

How to submit a request for a Recurring Payment or Deduction

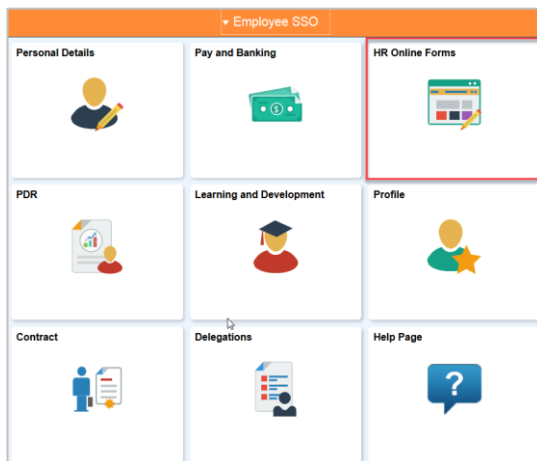
Introduction

This is a step by step guide to submitting a fortnightly Payment or Deduction which is either ongoing or has a Start and End date.

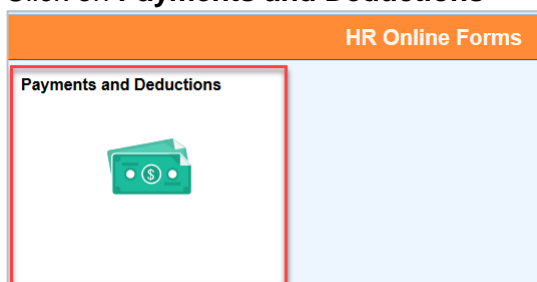
Procedure

Log in to SSO

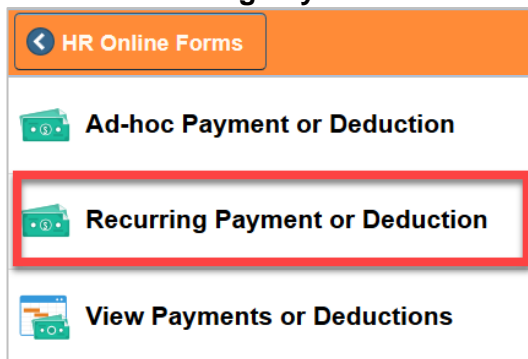
1. Select **HR Online Forms**




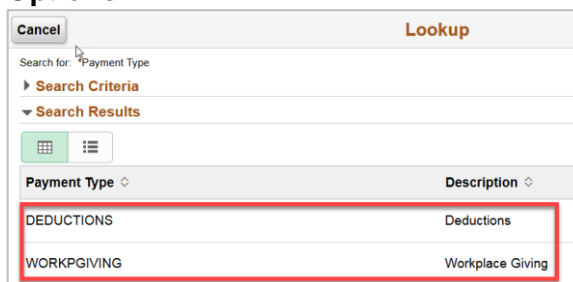
2. Click on **Payments and Deductions**




3. Click on **Recurring Payment or Deduction**

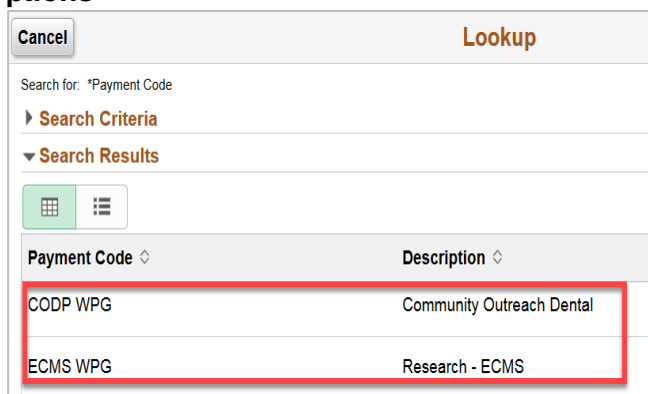


4. ***Payment Type (Mandatory field):** Click on the lookup  icon and select the relevant "Options".



