



Use this series of questions to determine if an employee in SA Health is a "True" Autopay employee. This defines whether an employee is to receive access to online leave workflow in HR21 and what types of forms they are to submit for additional payments.

Are you on the A2 (Autopay) or S2 (SAAS) pay type?

You can locate your pay type in HR21 under the Payroll > Net Pay Bank Details menu option

NO

× Not Autopay

YES

Are you a Board Member, Medical Consultant, or Clinical Academic?

YES

× Not True Autopay

NO

Are you regularly rostered to work over weekends?

YES

× Not True Autopay

NO

Do you work a rotating roster every fortnight?

YES

× Not True Autopay

NO

Do you receive shift penalties for your time worked?

YES

× Not True Autopay

NO

**Do you work the same fixed contract hours from Monday to Friday every fortnight?
(Full time or part time)**

YES

✓ True Autopay

- Employees on the A2 or S2 pay type who work a fixed Monday to Friday roster that does not attract penalties are **True Autopay** employees. They are eligible for online leave workflow and only submit claims forms for payment of hours above their contracted hours (such as overtime, on-calls, and additional shifts).
- Employees who are **Not True Autopay** will continue to submit a fortnightly timesheet and leave forms to Payroll Services for processing.