

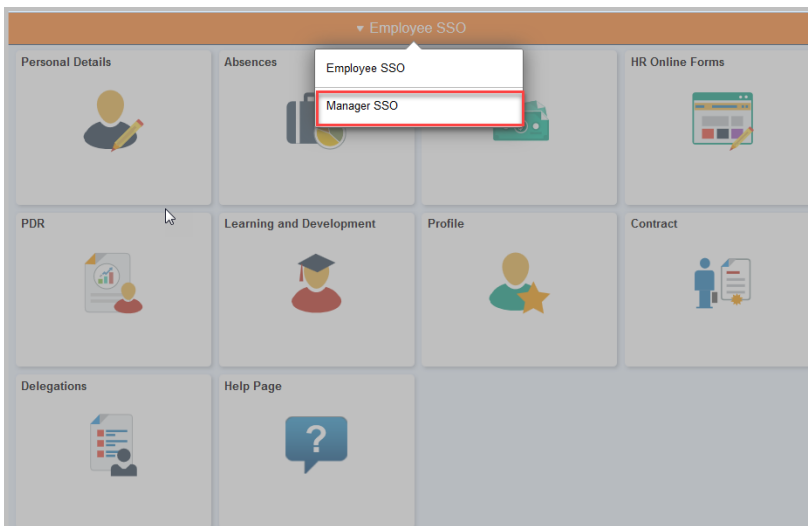
# Manager – How to submit a Payment on behalf of Employee

## Introduction

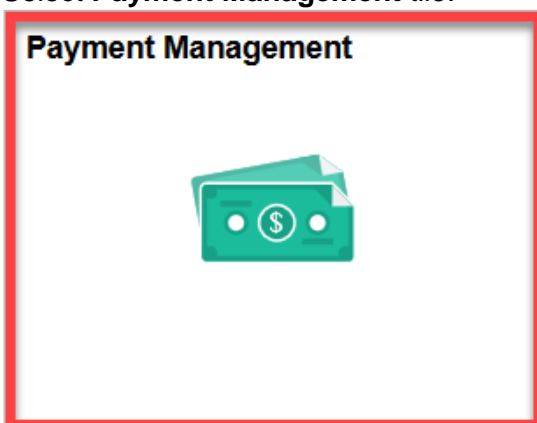
This is a step by step guide to assist Managers to submit and approve an ad-hoc or recurring payment on behalf of a staff member.

## Procedure

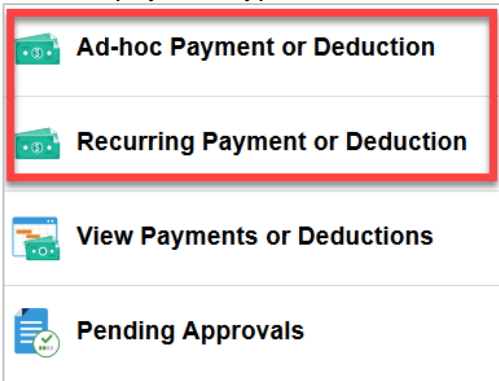
1. Log into Staff Services Online (SSO) and select **Manager SSO** from the dropdown list.



2. Select **Payment Management** tile.





3. Select a payment type from the menu.



- Ad-hoc Payment or Deduction
- Recurring Payment or Deduction
- View Payments or Deductions
- Pending Approvals

4. Click on the staff member you wish to submit the request for.

Select Employee

| Name / Title / ID  | Directs / Total | Type               | Position / Department / Location                    |
|--|-----------------|--------------------|---|
|  Higher Education Officer Lvl 5 |                 | Full-Time Employee | 00020370<br>Human Resources<br>North Terrace Campus |
|  Higher Education Officer Lvl 5 |                 | Full-Time Employee | 00020369<br>Human Resources<br>North Terrace Campus |

5. Complete all mandatory fields for the request.

Pay Group UOA

Pay Frequency Recurring

\*Payment Type

\*Payment Code

Description

\*Begin Date 11/11/2017

End Date

Comments

Note: please refer to employee QRGs for the detail instruction of each payment type.

6. Click Next. All payments are self-approved. A notification email will be sent to the staff member and manager for information purposes.

## 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)