

HR Compliance Assessment of Contractor Engagement and Assessment Form

Introduction

This document provides instruction for performing the HR Compliance Assessment of the details entered into the Contractor Engagement Assessment Form by a representative of the business unit interested in engaging a contractor. The purpose of this form is to gather enough details about both the contractor and the work to be performed in order for HR to determine whether the nature of the engagement requires considerations of payroll tax and superannuation.

Further information about Contractor Management can be found at the HR Contractor Management page, located here: <https://www.adelaide.edu.au/hr/recruitment/contractor-management>

Procedure

- Click on the link from the notification email

Dear HR Compliance,

The assessment from the Immigration and Mobility Team has been completed with the following comments:

Papua New Guinea has no special requirements. Tax and Super do not apply.

Please review the form from the below link.

<https://onlinerequests-uat.adelaide.edu.au/view/2107055>

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ITDS Service Desk

The University of Adelaide, AUSTRALIA 5005 Ph : +61 8 8313 3000

e-mail: servicedesk@adelaide.edu.au

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<http://www.facebook.com/UniOfAdelaide.TechnologyServices>

CRICOS Provider Number 00123M

IMPORTANT: This message may contain confidential or legally privileged information. If you think it was sent to you by mistake, please delete all copies and advise the sender. For the purposes of the SPAM Act 2003, this email is authorised by The University of Adelaide.

OR

- Log into the Online Requests interface: <https://onlinerequests.adelaide.edu.au/>
- From the navigation menu on the left-hand side, click on **HR Compliance** under **My In-Tray**

Contact us

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

ONLINE REQUESTS

DASHBOARD

MY IN-TRAY

HR Compliance

MY REQUESTS

New Request

Open

Draft

IN-TRAY - HR COMPLIANCE

Logout Alison Hollamby

| Request Number | Form | Details | Requester | Status | Created | Last Updated | Alert Status |
|-------------------------|----------------------------------|-------------------------|--------------|----------------------------|-----------------------------|--------------|--------------|
| 2106977 | Contractor Engagement Assessment | Offshore Contractors... | Daniel Crowe | Open - Awaiting Assessment | Wed 29 Jun 2022 at 03:46 PM | 26 days ago | |
| 2106980 | Contractor Engagement Assessment | Offshore Contractors... | Daniel Crowe | Open - Awaiting Assessment | Thu 30 Jun 2022 at 04:25 PM | 25 days ago | |

- Click on the **Request Number** to review

IN-TRAY - HR COMPLIANCE

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| 2107035 | Contractor Engagement Assessment | Offshore Contractors... | Daniel Crowe | Open - Awaiting Assessment | Mon 18 Jul 2022 at 11:32 AM | 7 days ago | |
| 2107055 | Contractor Engagement Assessment | PNG Research Service... | Daniel Crowe | Open - Awaiting Assessment | Mon 25 Jul 2022 at 09:25 AM | about 2 hours ago | |

Requester Details section

This section contains information about who, and which business area, is intending to engage a contractor.

| Requester Details | |
|---------------------------|---------------------------------------|
| Requester | Daniel Crowe |
| University ID | 1230080 |
| Email Address | daniel.crowe@adelaide.edu.au |
| Faculty/Division | Div of University Operations |
| School/Branch/Area | Department of Research and Innovation |
| Position | Business Analyst |

Contractor Information section

This section contains information about the Contractor.

| Contractor Information | |
|-------------------------------------|---------------------------------------------------------------------------------------------|
| Business Name or Name of Individual | PNG Research Services |
| Business Contact Name | John Brown |
| ABN (if applicable) | 61249878937 |
| ACN (if applicable) | |
| Address | Level 4, 50 Rundle Mall, Rundle Mall Plaza, The University of Adelaide, SA, 5005, Australia |
| Phone Number | 8313 3000 |
| Email Address | servicedesk@adelaide.edu.au |

Engagement Details section

This section contains the details about the nature of the engagement and relationship with the University that are relevant in performing the assessment.

Acknowledgement of Responsibility

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

| Acknowledgement of Responsibility | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <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> | |
| I confirm that, to the best of my knowledge, the information in this form is true and correct. | YES - Yes |

Contractor Assessment section

This section is for the comments from both the Immigration and Mobility Team (if necessary) and HR Compliance Team as well as the HR Compliance assessment decision.

- Based on the answers provided in the Engagement Details section, select the appropriate assessment decision from the **HR Compliance Assessment** drop-down list
- Fill out a summary of the assessment reasons, along with a description of any necessary actions required to proceed, into the **HR Compliance Comments** text box

| Contractor Assessment | |
|-----------------------------------|---------------------------------------------------------------------------|
| HR Compliance Assessment * | -- Please Select -- |
| HR Compliance Comments * | |
| Immigration and Mobility Comments | Papua New Guinea has no special requirements. Tax and Super do not apply. |

Attachments

This section contains attachments of paperwork relevant to the contractor engagement.

- If applicable, attach additional documents relevant to this assessment

| | | | | |
|----------------|-----------------------------------------------------------|------------------------|--------------|--------------------------------------------|
| Attachment | Volunteer Service Agreement.pdf (96.9 KB) | delete | PDF document | Uploaded by Jodie Roma at 25/07/2022 10:07 |
| Attachment | CSA Document.pdf (96.9 KB) | delete | PDF document | Uploaded by Jodie Roma at 25/07/2022 10:07 |
| Add Attachment | <input type="button" value="Choose File"/> No file chosen | | | |

Submit Assessment

- Click the **Blue Button** (the text changes depending upon the assessment decision) to confirm and submit the assessment of this contractor engagement.

CONFIRM AS AN EXISTING CONTINGENT WORKER

Confirmation

- Upon successfully confirming the assessment of this contractor engagement, the form will show the following message

CONTRACTOR ENGAGEMENT ASSESSMENT #2107055

The requester has been notified

This request was initially submitted by Daniel Crowe (1230080) on Mon 25 Jul 2022 at 09:25 AM

The request status has been updated to Assessed - Existing CW.

The requester has been notified via e-mail.