



## Introduction

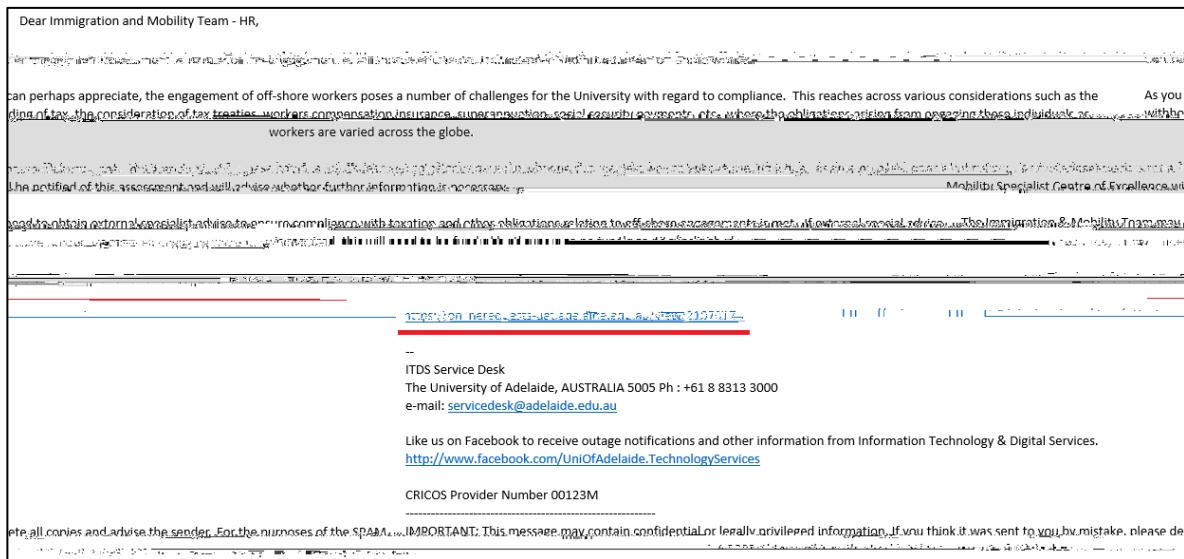
This document provides instruction for performing the IMT Review of the details entered into the Contractor Engagement Assessment Form by a representative of the business unit interested in engaging a contractor. The purpose of this form is to gather enough details about both the contractor and the work to be performed in order for HR to determine whether the nature of the engagement requires considerations of payroll tax and superannuation.

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

The Immigration and Mobility Team will be required to review the details of any Contractor Engagement Assessment Form where the worker has been identified as residing offshore.

Click on the link from the notification email



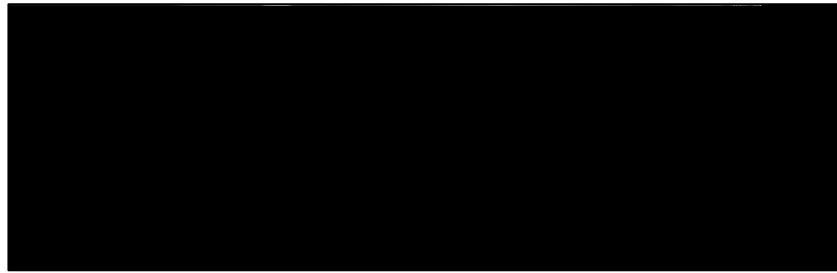
OR

Log into the Online Requests interface: <https://onlinerequests.adelaide.edu.au/>

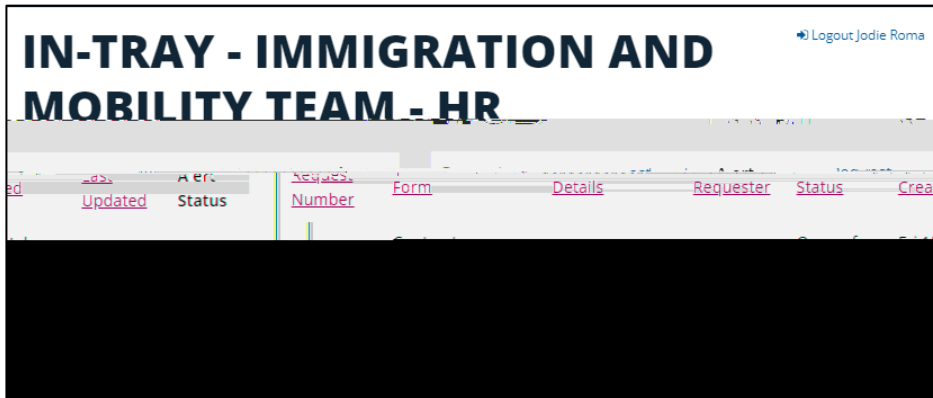
From the navigation menu on the left-hand side, click on **Immigration and Mobility Team – HR** under **My In-Tray**

