![Australian Government Comcare logo]

QUICK REFERENCE GUIDE
FTE PAYROLL DATA COLLECTION

ONLINE FORM

Comcare has transformed our full-time equivalent employee (FTE) and payroll data collection process from a paper form to an online process. You can now submit your agency's FTE and payroll details online using an agency specific link that will be sent to you via email. Please contact Comcare on 1300 366 979 to speak with your Account Manger if you need assistance with using the link.

1. Comcare's Online FTE Payroll Data form

An agency specific link will be emailed to your workplace email account. Click on the link to open the FTE Payroll forms portal.
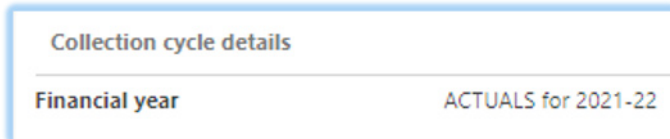
2. Enter details on the FTE Payroll Data form

1. The forms portal will display a FTE Payroll Data form for the current data collection cycle (Estimates or Actuals)
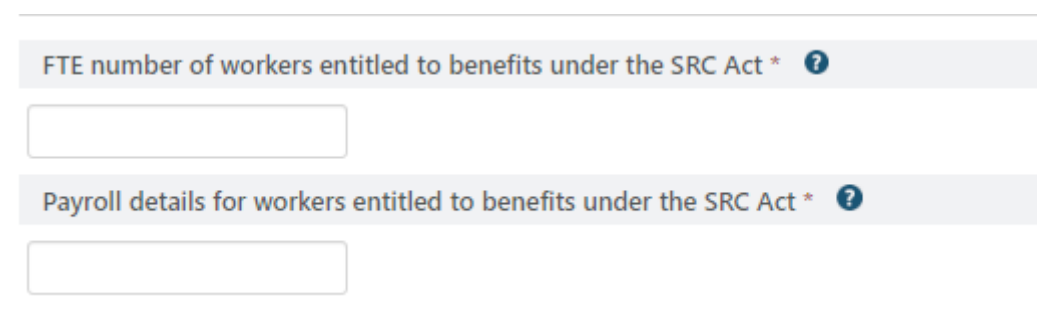
2. The top part of the screen will ask you to enter your:

> full name

> phone number (10 digits)

> email address (optional)

> position.

It will also show whether the form is asking for Estimates or Actuals and the financial year for which the data is being collected.

Collection cycle details	
Financial year	ACTUALS for 2021-22

3. You can enter the FTE Payroll information for your agency.

FTE number of workers entitled to benefits under the SRC Act * ❓

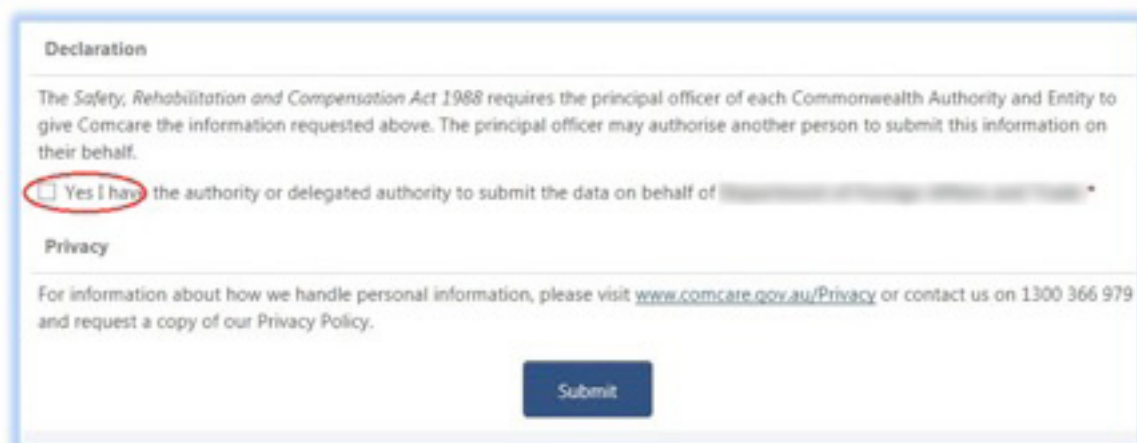**Payroll details for workers entitled to benefits under the SRC Act *** ❓

FTE and Payroll details are to be entered as whole numbers.

