



## **BONA FIDE REVIEW PROCEDURE**

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### **1. OVERVIEW**

The University of Adelaide is committed to ensure that only bona fide employees are paid through the University's payroll.

This procedure, which forms part of the [Remuneration and Employment Benefits Policy suite](#) prescribes the detective control process that must be followed by Heads of School/Branch Heads or their nominated reviewer to confirm that staff being paid from the budget of their School/Branch are bona fide employees.

### **2. SCOPE AND APPLICATION**

- 2.1 This procedure applies to all monthly Bona Fide review reports generated by Human Resources for every School and Branch to verify
  - New Staff commencing within the School/Branch in the reporting month;
  - Staff leaving the School/Branch within the reporting month.
- 2.2 Scholarship students are excluded from reporting and this procedure.

### **3. PRINCIPLES**

- 3.1 Human Resources (HR) will distribute the monthly Bona Fide Review Report within two working days of the end of the reporting month.
- 3.2 The Head of School/Branch Head or their nominated reviewer is required to complete their review of the monthly Bona Fide Review Report no later than two weeks after the end of the reporting month.
- 3.3 Monthly Bona Fide Review Reports contain details of new starters and separations for the reporting month except where there have been delays in employment offer acceptance or receipt of separation notices, which will be reported retrospectively in the following month's report.

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## 4. PROCEDURES

### 4.1 Monthly Review Process

Reviewers are required to take the following actions for every monthly Bona Fide Review Report provided by HR. There are five reports provided:

#### 4.1.1 New Starter Report

A report listing all continuing and fixed term staff who have commenced employment in the given School/Branch in the reporting month. The reviewer is to review and verify that:

- The list of staff members who commenced employment within the reporting month is complete; and,
- The hire/rehire date accurately reflects the actual start date of the staff member.

#### 4.1.2 Separations Report

A report listing all continuing and fixed term staff who have concluded employment in the given School/Branch in the reporting month. The reviewer is to review and verify that the list of staff members who left the School/Branch within the reporting month is complete.

#### 4.1.3 Casual staff New Starter Report

A report listing all casual staff who commenced employment or were engaged on a new casual contract in the given School/Branch within the reporting month. The reviewer is to review and verify that the list of casual staff members with a new contract commencing within the reporting month is complete.

#### 4.1.4 Casual staff Separations Report

A report listing all casual staff who have concluded employment or whose casual contract has ended in the School/Branch within the period of 30 days prior to the end of reporting month. This 30 day period is the duration that a casual staff record is maintained as active after the contract end date. The reviewer is to review and verify that the list of casual staff members whose contract ended within the period of 30 days prior to the reporting month is complete.

#### 4.1.5 Full Staff List

A report listing all staff employed in the area in the reporting month. It is provided to assist the reviewer as they review and verify the four other reports that comprise the Bona Fide Review Report. Included on the report is information on the full time equivalent (FTE) fraction that the staff member is currently working.

### 4.2 Following Monthly Review

- 4.2.1 If any of the staff lists that form the Bona Fide Review Report are incomplete or incorrect those issues must be reported to the [HR Service Centre](#) within two weeks of the end of the reporting month for investigation and resolution.
- 4.2.2 Evidence of the monthly review process must be retained locally in the School/Branch for a minimum of 18 months so as to be available upon request from internal/external auditors. The evidence of the review should at least include a copy of the report and a statement that indicates that the report is accurate. The evidence of the review may take the form of an email from the nominated reviewer to the Head of School/Branch Head, or it may be a record stored electronically on the University's records management system, or in a School/Branch shared folder/box. The evidence of the review should be able to be accessed by the nominated reviewer and the Head of School/Branch Head.

### 4.3 Annual Reminders

HR will distribute an annual reminder to Heads of School/Branch Heads to encourage awareness of this procedure and to prompt the Heads of School/Branch Heads to confirm the review is appropriately occurring in their School/Branch and that the verified reports are being retained in accordance with the procedure.

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## 5. DEFINITIONS

### Hire Date

The first employment start date for the staff member.

### Nominated reviewer

A staff member nominated by the Head of School/Branch Head to support the monthly review process. The nominated reviewer must have a working knowledge of the staff of the School/Branch in order to verify the accuracy of names of staff listed on the Bona Fide Review Report, without reference to other systems or forms. The reviewer may need to make enquiries of others to confirm the accuracy of the start date for a new starter.

### Rehire Date

Subsequent employment start date for returning staff members.

### Verification

Confirmation by the nominated reviewer that the Bona Fide Report is an accurate representation of the staff, new, existing and separations within their School/Branch.

## 6. RELATED DOCUMENTS AND POLICIES

[Remuneration and Employment Benefits Policy](#)

[University of Adelaide Enterprise Agreement \(as amended\)](#)

[Recruitment Policy](#)

[Recruitment Procedure](#)

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