## Contact us

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

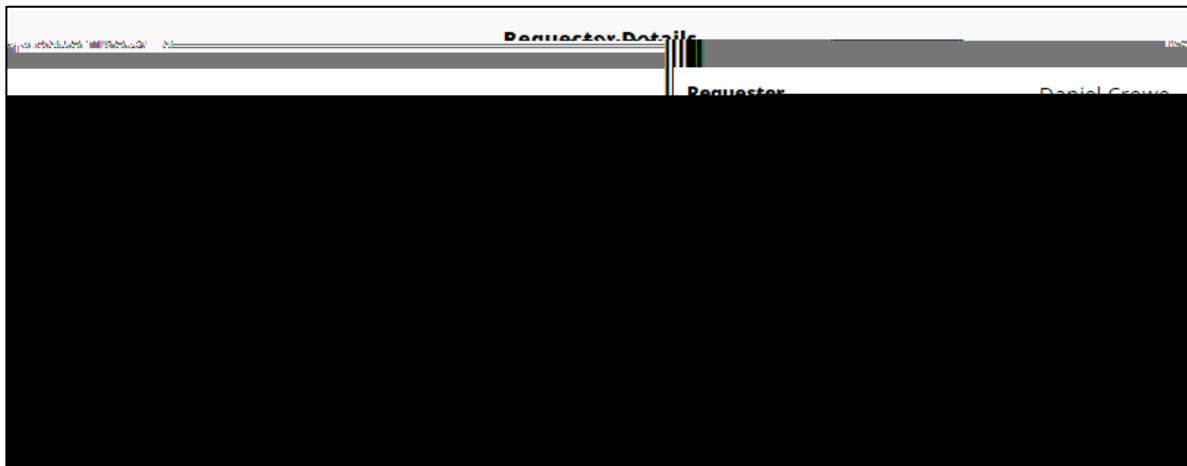


Click on the **Request Number** to review



## Requester Details section

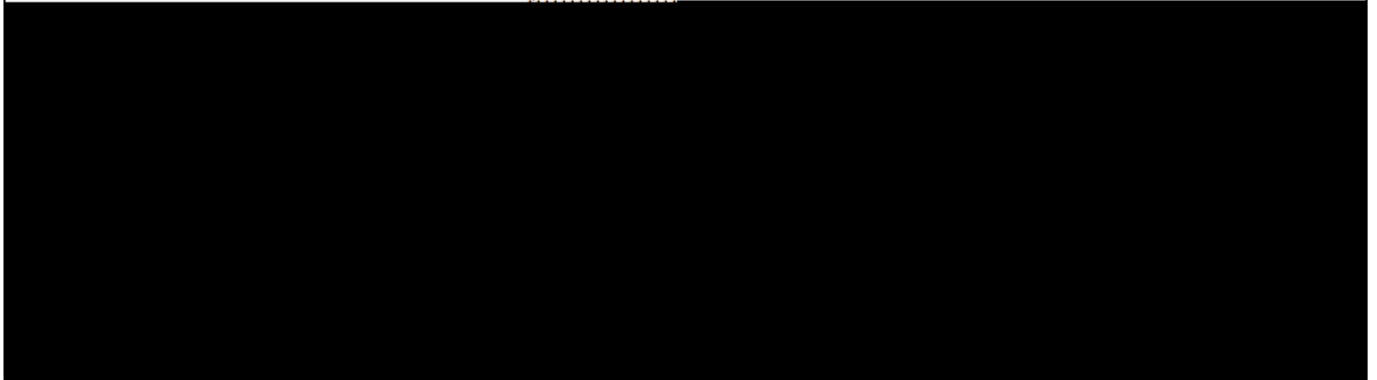
This section contains information about who, and which business area, is intending to engage a contractor.



## Contractor Information section

This section contains information about the Contractor.

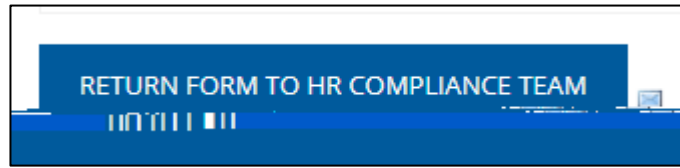
Contractor Information	
<b>Business Name or Name of Individual</b>	PNG Research Services





## Submit Review

Click the **Return Form to HR Compliance Team** button to submit the form to the HR Compliance Team for completion of the assessment of the contractor engagement



## Confirmation

Upon successfully moving to the HR Compliance Team stage of the workflow, the form will show the following message

