



HUDSON RPO

**Contractor
Time2Pay Guide**

**Hudson RPO
August 2021**

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1. Purpose

The purpose of this document is to provide instructions for the contractor community on how to navigate through the Hudson RPO Time2Pay portal.

This guide will cover the following topics:

1. How to login and password management
2. How to update your personal information
3. How to submit a timesheet
4. How to submit an expense claim
5. How to view your payslips

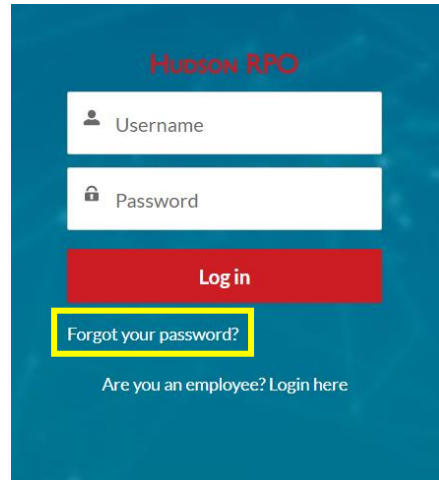
If you run into any issues with the Time2Pay portal, please either contact your onsite RPO administrator in the first instance or our support team on the details below:

Email: contractorqueries@hudsonrpo.com

Phone: 1300 TIMESHEET (1300 846 374)

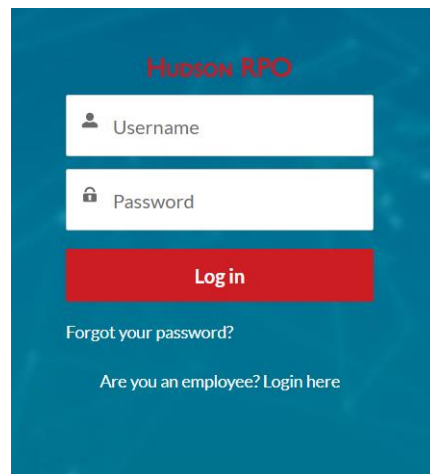
2. How to login and password management

You would have received logins to Time2Pay when you first joined Hudson RPO as a contractor. The first thing you will be asked to do is create a password. Password requirements will be instructed to you on the page. Once your password is set up you can change it at any time using the 'Forgot your password?' link on the login page:



To login to the portal save the below URL address into your favourites.

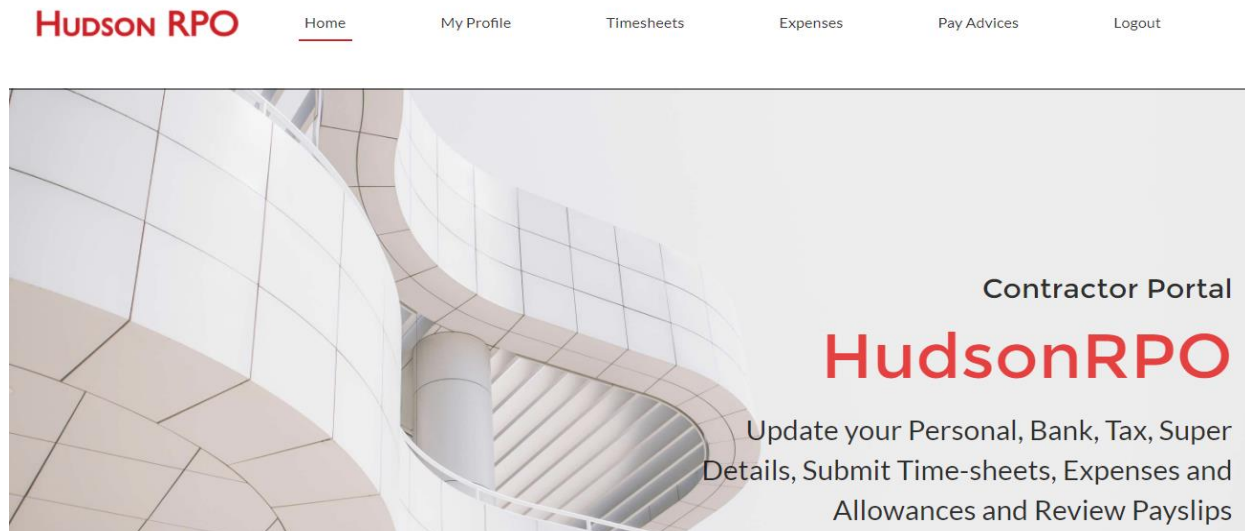
<https://hudsonrpo-2c9payroll.force.com/community/s/login/>