Note: All fields marked with an asterisk (*) on the form are **mandatory**.

If you are unsure how to determine the correct value for a field, click the "?" next to the field label for assistance on what information to consider.

Some agencies include extra fields for employees entitled to benefits under the SRC Act s6(1)(h) or SRC Act s6(1)(i). For these agencies, when calculating the FTE number of ordinary employees, or the payroll for ordinary employees, do not include the values for employees entitled to benefits under the SRC Act s6(1)(h) or SRC Act s6(1)(i). These values should be calculated separately, and entered into the FTE number and payroll fields for employees entitled to benefits under the SRC Act s6(1)(h) or SRC Act s6(1)(i).

4. At the bottom of the page, you must tick the declaration box to confirm that you have authority to submit this information on behalf of their agency.

Declaration

The *Safety, Rehabilitation and Compensation Act 1988* requires the principal officer of each Commonwealth Authority and Entity to give Comcare the information requested above. The principal officer may authorise another person to submit this information on their behalf.

☐ Yes I have the authority or delegated authority to submit the data on behalf of ▓▓▓▓▓▓▓ *
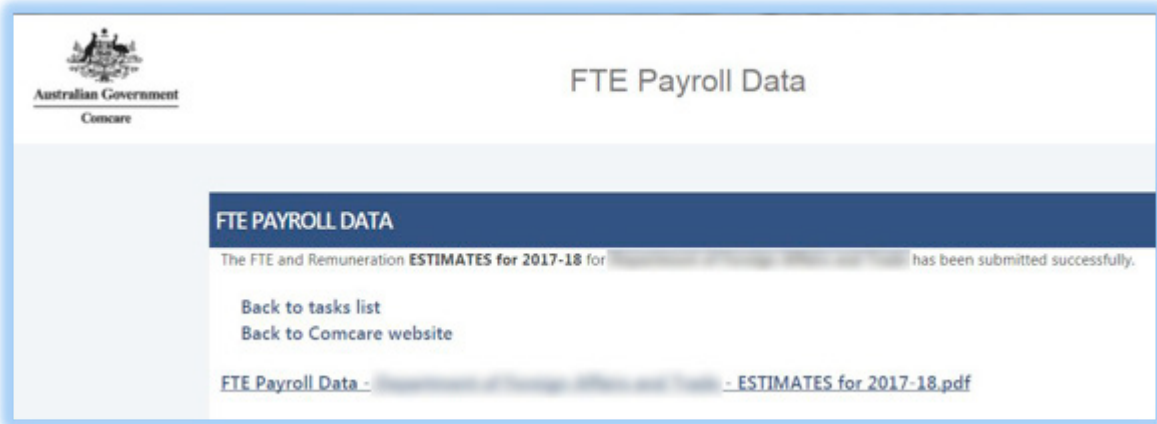
Privacy

For information about how we handle personal information, please visit www.comcare.gov.au/Privacy or contact us on 1300 366 979 and request a copy of our Privacy Policy.

Submit

3. Submit your FTE Payroll Data

1. When you are happy that all the information on your FTE Payroll form is correct for the collection cycle and financial year, click the Submit button.

2. The Comcare Online Forms Portal will display the following page:

    The bottom of the page displays a link to a PDF with confirmation of the details that you have submitted to Comcare (see more details below).

3. If you select the link, the Comcare webpage will ask if you want to Open, Save or Cancel the PDF:

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4. The PDF will display all the information you submitted to Comcare:

Submission Confirmation PDF

5. A copy of the PDF will also be emailed to the email provided in step two above. The email reads as follows:

   Dear <User Name>,

   Thank you for providing your agency's Full Time Employee (FTE) and Payroll data to Comcare. Your agency data has been received and has been updated in our systems. The attached PDF is confirmation of the data you have provided. If an error has been made during the data submission process, please contact Comcare as a new FTE Payroll Data link will need to be provided to you.

   If you have any questions, please do not hesitate to contact Comcare on 1300 366 979. .

6. If you believe you have made any errors in the data that has been submitted to Comcare, you can re-submit a new FTE Payroll form until the due date using the same agency specific link for that collection cycle. If the due date for the collection cycle has passed, you will need to contact Comcare on 1300 366 979 and speak to your Account Manager to arrange to submit your FTE payroll data for that collection cycle.

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