motor Vehicle

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



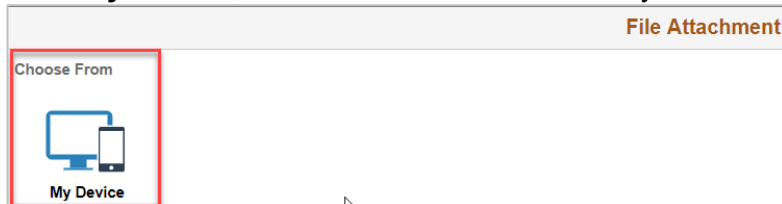
The screenshot shows the final form for submitting an Ad-hoc Payment or Deduction. The form includes the following fields: 'Pay Group' (set to UOA), 'Pay Frequency' (set to One-Time), '\*Payment Type' (set to ALLOWANCES), '\*Payment Code' (set to CENTS PER KM), 'Description' (set to Use of Private Motor Vehicle), and 'Payment Date' (set to 07/06/2019). The 'Kilometres' and 'Comments' fields are highlighted with a red border.

Pay Group	UOA
Pay Frequency	One-Time
*Payment Type	ALLOWANCES
*Payment Code	CENTS PER KM
Description	Use of Private Motor Vehicle
Payment Date	07/06/2019
Kilometres	
Comments	

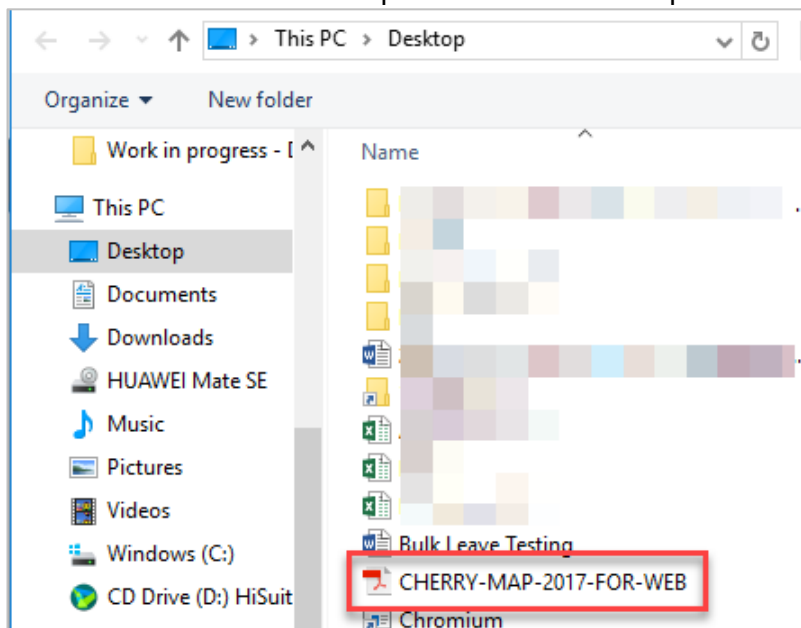
8. **\*Attachment: (Mandatory requirement)**, click on 'Add Attachment'



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



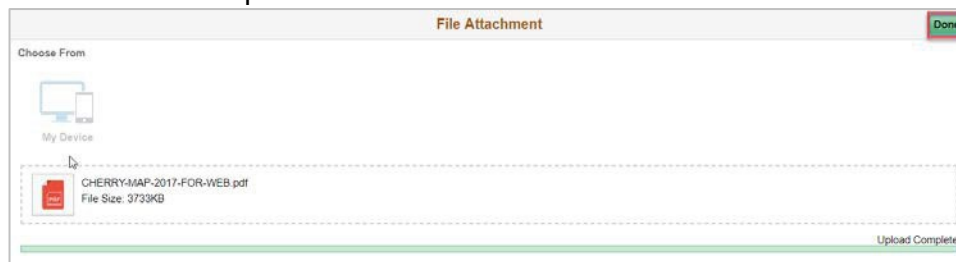
9. 'Select the file' to be uploaded and click on open



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](mailto:hrservicecentre@adelaide.edu.au)