

How to submit a request for a Recurring Payment or Deduction

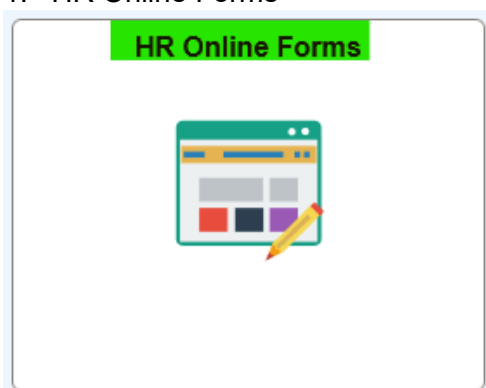
Introduction

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

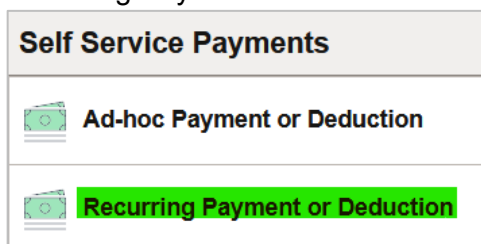
1. HR Online Forms




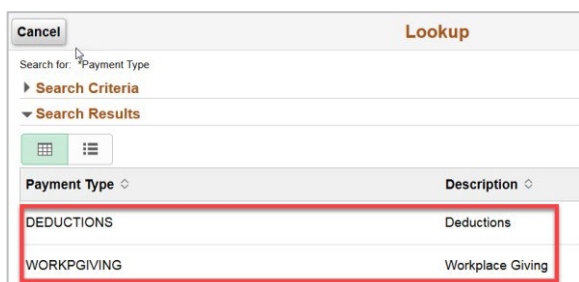
2. Payments & Deductions




3. Recurring Payment or Deduction

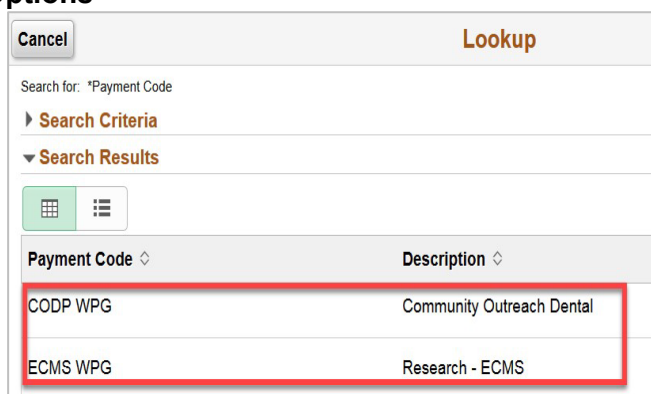


4. ***Payment Type (Mandatory field):** Click on the lookup  icon and select the relevant "Options".



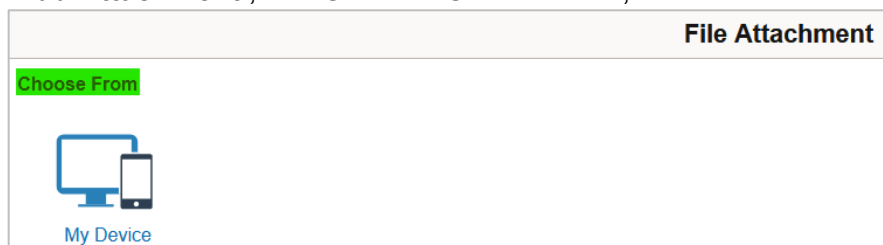
Payment Type	Description
DEDUCTIONS	Deductions
WORKPGIVING	Workplace Giving

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', and Click on "Choose from", to select the form

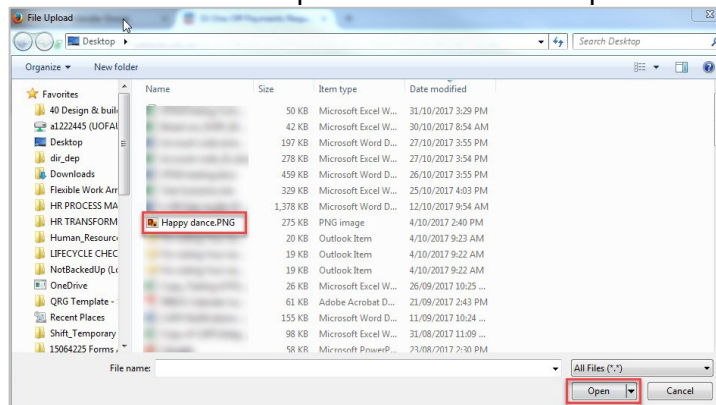


File Attachment

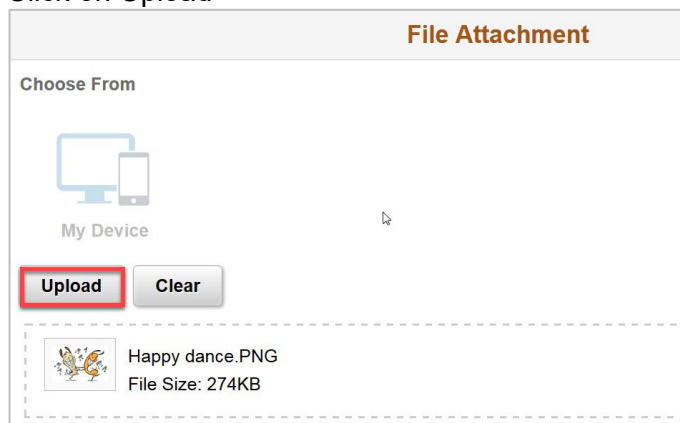
Choose From

My Device

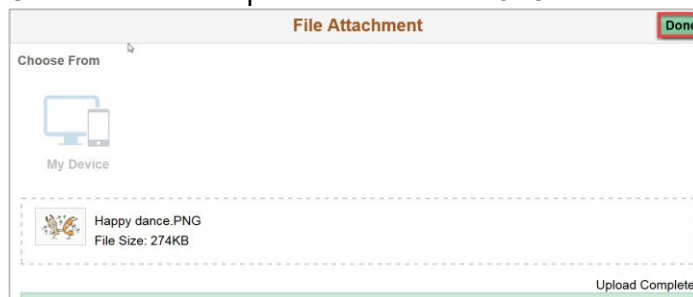
12. Select the 'file' to be uploaded and click on open



13. Click on Upload

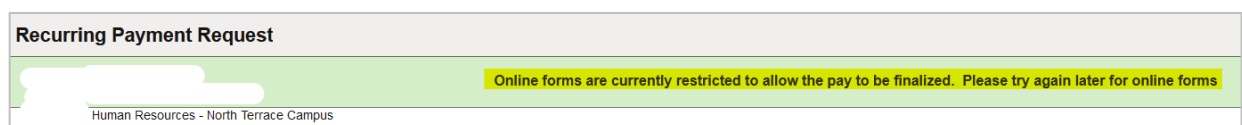


14. Once the form is uploaded click on 'Done'



15. **Submit** the form.

16. If you click on "Recurring Payment Request" and you see the following message, it means that the system is **locked as the pay is being processed**. You will need to initiate the arrangement after the pay has been processed. Please refer to the pay processing deadlines: [HR Processing Timelines | Human Resources | University of Adelaide](#)



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