Please note that Time2Pay will only work in a **Chrome or Firefox browser**. If you have any issues with accessing this browser please contact your Hudson RPO Administrator or contact contractorqueries@hudsonrpo.com for alternative methods.

3. How to update your personal information

When you login you will be taken to the below home page:



To update your personal information, click on **My Profile**, then you can navigate through each sub tab to update the details required:

a. Personal Details (Contact & Address)

Your name and date of birth will flow through from our application tracking system in line with work rights you provided before you commenced your employment. If you would like this information changed please email contractorqueries@hudsonrpo.com with appropriate evidence i.e. Change of name or marriage certificate for a name change or Birth certificate or passport for date of birth.

Also ensure the rest of the information on the page is completed and these details can be updated as you wish.

HUDSON RPO Home **My Profile** Timesheets Expenses Pay Advices Logout

Personal Details Emergency Contacts Payment Details TFN Details Company Details

Personal Information

First Name: Chandler * Last Name: Bing

Birthdate: 1 Jan 1980

Contact Details

Business Phone: Mobile Phone: +61451632987

Email: chandlerbing@testgmail.com

Alternative Email: test@hotmail.com.uk

Pay Advice Email Address: Primary

Primary Address Details

Mailing Address: 6/1 Stark St

You can simply move through the tabs across the top to update any information you require and click and SAVE at the bottom of the screen once you have made your changes.

b. Emergency Contacts

Please ensure you save the details for a current emergency contact and update it if this person changes

HUDSON RPO Home My Profile Timesheets Expenses Pay Advices Logout

Personal Details Emergency Contacts Payment Details TFN Details Company Details

Emergency Contacts [Create New Emergency Contact](#)

First Name * Last Name

Business Phone Mobile Phone

Email Emergency Contact Relationship

[Save](#)

c. Payment Details - PAYG

If you are logging in for the first time you will be required to complete all of tabs before you submit a timesheet. This is to ensure there are no delays to your first payment.

HUDSON RPO Home My Profile Timesheets Expenses Pay Advices Logout

Personal Details Emergency Contacts Payment Details TFN Details Company Details

No Payment Details Provided, please create at least one Payment Detail Record to ensure payment.

[Create New Payment Details](#)

New Payment Details

Payment Detail Type (select)

If you are a current contractor and you wish to make changes, please note that the deadline is in line with the **Timesheet deadline which is Mondays 7.30pm AEST**. This is to ensure your changes are captured in time to be processed as part of the next pay run.

You are able to provide up to 3 Australian bank accounts and manage your allocation across each account as a percentage or fixed amount.

You will then be able enter you bank details in the below fields

The effective date will be TODAY, and the Sort Order is 1 if you are only directing your pay to one bank account. Please leave 'Fixed Amount', 'Percentage' and 'Percentage Type' fields blank. Click SAVE

i. Splitting payment over multiple accounts for PAYG contractors

If you would like to split your payment over multiple accounts, you can do so and you can nominate up to 3 different accounts.

1. Nominating Percentage Splits across multiple bank accounts

The account with the highest % split should have highest sort order number


Example: You want to put 70% into Account #1 and 30% into Account #2, then account # 1 should have sort order 2 and Account # 1 should have sort order 1.

