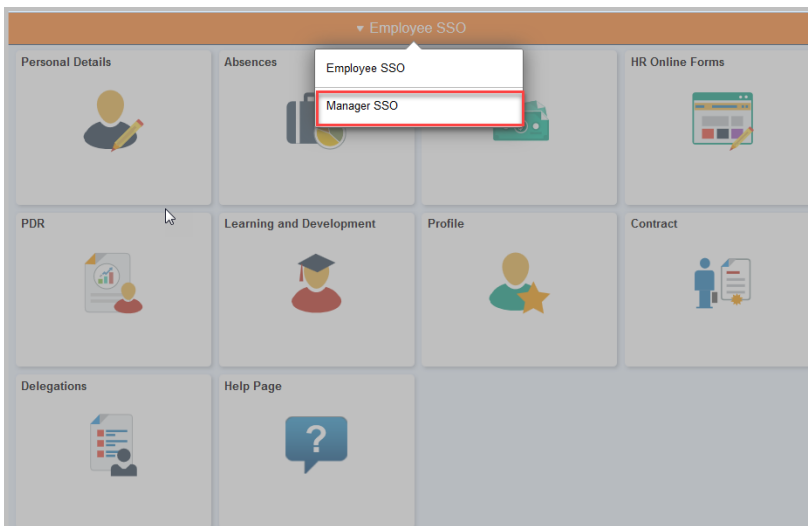# Manager – How to submit a Payment on behalf of Employee
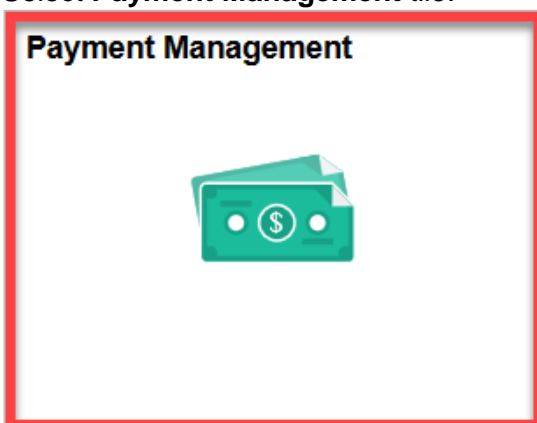
Introduction

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.
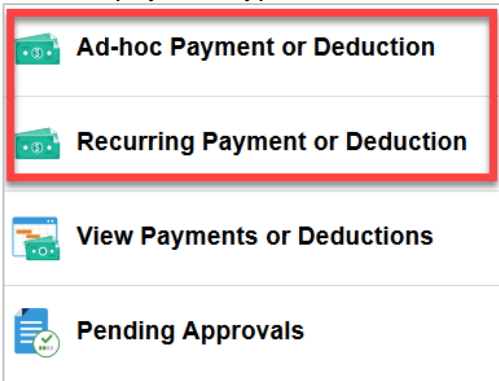
Procedure

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.

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

5. Complete all mandatory fields for the request.

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