

Contractor Engagement Assessment Form – Create New Assessment Request

Process Overview

The University may engage contractors to provide paid services to the organisation. Prior to engaging a contractor, it is essential to obtain the necessary information to determine if it is appropriate to engage them as a contractor, contingent worker, or employee.

The contractor management process consists of two key stages:

1. The assessment of proposed contractor engagements and;
2. The compliant payment of contractors either through Finance or Payroll (HR).

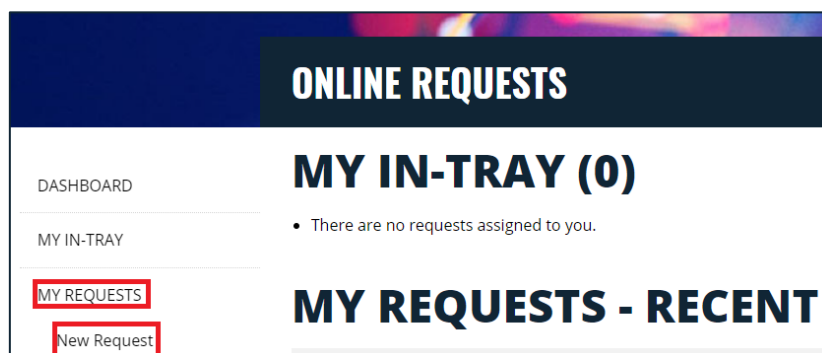
This document provides instructions for completing the Contractor Engagement Assessment Form as a business representative interested in engaging a contractor. The purpose of this form is to gather enough information about both the contractor and the work they are intending to complete for Quality and Compliance (HR) to determine whether the nature of the engagement gives rise to Superannuation Guarantee or Payroll Tax obligations.

Further information about Contractor Management can be found on the [Contractor Management](#) webpage.

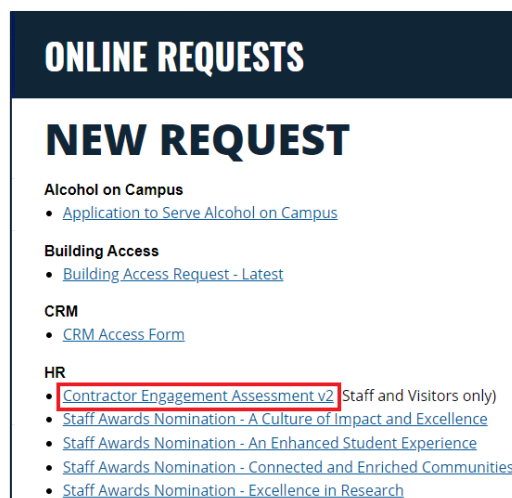
Procedure

Opening the Form

- Open the Online Requests Portal: <https://onlinerequests.adelaide.edu.au/>
- From the menu on the left-hand side, in the **My Requests** section, click on **New Request**



- In the HR section, click on **Contractor Engagement Assessment v2** link



- Alternatively, click the below link to go directly to the Contractor Engagement Assessment Form:
https://onlinerequests.adelaide.edu.au/submit/contractor_engagement_assessment_csv_dload

Requestor Details Section

This section collects information about who, and which business area, is intending to engage a contractor. Enter details as appropriate. Fields with an asterisks (*) are mandatory.

Requester Details	
Requester *	Rebecca Hill
University ID *	1002863
Email Address *	rebecca.hill@adelaide.edu.au
Faculty/Division *	Div of University Operations
School/Branch/Area *	Human Resources
Position *	HR Business Process Project Officer
On Behalf of ID	Please provide the contact University staff member responsible for the conduct of this engagement (if you are submitting on behalf of someone else). <input type="text"/>

Contractor Details Section

This section collects information about the Contractor. Enter details as appropriate. Fields with an asterisks (*) are mandatory.

Contractor Information	
Business Name or Name of Individual *	Quickcash Consulting
Business Contact Name *	Roberta Quickcash
ABN (if applicable)	1234567890
ACN (if applicable)	
Address *	Level 3, 50 Rundle Mall Plaza, Adelaide
Phone Number *	0417 123 456
Email Address *	roberta@quickcashconsulting.com.au

Date	Action	Person	Role
25/07/2023	Document Creation	Rebecca Hill Mathieu Patton	HR Business Process Project Officer Contractor Compliance Officer
	Document Approval	Khadhraa (Gabby) Ryan	Quality and Compliance Lead

Engagement Details Section

This section collects details about the nature of the engagement and relationship between the University and the contractor, which is important to the assessment. Select from the drop-down menus and populate fields as appropriate. Fields with an asterisks (*) are mandatory.

Engagement Details	
Individuals Relationship to The University of Adelaide *	<p>If you require this person to start working immediately, engaging them as a contractor until their contract of employment is issued is not compliant with ATO or Fair Work Commission and places both you (as an individual) and the UoA at risk of fines/penalties.</p> <p>Other relationship to The University of Adelaide</p>
Contractor's University ID Number	a1234567
Type of Entity *	Individual/Sole Trader
Does the person/entity being engaged have their own insurances (i.e. Public Liability, Return to Work, Loss of Income, Accident/Illness insurance), to cover them during the engagement period? *	Yes
Which type of insurance does the person/entity have? *	<p>For windows: Hold down the control (ctrl) button to select multiple options. For mac: Hold down the command button to select multiple options.</p> <ul style="list-style-type: none"> Public Liability Return to Work Loss of Income Accident/Illness Professional Indemnity
Certificate of Currency for policy uploaded *	No
Services Provided *	Consulting
Has the work commenced? *	No

Acknowledgement of Responsibility

This section is required so that the requestor understands their responsibility to provide true and correct answers to all the questions on the form.

Acknowledgement of Responsibility	
<p><i>By Submitting this form, the staff member confirms that the information provided is true and correct. There may be penalties for both the University and the individuals involved for false or misleading information.</i></p>	
<p>I confirm that, to the best of my knowledge, the information in this form is true and correct. *</p>	<p>-- Please Select --</p>

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Attachments

Supporting documents/agreements must be attached to the contractor engagement assessment form to support the request.

Add Attachment

Submit and Continue

This is the final section confirming submission to the next stage of the form. Depending on the answers provided to the questions in the Engagement Details section, the form will be forwarded to the Quality and Compliance (HR) Team or you will receive an immediate automated response. Click the **Submit** button and then the **Continue** button to submit.

☐ Submit to HR Compliance Officer

CONTINUE

Submission Confirmation

Upon clicking Continue, the next screen will confirm the successful submission of the form. Email notifications will be sent to the original requestor as the contractor engagement assessment form is reviewed.

Review and pdf export

The submission confirmation screen also acts as a summary of the answers to each of the questions. Scroll down to review.

In some instances, the answers provided on the form may be necessary for progressing the request through the workflow. If a physical copy of these answers is required for this purpose, there is a link at the bottom of the form to export the questions and answers to a PDF file.

Request Log

Date	Details	Updated by
Mon 18 Jul 2022 at 11:32 AM	Submitted to HR Compliance Officer	Daniel Crowe

[Export to PDF](#)

[Make another Contractor Engagement Assessment Request](#)

[Back to the Online Requests Homepage](#)

Clicking the link will automatically download the PDF to the Downloads folder with a file name beginning with 'contractor_engagement_assessment_csv_dload'.

This ends the Create New Assessment Request process.

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	Document Approval	Khadhraa (Gabby) Ryan	Quality and Compliance Lead