Account #1 Set up (main account)








- The effective date will be TODAY
- Sort Order is = 1 for your primary account because the highest % split should have the highest number.
- You are nominating Distribution Type = Percentage
- Percentage = 70%
- Percentage Type = Total Net (so you are saying you want 70% of your total net pay to be allocated to this account).
- SAVE

[Create New Payment Details](#)

Create Another

 New Payment Details

Payee Australian Bank

Effective Date 	<input type="text" value="28 Sep 2020"/>	Sort Order	<input type="text" value="1"/>
Bank Account Branch Code 	<input type="text" value="012006"/>	Bank Account Name 	<input type="text" value="Chandler Bing"/>
Bank Account Number 	<input type="text" value="1478523"/>	Distribution Type 	<input type="text" value="Percentage"/>
Fixed Amount 	<input type="text"/>	Percentage 	<input type="text" value="70.00%"/>
Percentage Type	<input type="text" value="Total Net"/>		
		<input type="button" value="Cancel"/>	<input type="button" value="Save"/>

Account #2 Set Up

To set up a second account, select Create New Payment Details again and complete the following fields again

- The effective date will be TODAY (or the day you are making this change effective from)
- Sort Order is = 2 for the second account you are nominating because the % split being 30% is lower than the primary account with 70%
- Bank Account Name = this should be different to your first account
- You are nominating Distribution Type = Percentage
- Percentage = 30%
- Percentage Type = Total Net (so you are saying you want 30% of your total net pay to be allocated to this account)
- SAVE

Overview Payment Distribution **Create New Payment Details**

Create Another

New Payment Details

Payee Australian Bank

Effective Date <i>i</i>	28 Sep 2020	Sort Order	2
Bank Account Branch Code <i>i</i>	012006	Bank Account Name <i>i</i>	Chandler & Monica Bing
Bank Account Number <i>i</i>	1478524	Distribution Type <i>i</i>	Percentage
Fixed Amount <i>i</i>		Percentage <i>i</i>	30.00%
Percentage Type	Total Net		

Cancel Save

2. Nominating a Fixed Amount to one account and the remaining to another account


Example: You want to put \$1000 into Account #1 and the remaining money into Account #2

Account #1 Set up (main account)

- The effective date will be TODAY
- Sort Order is = 1 for your primary account.
- You are nominating Distribution Type = Fixed Amount
- Fixed Amount = 1000
- SAVE

Overview Payment Distribution Create New Payment Details

Create Another

 New Payment Details

Payee Australian Bank

Effective Date ⓘ	<input type="text" value="28 Sep 2020"/>	Sort Order	<input type="text" value="1"/>
Bank Account Branch Code ⓘ	<input type="text" value="012006"/>	Bank Account Name ⓘ	<input type="text" value="Chandler Bing"/>
Bank Account Number ⓘ	<input type="text" value="1478523"/>	Distribution Type ⓘ	<input type="text" value="Fixed Amount"/>
Fixed Amount ⓘ	<input type="text" value="1,000.000000"/>	Percentage ⓘ	<input type="text"/>
Percentage Type	<input type="text" value="--None--"/>		


Account #2 Set Up

To set up a second account, select Create New Payment Details again and complete the following fields again

- The effective date will be TODAY (or the day you are making this change effective from)
- Bank Account Number = this should be different to your first account
- Sort Order is = 2 for the second account you are nominating
- Bank Account Name = this should be different to your first account
- You are nominating Distribution Type = Percentage
- Percentage = 100%
- Percentage Type = Remaining Net (so you are saying you want 100% of your remaining net pay to be allocated to this account)
- SAVE

Overview Payment Distribution **Create New Payment Details**

[Create Another](#)

 **New Payment Details**

Payee Australian Bank

Effective Date ⓘ	<input type="text" value="28 Sep 2020"/>	Sort Order	<input type="text" value="2"/>
Bank Account Branch Code ⓘ	<input type="text" value="012006"/>	Bank Account Name ⓘ	<input type="text" value="Chandler & Monica Bing"/>
Bank Account Number ⓘ	<input type="text" value="1478555"/>	Distribution Type ⓘ	<input type="text" value="Percentage"/>
Fixed Amount ⓘ	<input type="text"/>	Percentage ⓘ	<input type="text" value="100.00%"/>
Percentage Type	<input type="text" value="Remaining Net"/>		

[Cancel](#) [Save](#)

d. Superannuation Details - PAYG

You will be given 3 choices for your superannuation details.

