Eligibility Assessment and Approval of Contingent Worker Payment

Introduction

This document provides instruction for eligibility assessment and final 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 payment request has been approved by a financial delegate, and requires eligibility assessment and final approval prior to payment.

Accessing the Form

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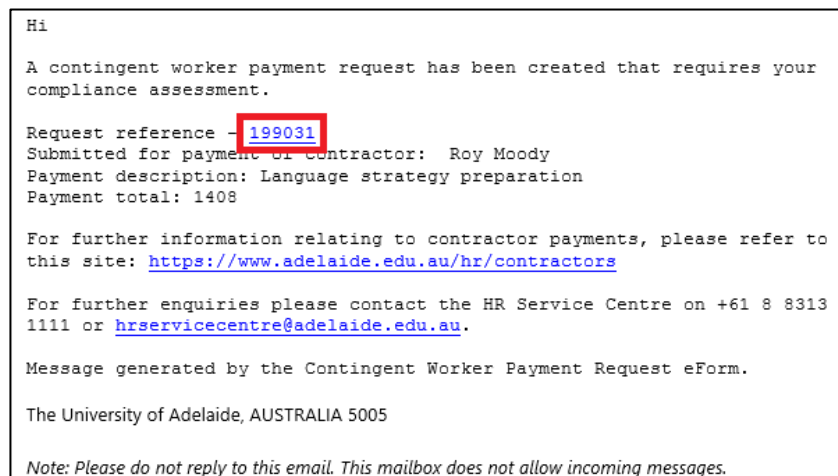
OR

- 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**
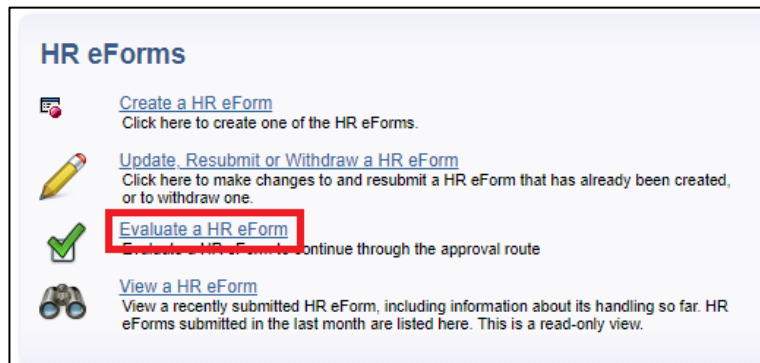

Contact us

For further support or questions, please contact the HR Service Centre on +61 8 8313 1111 or 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	Name	John Smith
ABN Not Provided	Phone	0401 010 101
Birthdate 21/12/1940	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?	○ Yes	◉ 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

Payment Details – Account Assignment and Eligibility Assessment

- 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.

General Ledger Account Assignment

- On the **GL Chartfields** tab, the General Ledger **Account** code for each line will need to be specified
  - Some **Payment Types**, such as **GST** have pre-defined Account values that can't be edited

Payment Details								
Invoice /One-Off Payment Details								
Payment Type	**Amount**	**Payment Reference**	**Account**	**Fund**	**GL Dept**	**Campus**	**Project**	
1 GST	128.00	751	7277	11	430	00	11105413	
2 Labour-Other	1280.00	751		11	430	00	11105413	
	Total Amount	1408.00	**Total Super Amount**					

Obligations / Entitlements Eligibility Assessment

- Click the **Payroll Data** tab
  - The eligibility for each line value must be assessed to determine whether Payroll Tax (PRT) and Superannuation (Super) are applicable
    - Tick the representative boxes to indicate eligibility
  - Super Amount is automatically calculated at the legislated rate of 10.5%, and con be overridden to a higher value if necessary
  - If the Contractor hasn't provided an ABN, and are exempt from the 47% withholding, then the **No ABN Withholding Exemption** box should be ticked, otherwise it should remain unticked

Payment Details							
Invoice /One-Off Payment Details							
Payment Type	**Amount**	**Payment Reference**	**PRT**	**Super**	**Super Amount**	**No ABN Withholding Exemption**	
1 GST	128.00	751	☐	☐		☐	
2 Labour-Other	1280.00	751	☐	☑	134.40	☐	
	Total Amount	1408.00	**Total Super Amount**		134.40		

Continue Review

- 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	Upload	View	Invoice 12345	a12300802022-07-18-15.35.58	Delete

Approve or Decline the Request

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

- Choose the appropriate option on the confirmation window

Confirmation

Upon successful form approval the following screen will be presented, the **Processing** step will be highlighted as the current status of the workflow.

- After a few seconds, clicking the 'refresh' button will update the **Process Visualiser** to show that **System** is highlighted, meaning the payment request has passed the integration stage, and the data is queued for payment during the next pay run.