Contractor Engagement - Workflow

Step 1: Local Area needs work to be completed.

Step 2: Local Area decides whether Casual contract, Fixed term/contract or other is required.

Step 3: If other: then a Contractor Engagement Assessment Form needs to be completed.

Step 4: Local Area completes and submits a Contractor Engagement Assessment Form.

Step 5: The Contractor Engagement Assessment Form is received by the Contractor Compliance Officer.

Assessment

The Contractor Compliance Officer will consider the details, information and evidence provided and return an outcome with the compliant payment method.

Step 6: Assessment Outcome.

Step 7: Finance (Accounts Payable).

Step 7: HR Payroll/ HR Operations.

Step 8: Local Area raises payment request through Finance.

Step 8: HR Operations obtain banking and Superannuation details and a Contingent Worker record is created.

Step 9: Local Area receives communication that they may now request a Contingent Worker Payment through the appropriate e-form.

Payment!