The screenshot shows the 'New Super Details' form in the Hudson RPO system. The 'Superannuation Fund Nomination' dropdown menu is open, displaying four options: '--None--', 'APRA or RSA Fund', 'Default Employer Fund', and 'Self Managed Fund'. The 'Default Employer Fund' option is selected. A red 'Save' button is visible to the right of the dropdown. The form also includes a search bar for 'Superannuation Fund' and a 'Super Membership Number' field.

If you choose the Default Employer Fund our default account is with SunSuper Superannuation Fund.

If you choose APRA or Retirement Savings Account (RSA) you will be able to select your own super fund through the search function.

The screenshot shows the 'New Super Details' form with the 'Superannuation Fund Nomination' dropdown set to 'APRA or RSA Fund'. The search function is active, displaying a list of search results for 'AMP'. The results include: 'SF-001838 AMP SIGNATURESUPER', 'SF-001110 AMP ELEVATE', 'SF-001461 THE AMP PERSONAL SUPERANNUATION FUND', 'SF-000627 AMP FLEXIBLE LIFETIME SUPER', and 'SF-000851 AMP PERSONAL SUPERANNUATION (AMPAK) - INVESTMENT ACCOU...'. A red 'Save' button is visible to the right of the search results.

If you cannot find your super fund from the search function please email your fund name and USI number to contractorqueries@hudsonrpo.com

If you choose Self-Managed you will be required to provide all of you superannuation fund details and provide documentation from your super choice fund that authorizes Hudson RPO to pay into that super fund on your behalf.

e. Tax Details - PAYG

The last step is to provide your Tax details and declaration of correct information.

Personal Details Emergency Contacts Payment Details **TFN Details** Company Details

TFN Details Create New TFN Details

No TFN Details Provided. Please provide TFN or Company details.

Status Tax File Number

Select 'Create New TFN Details'
And complete the required fields and SAVE

New TFN Details

Effective Date ⁱ 5 Oct 2020 Approved Working Holiday Maker ⁱ --None--

Tax File Number ⁱ 123456789 PAYG Exempt ⁱ No

Reason TFN Not Provided ⁱ --None-- PAYG Exempt Reason ⁱ

Australian Resident ⁱ Yes Claim Tax Free ⁱ --None--

STSL --None--

Cancel Save

If you wish to claim a higher tax bracket then please send an email to contractorqueries@hudsonrpo.com with your details and we can arrange in the back end of the system.

Australian Resident: Choose "Yes" if working for more than 6 months (Australian resident for tax purpose).

Approved Working Holiday Maker: Choose 'Yes' if you are on a Working Holiday Visa, otherwise choose 'No'.

STSL: Study and training support loans.

If you have a HECS debt you are paying off, please select 'Yes'. If you do not have any student loans, please select 'No'.

PAYG Exempt: Please select 'No'

Claim Tax Free: If this is your only job and wish to claim the tax-free threshold, please choose 'Yes'. Otherwise, select 'No' if you currently have more than one job.

f. Bank Details – Independent Contractors

You are only able to submit one bank account if you are a company. It is also a compliance requirement for the bank details you provide to be a business account so therefore **your Account Name must be the same as your Business Name.**

Personal Details Emergency Contacts **Payment Details** TFN Details Company Details

No Payment Details Provided, please create at least one Payment Detail Record to ensure payment.

[Create New Payment Details](#)

New Payment Details

Payment Detail Type (select)

Select an Option

Payee Australian Bank

You will then be able enter you bank details in the below fields

Personal Details Emergency Contacts **Payment Details** TFN Details Company Details

No Payment Details Provided, please create at least one Payment Detail Record to ensure payment.

[Create New Payment Details](#)

[Create Another](#)

New Payment Details

Payee Australian Bank

Effective Date ⓘ Sort Order

Bank Account Branch Code ⓘ Bank Account Name ⓘ

Bank Account Number ⓘ Distribution Type ⓘ --None--

Fixed Amount ⓘ Percentage ⓘ

Percentage Type --None--

[Cancel](#) [Save](#)

The effective date will be TODAY, and the Sort Order is = 1
SAVE

g. Company Details – Independent Contractors

If you are an independent contractor you will need to enter your company details into this section and ensure you complete your ABN, GST registered checkbox and business address details.

