

NATIONAL PAYROLL OFFICE

QUICKPAYS

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| Created by Finance | Page 1 of 5 | QMS_Quickpays |
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QUICKPAY

- Quickpay is designed to quickly turn around payments for shifts you have just completed.
- Quickpay is available for all staff working casually at Healthcare Australia
- An Administration fee of \$4.80 will be charged for each “Quickpay” requested per daily payroll process batch (ie if you have 3 quickpays processed in the same payroll batch/day only 1 fee is charged)
- To qualify for quickpay the table below refers to the start time of your shift, not the finish time.

If you are uploading your timesheet via the eHCA app or eHCA website there is no time restraints put on the age of a shift eligible for quickpay

The table below refers to shifts that qualify for quickpay that are submitted via email, fax, hand delivered or posted

| | SHIFTS THAT QUALIFY FOR QUICK PAY IN CURRENT WEEK | | | | | | |
|----------------|---|---------------|----------------|------------------|-----------------|---------------|-----------------|
| | Worked Sunday | Worked Monday | Worked Tuesday | Worked Wednesday | Worked Thursday | Worked Friday | Worked Saturday |
| PROCESSING DAY | | | | | | | |
| Monday | ✓ | ✓ | | | | ✓ | ✓ |
| Tuesday | | ✓ | | | | | |
| Wednesday | | ✓ | ✓ | | | | |
| Thursday | | ✓ | ✓ | ✓ | | | |
| Friday | | | ✓ | ✓ | ✓ | | |

HOW DO I REQUEST A QUICKPAY?

- On your Timesheets – Place an “X” in the “Quickpay” box (top right hand corner of Agency Copy of your Time Sheet).
- If uploading your image via the eHCA app or eHCA website slide/tick the Quickpay box and also place an “X” in the “Quickpay” box (top right hand corner of Agency Copy of your Time Sheet).
- If submitting via an electronic timesheet slide/tick the Quickpay box
- The shift must be finished before submitting your timesheet, if the shift does not finish until after 12noon it will not qualify for Quickpay until the following days processing.
- Submit your Time Sheet to payroll before 12 noon by either
 - The eHCA app or eHCA website – for instructions refer <http://www.healthcareaustralia.com.au/ehca-app>
 - Email payroll@healthcareaustralia.com.au
 - Fax – 1300 732 318
 - Hand deliver to 35 King William Road Adelaide (in the outside post box or the box at reception)
 - Australia Post (Quick pays submitted by Australia Post will only qualify if received into the Adelaide Office by Australia post before the 12 noon cut off)

USEFUL QUICKPAY INFORMATION

- Quickpays are treated as an advance on your next weeks pay therefore any gross earned in the following week will be added to your Quickpay and the tax will be recalculated.
- Tax will be calculated as per the ATO weekly tax table.
- Booking errors, Rate Adjustments, Travel payments, Education Sessions, On Calls, Call outs, Top Up Payments, Sleep over, Passive shifts & Incentive Payments cannot be processed as Quickpay.
- Staff receiving Workcover payments cannot elect Quickpay.
- Staff paying Child Support cannot elect Quickpay
- All other outstanding deductions will be deducted from first pay processed.
- If the deduction is a % it will be deducted from each pay processed.
- Quickpay option is not available for VID withdrawals.
- VID will not apply to shifts processed in Quickpay (ie. Total value of shift will be paid, no accrual or top up will occur).
- Individual payslips for each quickpay transaction will be available online at the end of each week. Staff should phone their financial institution to confirm that payment has been received.
- Staff cannot ring through and change Quickpay decision after timesheet has been actioned by payroll.
- Quickpays will not be processed on a gazetted South Australian public holiday and on nominated days following public holidays, advance notice will be provided on eHCA and payslips to notify of these dates several weeks prior to the public holiday/s.

QUICKPAYS AND TAX

- Tax on Quickpays is calculated on an accumulated gross for the pay week
- As your weekly accumulated gross pay increases so does the amount of tax that must be withheld.

The example below consists of an employee receiving a Gross Payment of \$300 each day for 5 Quickpays plus a normal pay.

| PROCESSING DAY | TYPE OF PAY | Gross Amount | Accumulated Gross for the week | Tax on Accumulated Gross | Tax withheld from the payment | Net Payment |
|------------------------|-------------|--------------|--------------------------------|--------------------------|-------------------------------|-------------|
| Monday | QP | \$ 300 | \$ 300 | \$ 0 | \$ 0 | \$ 300 |
| Tuesday | QP | \$ 300 | \$ 600 | \$ 59 | \$ 59 | \$ 241 |
| Wednesday | QP | \$ 300 | \$ 900 | \$ 148 | \$ 89 | \$ 211 |
| Thursday | QP | \$ 300 | \$ 1,200 | \$ 252 | \$ 104 | \$ 196 |
| Friday | QP | \$ 300 | \$ 1,500 | \$ 356 | \$ 104 | \$ 196 |
| The following Thursday | NP | \$ 300 | \$ 1,800 | \$ 471 | \$ 115 | \$ 185 |

QP = Quick Pay
NP = Normal Weekly Pay

From this example you can see how we have added each pay for that week together and based on the ATO's sliding scale for tax each tax amount we are required to withhold varies as the accumulated changes.

We also take into account the amounts that we have previously withheld for the current pay week.

A Quickpay is a pay advance for the next weeks normal pay period