

Create a New Contingent Worker Payment Request

Introduction

This document provides instruction for requesting payment of a contractor via the Contingent Worker Payment eForm in the PeopleSoft HR system. Payment requests can be made by a representative of the business unit that has engaged a contractor. The purpose of this eForm is to gather details about the contract, work, and payment in order to allow for Financial and HR Compliance approval, determination of entitlement eligibilities and, ultimately, payment to the Contractor via HR payment processes.

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

Opening the eForm

- Log into PeopleSoft HCM: <https://hcm.adelaide.edu.au/psp/hcm92prd/?cmd=login&languageCd=ENG>
- From the PeopleSoft HCM Home Screen, open the **eForms Homepage** tile



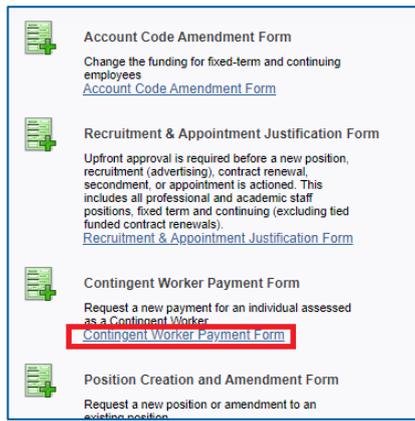
- Click the **Create a HR eForm** link



- Click the **Contingent Worker Payment Form** link

Contact us

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



- Enter known details into the Search screen to find the Contingent Worker record relevant to the payment to be made, then click **Search**

Empl ID begins with []
First Name begins with []
Last Name begins with []
ABN begins with []
Telephone begins with []
Email Address begins with []
Date of Birth = [] [31]
 Case Sensitive
[Search] [Clear] Basic Search [] Save Search Criteria

- If multiple matches are found, click on the **Empl ID** of the correct record from the search results:

Search Results						
View All			First 1-5 of 5 Last			
Empl ID	Empl Record	Display Name	First Name	Last Name	Job Code Description	Last Start Date
1231738	0	Ted Farmer	Ted	Farmer	Contingent Worker	04/07/2022
1231739	0	Armando Sanchez	Armando	Sanchez	Contingent Worker	07/04/2022
1231740	0	Maggie Chan	Maggie	Chan	Contingent Worker	04/07/2022
1231741	0	Roy Moody	Roy	Moody	Contingent Worker	11/07/2022
1231742	0	Frank Zappa	Frank	Zappa	Contingent Worker	01/07/2022

- If there's only a single search result, the **Payment Details** screen will open directly for the matching record

Payment Details Entry

- In the **Payment Description** section, enter a short description of the payment

Payment Description

*Please enter a short description of the payment:
[Writing and editing of grant applications]

- In the **Contract/Engagement Information** section please indicate whether there will be multiple payments that apply to this engagement (ie. whether the contractor will submit multiple invoices) and provide the total dollar value of the work. This information will be used to determine the financial delegate to approve the request.

Contract/Engagement Information	
*Are there multiple payments for this Contract / Engagement?	<input type="radio"/> Yes <input checked="" type="radio"/> No
*What is the total value of this Contract / Engagement?	<input type="text" value="15000.00"/>

- The **Work Details** section is to capture information relevant to correct calculation of the payroll tax obligations of the University of Adelaide
 - Days worked should be rounded up to the nearest full day (eg. 1 hour = 1 day, 5 hours = 1 day)
 - If the work spanned two financial years, a separate row should be created so that each financial year is represented separately

Work Details					
	*Work Location	*Days Worked	*Financial Year		
1	South Australia	25	2021-2022	+	-
2	South Australia	25	2022-2023	+	-

- The **Payment Details** section is to capture the information from the invoice (or other form of payment request) in as much detail as necessary to properly determine the University's tax and superannuation obligations and ensure correct payment to the contractor.
 - Each line item on the invoice should have a separate line in this form
 - The selected **Payment Type** should match as closely as possible to the invoice line item it represents
 - If an invoice includes **GST**, this should be entered as a separate line with a Payment Type of 'GST'
 - The **Payment Reference** should be the invoice number (if provided) and entered on each line (note that this field is limited to 20 characters).
 - The **Fund, GL Dept, Campus, and Project** are the University cost centre details.
 - Multiple invoices can be paid on the same form providing that the cost centre details (Fund, GL Dept, Campus and Project) are identical
 - A payment can be split between cost centres providing that the Payment Reference is identical for all payment lines.