Personal Details

Emergency Contacts

Payment Details

Company Details

No Company Details Provided. Please provide Company or TFN details.

Company Details

Create New Company Details

Please note that new Company records will be activated at midnight.



New Company Details

ABN ⓘ	<input type="text" value="123456789"/>	GST Registered ⓘ	<input type="text" value="Yes"/>
Business Name ⓘ	<input type="text" value="Friends & Co Pty Ltd"/>	Trading Name ⓘ	<input type="text" value="Friends & Co Pty Ltd"/>
Business Email ⓘ	<input type="text" value="friends@test.com"/>	Business Street ⓘ	<input type="text" value="Central Perk Rd"/>
Business City ⓘ	<input type="text" value="Sydney"/>	Business Zip/Postal Code ⓘ	<input type="text" value="2000"/>
Business State/Province ⓘ	<input type="text" value="NSW"/>	Business Country ⓘ	<input type="text" value="Australia"/>

Cancel

Save

4. How to submit a timesheet

To submit a timesheet, go to the Timesheets tab, and under the Current sub tab you will have your current (and any outstanding) timesheets available to edit and submit:

HUDSON RPO Home My Profile Timesheets Expenses Pay Advices Logout

Current Submitted Approved

Current Timesheets

Timesheet	Client	Assignment	Start Date	End Date	Hours	
TS-0000004443	Hudson RPO Corporate	PLC-091620-02169	3 Oct 2020	9 Oct 2020	0	Edit

Enter your start, end time and any break information in 24-hour time and click. There is also a notes section at the top of the timesheet and also for each day to add a comment for your timesheet approver to see.

You can copy time from one day across the rest of the week.

IMPORTANT – you need to save your first entry before doing this.

EG: enter and save time for Monday.

	ENTRY DATE	START TIME	END TIME	BREAK START	BREAK END	BREAK 2 START	BREAK 2 END	NOTES FOR THIS ENTRY	HOURS			
Sat	12 Sep 2020	00:00	00:00						0	+	⌵	🗑
Sun	13 Sep 2020	00:00	00:00						0	+	⌵	🗑
Mon	14 Sep 2020	08:00	17:00	12:00	13:00				8	+	⌵	🗑
Tue	15 Sep 2020	00:00	00:00						0	+	⌵	🗑
Wed	16 Sep 2020	00:00	00:00						0	+	⌵	🗑
Thu	17 Sep 2020	00:00	00:00						0	+	⌵	🗑
Fri	18 Sep 2020	00:00	00:00						0	+	⌵	🗑

Save

Your total hours will start to appear at the end of each day and accumulate over the course of the week at the top.

To copy your hours from Monday for the rest of the week simply click on the 'copy down' button to the right of your entry.

This will copy your hours down across the rest of the week.

NB: this will copy all the way to Sunday so please remember to clear those hours if you did not work over the weekend.

⚠ Update has occurred. Please save to prevent loss of data. Save must occur before using copy down feature or updating previously locked data.

ENTRY DATE	START TIME	END TIME	BREAK START	BREAK END	BREAK 2 START	BREAK 2 END	NOTES FOR THIS ENTRY	HOURS
Sat 12 Sep 2020	00:00	00:00						0
Sun 13 Sep 2020	00:00	00:00						0
Mon 14 Sep 2020	08:00	17:00	12:00	13:00				8
Tue 15 Sep 2020	08:00	17:00	12:00	13:00				8
Wed 16 Sep 2020	08:00	17:00	12:00	13:00				8
Thu 17 Sep 2020	08:00	17:00	12:00	13:00				8
Fri 18 Sep 2020	08:00	17:00	12:00	13:00				8

[Save](#)

You can then save and submit your timesheet for approval

TS-0000033700

PLC-091820-02170
Hudson RPO | Corporate

[Submitted](#)

12 Sep 2020 - 18 Sep 2020
Total Hours: 40.00

[Re-submit](#)

