Payroll

- Submit completed payment spreadsheet for new starters and repeat payments ensuring there are no validation errors (red cells).
- If notified investigate missing/invalid/incomplete RTW data or visa issues and respond to SIT.
- Review and correct failures.
- Resubmit failed lines on a new spreadsheet.
- Load resubmitted spreadsheet.
- Return any further failures to departments for payment in following month.
- Generate failure report and send back to departments.
- Convert spreadsheet to CSV and load.
- Reject spreadsheets containing validation errors (red cells).

Deadline for payroll to upload the spreadsheets:

- Approx 10 working days
- 2 working days
- Payday

Deadline to submit spreadsheet and last day payroll will pull through commenced and approved casual records. Usually around 5th of the month.

Payroll processing

- Payroll

Department

- Create new appointment records in CoreHR (including RTW details).
- Submit completed payment spreadsheet for new starters and repeat payments ensuring there are no validation errors (red cells).
- If notified investigate missing/invalid/incomplete RTW data or visa issues and respond to SIT.
- Review and correct failures.
- Resubmit failed lines on a new spreadsheet.
- If notified investigate missing/invalid/incomplete RTW data or visa issues and respond to SIT.

Staff Immigration team

- Run casual worker visa restriction report and RTW monitoring report and analyse reports for any visa holders in breach of restrictions, absent or invalid RTW details.
- If applicable notify Department(s), and payroll that payment is being withheld.
- Pass exceptions to department to clarify.

Deadline for payroll to upload the spreadsheets:

- Approx 10 working days
- 2 working days
- Payday

Deadline for payments to be stopped:

- Payroll

NB: Too late to correct Tier 4 queries for current month's payroll.

Payroll

- Payroll processing

Deadline to submit spreadsheet and last day payroll will pull through commenced and approved casual records. Usually around 5th of the month.

Payday