Payment Details							
Invoice /One-Off Payment Details							
	*Payment Type	*Amount	*Payment Reference	*Fund	*GL Dept	*Campus	*Project
1	Allowance-Travel	500.00	LB2208-01	15	814	02	15016700
2	Expense-Office stationary	750.00	LB2208-01	15	814	02	15016700
3	Expense-Travel-Accomm&m	2500.00	LB2208-01	15	814	02	15016700
4	GST	1500.00	LB2208-01	15	814	02	15016700
5	Labour-Non-Acad Consulting	4545.45	LB2208-01	15	814	02	15016700
6	Labour-Non-Acad Prof Servi	3636.36	LB2208-01	15	814	02	15016700
7	Labour-Other	1568.19	LB2208-01	15	814	02	15016700
Total Amount		15000.00					

- Acknowledge that the Total Amount, as calculated by the eForm, matches the amount on the invoice by ticking the checkbox

*I acknowledge the total matches the amount on the invoice

- In the **Attachments** section, a copy of the invoice (or other form of payment request) should be attached with a copy of the Consulting Services Agreement (CSA) or agreed contract, or any other paperwork that is relevant to this payment
 - At least one attachment must be added
 - The Description field must contain some text

Attachments

A copy of the invoice and other supporting documentation must be attached (invoice, CSA or other agreement, etc).

File Attachments					
	Upload	View	Description	Doc ID	
1	Upload	View	Invoice LB2208-01 attach	a12300802022-08-08-09.44.33	Delete

Add File Attachment

- The **Acknowledge Receipt of Goods / Services** section is required to confirm that the University has received the goods and/or services that apply to this payment. Payment cannot be made for goods and/or services that have not yet been received.

Acknowledge Receipt of Goods / Services

*I acknowledge receipt of the goods and / or services related to this payment

- Click **Next**

Financial Approver Selection and Submission

- Select a **Financial Approver** from the drop-down list
- Enter any **Comments** if necessary
- Click the **Submit** button

Submit Payment for Approval

Select Financial Delegate to Approve payment request: *

Eleanor Thomas

Eleanor Thomas
Jaime Royals

Previous Submit

Comments

Your Comment:

Hi Eleanor, this is for the grant applications documentation as discussed over the last few weeks.

Confirmation

Upon successful form submission, the following screen will be presented, the Finance Approver step will be highlighted as the current status of the workflow.

▼ Form Status

You have just SUBMITTED this form. This action passed the form to Finance Approver - CWP Form for further processing.

Process Visualiser

```
graph LR; S1[1: Requestor] --> S2[2: Finance Approver]; S2 --> S3[3: Contract Compliance Officer]; S3 --> S4[4: Processing]; S4 --> S5[5: System];
```

The diagram illustrates a five-step process flow. Step 1 is 'Requestor' (person icon), Step 2 is 'Finance Approver' (three people icon, highlighted with a blue border), Step 3 is 'Contract Compliance Officer' (three people icon), Step 4 is 'Processing' (server rack icon), and Step 5 is 'System' (server tower icon). Arrows indicate the sequential flow from step 1 to step 5.

Notification

An email notification will be sent upon successful submission, from the email address:

HReforms@adelaide.edu.au and subject line: **Contingent worker payment request submitted for review by a financial delegate**

Next Steps

As the eForm progress through the workflow, there will be further notification emails sent which will explain the status and whether additional action is required.