Employee Notes:

ENTRY DATE	START TIME	END TIME	BREAK START	BREAK END	BREAK 2 START	BREAK 2 END	NOTES FOR THIS ENTRY	HOURS
Sat 12 Sep 2020	00:00:00	00:00:00						0
Sun 13 Sep 2020	00:00:00	00:00:00						0
Mon 14 Sep 2020	08:00:00	17:00:00	12:00:00	13:00:00				8
Tue 15 Sep 2020	08:00:00	17:00:00	12:00:00	13:00:00				8
Wed 16 Sep 2020	08:00:00	17:00:00	12:00:00	13:00:00				8
Thu 17 Sep 2020	08:00:00	17:00:00	12:00:00	13:00:00				8
Fri 18 Sep 2020	08:00:00	17:00:00	12:00:00	13:00:00				8

a. Making an error

If you make an error with entering your time on the wrong day, simply edit that day and change your time to 00:00 and click save to reset.

b. Getting your timesheet approved

Your approver will receive an email asking them to approve and if there are no issues, they will approve, and you will get an email notification letting you know the final status.

c. If you need to change your timesheet approver

Please contact your RPO Administrator or contact the support team on contractorqueries@hudsonrpo.com or call 1300 TIMESHEET (1300 846 374) with the name and email address of your timesheet approver. Always best to have 2 approvers on hand just in case one isn't available.

d. If your timesheet is rejected

If your timesheet is rejected by your approver, then you will receive an email notification advising you to log back in the portal and adjust your timesheet according to the comments left by your approver.

From your timesheet page, you will have an alert notifying you of this. Click on rejected

The screenshot shows a navigation bar with 'Current', 'Rejected' (highlighted with a red triangle), 'Submitted', and 'Approved'. A yellow alert box at the top reads: 'You have a rejected Timesheet. Please review ASAP to ensure no delays in payment.' Below this is a 'Rejected Timesheets' section with a table. The table has columns for Timesheet, Client, Assignment, Start Date, End Date, Hours, and Reason. One entry is visible: Timesheet TS-0000033700, Client Hudson RPO | Corporate, Assignment PLC-091820-02170, Start Date 12 Sep 2020, End Date 18 Sep 2020, Hours 40, Reason Please re-submit with correct... A 'Resubmit' button with a red pencil icon is highlighted in a yellow box next to the reason.

Select Resubmit

The screenshot shows the 'Select Resubmit' page for timesheet TS-0000033700. At the top, a yellow alert box reads: 'You have a rejected Timesheet. Please review ASAP to ensure no delays in payment.' Below this is a 'Go Back' button. The main content area shows the timesheet details: PLC-091820-02170, Hudson RPO | Corporate, a 'Rejected' status button, the period 12 Sep 2020 - 18 Sep 2020, and Total Hours: 40.00. A 'Re-submit' button is highlighted in a yellow box. Below this, the rejection reason is displayed: 'Rejection Reason: Please re-submit with correct hours'. Underneath is an 'Employee Notes' section with a table of timesheet entries.

	ENTRY DATE	START TIME	END TIME	BREAK START	BREAK END	BREAK 2 START	BREAK 2 END	NOTES FOR THIS ENTRY	HOURS
Sat	12 Sep 2020	00:00:00	00:00:00						0
Sun	13 Sep 2020	00:00:00	00:00:00						0
Mon	14 Sep 2020	08:00:00	17:00:00	12:00:00	13:00:00				8
Tue	15 Sep 2020	08:00:00	17:00:00	12:00:00	13:00:00				8

Make your adjustments, SAVE and resubmit.

e. If you did not work that week

If you did not work that week you can simply submit a timesheet for that week with zero hours to avoid you receiving any timesheet reminder emails. It may be a good idea to add a note for your hiring manager to say that you did not work that week and for them to approve it.

f. Timesheet reminders and deadlines

Ultimately it is your responsibility to submit your timesheet and have it approved on time.

Each Monday at 2.30pm if you have not submitted an approved timesheet you will receive an SMS reminder.

