

# Approve Contingent Worker Payment

## Introduction

This document provides instruction for financial approval of a payment to a Contractor via the Contingent Worker Payment eForm in the PeopleSoft HR system. 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.

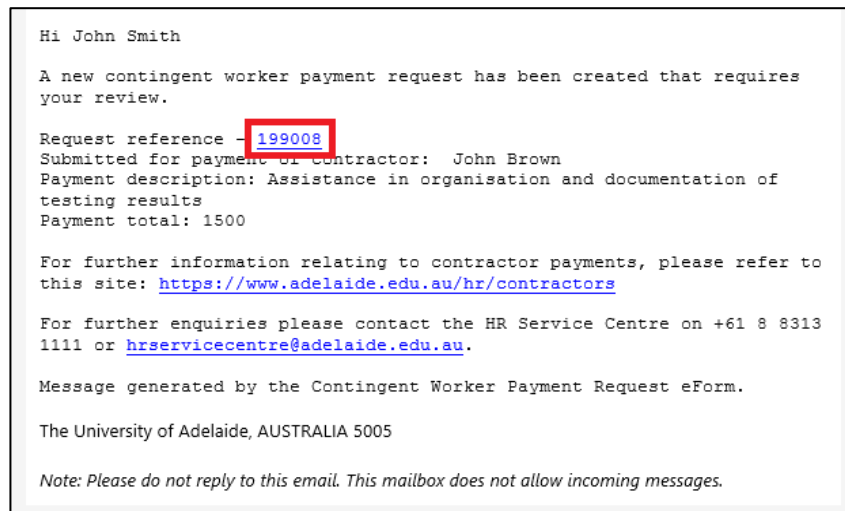
Further information about Contractor Management can be found at the HR Contractor Management page, located here: <https://www.adelaide.edu.au/hr/recruitment/contractor-management>

## Procedure

This procedure is initiated by notification via email that a new payment request has been created, and requires review and approval.

## Accessing the Form

- Click the **Request Reference** number link from the email notification to open the form



OR

- Log into PeopleSoft HCM: <https://hcm.adelaide.edu.au/psp/hcm92prd/?cmd=login&languageCd=ENG>
- From the PeopleSoft HCM Home Screen, open the **Worklist** tile
- Click on the **Link** for the relevant **Work Item**, confirming that it's a **Contingent Worker Payment**

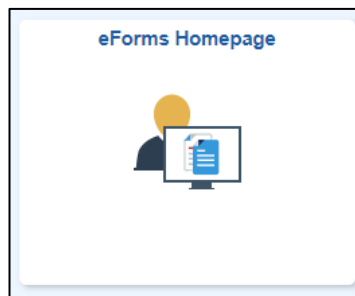
Worklist Items					
From	Date From	Work Item	Worked By Activity	Priority	Link
Daniel Crowe	18/07/2022	<b>Contingent Worker Payment</b>	Notification	<input type="text"/>	<a href="#">Zappa, Frank: 1231742</a>

## Contact us

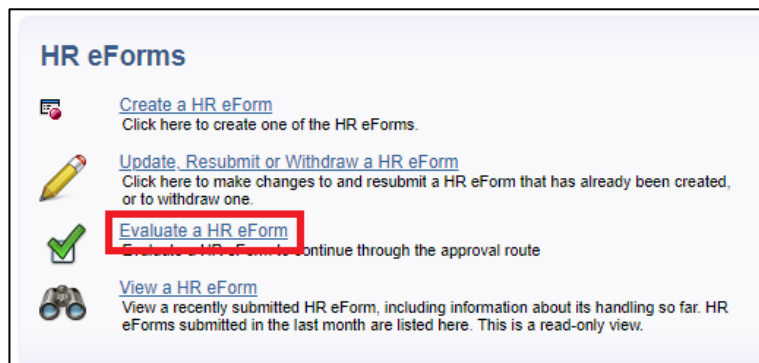
For further support or questions, please contact the HR Service Centre on +61 8 8313 1111 or [hrservicecentre@adelaide.edu.au](mailto:hrservicecentre@adelaide.edu.au)

OR

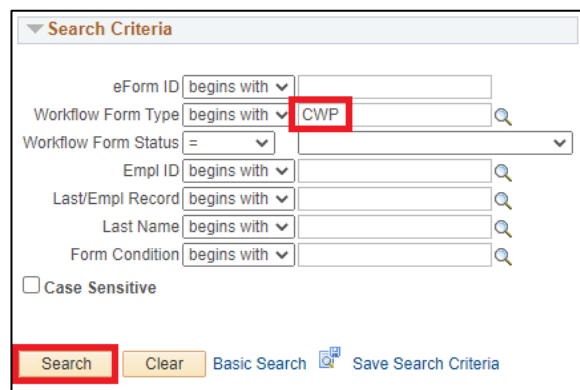
- From the PeopleSoft HCM Home Screen, open the **eForms Homepage** tile



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



- Select **Workflow Form Type** of CWP then click the Search button



- If there's a single search result, the form will be shown. If there's more than one search result, choose which one to review and approve by clicking on it

## Reviewing the Payment Request

- The **Employee Information** section contains some additional characteristics of the Contingent Worker, which should be reviewed to ensure it's the correct record

Employee Information	
eForm ID	199008
Empl ID	1231742
ABN	Not Provided
Birthdate	21/12/1940
Name	John Smith
Phone	0401 010 101
Email Address	john.smith@DISABLED.DISABLED

- The **Payment Description** section contains a short description of the payment

Payment Description	
Payment Description	Assistance in organisation and documentation of testing results

- The **Contract/Engagement Information** section contains information the overall Contract/Engagement for which the current payment may be the whole payment or only a part

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?	1500

- The **Work Details** section contains information relevant to correct calculation of the payroll tax obligations of the University of Adelaide

Work Details		
Work Location	Days Worked	Financial Year
1 South Australia	15	2022-2023

- The **Payment Details** section contains 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.

Payment Details						
Invoice /One-Off Payment Details				Personalize   Find   [Icons]   First 1 of		
Payment Type	Amount	Payment Reference	Fund	GL Dept	Campus	Project
1 Allowance-Other	1500.00	12345	55	323	00	55126076
Total Amount		1500.00				

- 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
  - If there is no invoice (or other legitimate form of payment request) attached, this payment should not be approved

Attachments					
File Attachments					
	Upload	View	Description	Doc ID	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Invoice 12345	a12300802022-07-18-15.35.58	<input type="button" value="Delete"/>

## Approve or Decline the Request

- If Declining the payment request, make sure to enter a reason into the Comments section

Selected Financial Approver

Financial Approver John Smith

Comments are mandatory when declining the request

Comments

Your Comment:

Comment History:

- \*\* Daniel Crowe
- \*\* Mon, Jul 18 22, 04:34:57 PM
- Let me know if there are any issues

- Choose the appropriate option on the confirmation window

Approve this form? (24642,111)

## Confirmation

Upon successful form approval the following screen will be presented, the Contract Compliance Officer step will be highlighted as the current status of the workflow.

Form Status

You have just APPROVED this form. This action passed the form to Contract Compliance Officer for further processing.

Process Visualiser

1: Requestor (2 minutes)

2: Finance Approver (< 1 minute)

3: Contract Compliance Officer

4: Processing

5: System