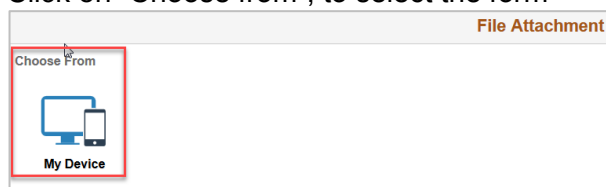
Payment Type	Description
DEDUCTIONS	Deductions
WORKPGIVING	Workplace Giving

5. ***Payment Code (Mandatory field):** Click on the lookup  icon and select the relevant "Options".



Payment Code	Description
CODP WPG	Community Outreach Dental
ECMS WPG	Research - ECMS

6. ***Begin Date (Mandatory field):** Enter/Select the start date
7. **End date:** Enter the end date of the Recurring payment arrangement, or leave blank if you don't wish to enter an end date at this time.
8. **Amount:** Enter the amount to be deducted per pay fortnight
9. ***Do not acknowledge my donation (Mandatory field):** This is to declare whether you would like the donation acknowledged publically, Enter "Y"(Yes) or "N" (No) accordingly
10. **Comments:** Enter if any
11. **Attachment (Optional):** Attach relevant documents related to the arrangement if any, click on 'Add Attachment',
Click on "Choose from", to select the form

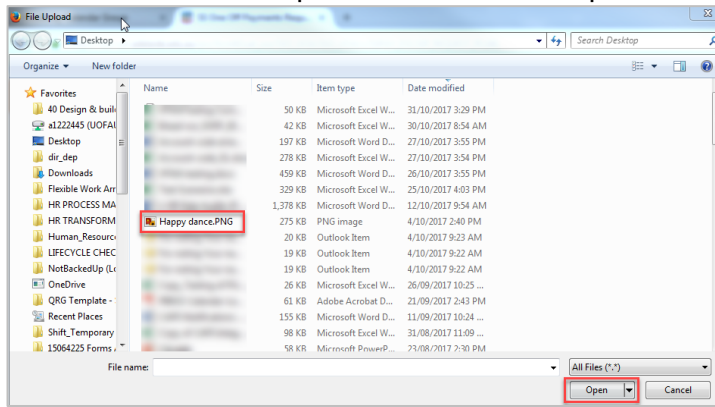


File Attachment

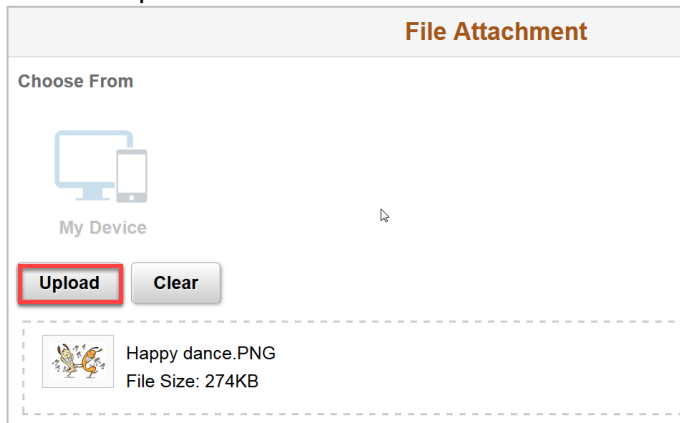
Choose From

My Device

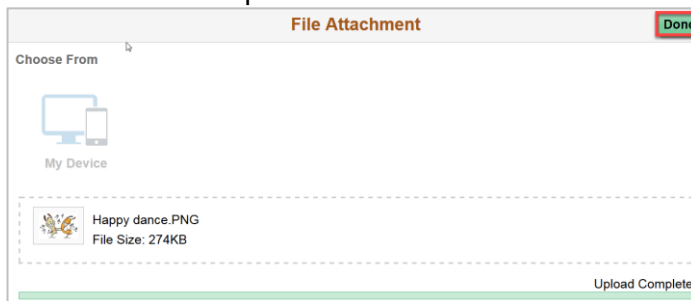
12. Select the 'file' to be uploaded and click on open



13. Click on Upload



14. Once the form is uploaded click on 'Done'



15. Submit the form.

What's next?

The Employee will receive an email notification that the 'Request' has been approved, and 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