The deadline for timesheets is each Monday at 7.30pm AEST. If you miss this deadline you will be paid in the following week's pay run with no exceptions. If you have any issues with your timesheet please ensure you contact your onsite RPO contact or our support team on contractorqueries@hudsonrpo.com or call 1300 TIMESHEET (1300 846 374)

5. How to submit an expense claim

To submit an expense claim, click on the expenses tab and click on 'Create New Expense'

The screenshot shows the Hudson RPO web application interface. The top navigation bar includes 'Home', 'My Profile', 'Timesheets', 'Expenses' (highlighted with a yellow box), 'Pay Advices', and 'Logout'. Below the navigation bar, there is a red button labeled 'Create New Expense Claim' (also highlighted with a yellow box). Underneath this button are three tabs: 'Current' (selected), 'Submitted', and 'Approved'. The main content area is titled 'Current Expense Claims' and features a table with columns for 'Expense Claim', 'Client', 'Assignment', 'Claim Date', and 'Claim Amount (inc Tax)'. Each column has a dropdown arrow.

Select your assignment, enter the claim date and add a description. Then SAVE:

The screenshot shows the 'Create New Expense Claim' form. The 'Select Assignment' dropdown is highlighted with a yellow box and shows the selected assignment: 'A-200930-00693; PLC-093020-02679 01/09/2020 - 30/11/2020'. Below this, the 'Claim Date' field is set to '21 Sep 2020' and the 'Expense Claim Description' field contains 'Travel Expenses'. The 'Save' button is highlighted with a yellow box. At the bottom of the form, there are 'Cancel' and 'Close' buttons.

You can then add multiple expense items to the claim. Complete the boxes with as much information as you can for your approver to approve in a timely manner. Example below for a Taxi charge of \$44inc GST. It is very important that you add the Ex Tax and Tax Amount elements into your claim. Failure to do so will results to your expense claim being rejected and you will be asked to resubmit with the right information entered.

And don't forget to add your Tax Invoice as an attachment as this is a mandatory requirement. If you do not have a Tax Invoice you must complete a statutory declaration, and have it signed by a Justice of the Peace and that will be used as your supporting documentation.

Expenses

Update has occurred. Please save to prevent loss of data. Save must occur before using copy down feature or updating previously locked data.

DATE INCURRED	DESCRIPTION	TOTAL INC TAX	TAXABLE	TAX	TOTAL EX TAX	PAY CODE
21 Sep 2020	Taxi	44.00	✓	4.00	40.00	Taxi Fare

Add
Expense

Save

Taxi Recei...

Taxi Receipt

View File

Delete File

Attach supporting documents



Upload Files

Or drop files

a. Car Mileage

Contractors are required to send attached mileage claim form to APAC RPO Contractor Queries contractorqueries@hudsonrpo.com after obtaining a signature from approval manager



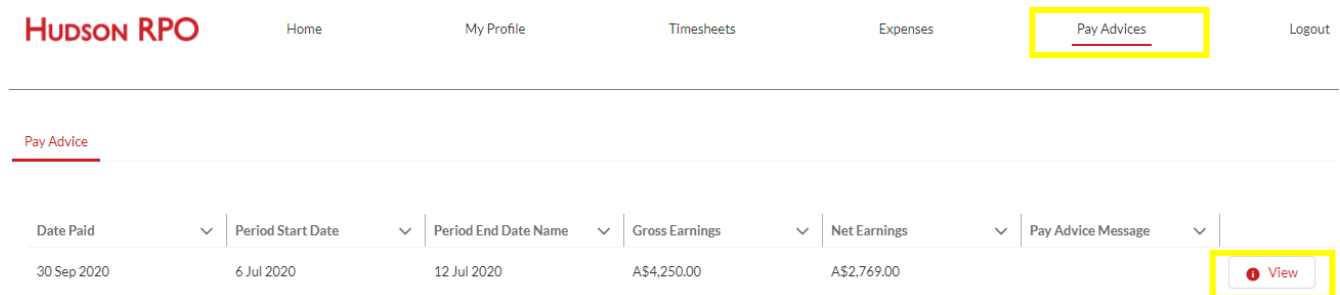
Car Mileage Claim
form Hudson RPO.doc

We pay car mileage claims in line with the ATO. Some notes to take into consideration:

