How to view and edit a Payment or Deduction request

Introduction

This guide provides an overview to View and edit Payments or Deductions submitted via the HR online Forms in Staff Services Online
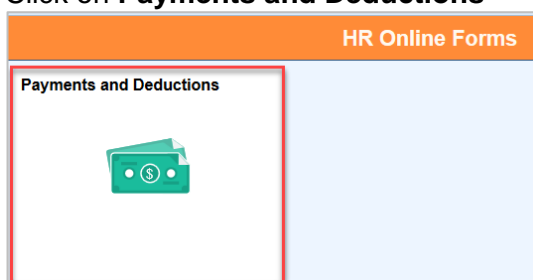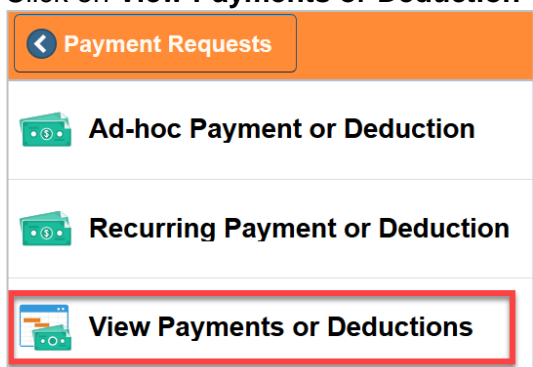
Procedure
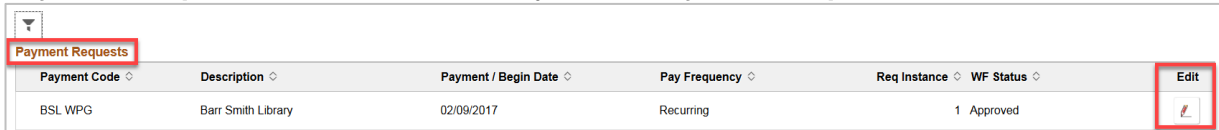
Log in to SSO

1. Select **HR Online Forms**

2. Click on **Payments and Deductions**

3. Click on **View Payments or Deduction**

4. **Payment Requests**: Provides a summary of the "**Payment Requests Submitted**".

Payment Code	Description	Payment / Begin Date	Pay Frequency	Req Instance	WF Status	Edit
BSL WPG	Barr Smith Library	02/09/2017	Recurring	1	Approved	

5. **Payment Code**: Abbreviated Payment code

6. **Description**: Description of the Payment code

7. **Payment/Begin Date**: Payment commencement date

8. **Pay Frequency**: One time or Recurring

9. **Req Instance**: Number of the submission

10. **WF Status**: Displays the Workflow Status of the form – Approved, In Approval Process or denied

To Edit a form

Edit – Click the Edit button, to amend the following fields:

End Date: Amend payment arrangement 'End date'

Comments: Amend the comments section

Attachments: Enables you to add/delete attachments

11. ***Submit**: Once you have completed editing the form.
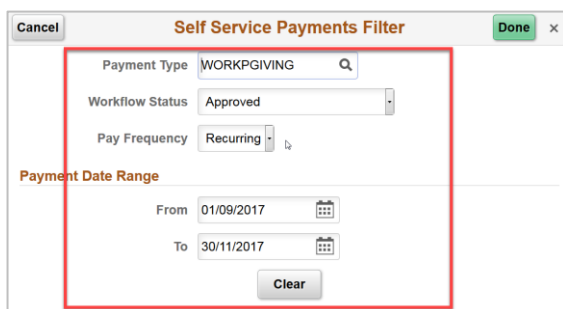
12. Filter button

13. Clicking on the filter icon , will enable you to "Filter" the following:

   a. Payment Type

   b. Workflow Status

   c. Pay Frequency

   Payment Date Range

   1. From

   2. To

What's next?

Once your Supervisor/Manager has approved the payment, you will receive an email notification on the payment details. If your changes need Manager approval, your Manager will receive an Approval email notification.

Contact Us

For further support or questions, please contact the Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au