- Staff / Contractors who have travel allowance included, as part of the salary package, must process through the personal income tax return.
- Reimbursements are made according to the ATO rate for a 1.6L car, currently at the rate of 68c/km.
- If an employee utilises a vehicle in excess of this capacity, they should maintain a log book (please refer to Australian Tax Office site and claim the difference through their own income tax return.
- The payment of this claim represents a travel reimbursement for tax purposes and as such is not subject to income tax.
- The above amounts will appear separately on your group certificate.
- If in any one financial year claims exceed 5000kms, payments are then subject to PAYG deductions.
- Claims older than 2mths will not be processed

6. How to view your payslip

Click on the Pay Advices tab. This will bring up all the payslips which have been generated for timesheets processed through the Time2Pay portal. Click on the View button to view the downloadable pdf pay advice



The screenshot shows the Hudson RPO portal navigation bar with the following items: HUDSON RPO, Home, My Profile, Timesheets, Expenses, Pay Advices (highlighted with a yellow box), and Logout. Below the navigation bar is a table with the following columns: Date Paid, Period Start Date, Period End Date Name, Gross Earnings, Net Earnings, and Pay Advice Message. The table contains one row of data: 30 Sep 2020, 6 Jul 2020, 12 Jul 2020, A\$4,250.00, A\$2,769.00. A 'View' button is located at the end of the row, highlighted with a yellow box.

Date Paid	Period Start Date	Period End Date Name	Gross Earnings	Net Earnings	Pay Advice Message
30 Sep 2020	6 Jul 2020	12 Jul 2020	A\$4,250.00	A\$2,769.00	View

If you wish to access a payslip prior to the Time2Pay portal being in production, please email your request to contractorqueries@hudsonrpo.com.

1. Frequently Asked Questions

a. When do I get paid?

Subject to on time timesheet approval, payment is released each Wednesday and in your account on the Thursday. In the event of a change to timesheet cut-off or pay date, advance communication will be sent by email.

b. How much superannuation do I receive?

If you are contracting under a PAYG or employment arrangement, your superannuation payment will be equal to 10% of your base pay rate. Your superannuation can be paid to Hudson RPOs default fund, Sun Super or alternatively you can complete a superannuation choice form to nominate a fund of your choice through the Time2Pay portal. Always ensure accurate & complete information is submitted to avoid any errors to your super payments. Self-managed super funds do require you to upload additional documents.

c. How do I report a workplace hazard?

A hazard is any source of harm or potential harm to a person or to property/equipment. This can include unsafe work practices or any other aspects of the work environment. Should you identify a hazard in your workplace which you are unable to safely resolve yourself report it to your supervisor. If you are dissatisfied with the steps taken by your supervisor to address the hazard, you must escalate the issue to your recruitment consultant.

d. How do I access the Fair Work Information Statement?

Hudson RPO is required to provide the Fair Work Information statement to all employees. Please [click here](#) to access this document and further information.

What if I accidentally enter a timesheet into a day of a public holiday?

As part of the payroll processing function we will run a report that will show contractors who work on a public holiday and we will reach out to the contractors and approvers to double check that this is accurate. If it was

accidental, then we will reject your timesheet and will ask you to resubmit with the adjusted details in order for us to process the payroll

e. What do I do if I have a name change?

If you have a name change at any point in your assignment can you, please email your request to contractorqueries@hudsonrpo.com with supporting documentation e.g. Change of Name certificate or marriage certificate

f. Why do I have to give my work rights information?

We are required by the Department of Immigration to ensure we have evidence of right to work for every contractor we are payrolling so please ensure you send through your working rights ASAP. Evidence of right to work include:

- Evidence of permanent resident status
- Temporary visa with entitlement to work
- Australian or New Zealand passport
- Certificate of Australian citizenship
- Australian birth certificate with photo drivers' licence

g. How do I make extra super contributions from my salary?

Please email contractorqueries@hudsonrpo.com with the details of the request