

# CONFIRMATION OF COMMENCEMENT OF APPOINTEE

Reference Workplace Policies and Procedures (WPP): [Authorisation to commence payment:](#)

*Subject to Entry on to payroll, Human Resources is authorised to place new staff members on the payroll on receipt of emailed certification from an authorised delegate, that the appointees have commenced duty and confirmation of the date on which they commenced. This is achieved by forwarding a completed "Confirmation of Commencement of Appointee" form to your HR Adviser in HR Operations via email.*

**Until confirmation of commencement date has been received by HR Operations, salary payments cannot be commenced for appointees other than staff being reappointed or appointees to be paid on the basis of daily timesheets.**

## SECTION 1 – CONFIRMATION OF COMMENCEMENT OF APPOINTEE

In accordance with the WPP, I confirm that:

\_\_\_\_\_ commenced duties as  
\_\_\_\_\_ on \_\_\_ / \_\_\_ / \_\_\_\_\_

## SECTION 2 – SUPERVISOR'S DETAILS

The **supervisor** who will be responsible for the department/unit induction of the appointee and for general staff probation review is:

Name

Position

## SECTION 3 – DETAILS OF INDIVIDUAL PROVIDING CONFIRMATION

The **Name of the Individual** providing confirmation from the Organisational Unit is:

Name

Position

Organisational Unit:

Ph Number:

In order to obtain a Staff Identity Card, staff member will need to attend any of the Student Services Centres located at Clayton, Berwick, Caulfield, Gippsland, Peninsula or Parkville Campuses or HR Operations, Human Resources Division, 710 Blackburn Road, Clayton **between 9.00 am and 5.00 pm.**

Before salary payment can commence, appointees should send their Banking Details form, Employment Declaration form and, for staff joining UniSuper, proof of age (copy of driver licence, passport or birth certificate or extract of birth) to HR Operations, Human Resources Division.

**PLEASE EMAIL THIS FORM TO YOUR HR ADVISER IN HR OPERATIONS. DO NOT FAX OR POST THIS FORM.**

For assistance, please contact HR Enquiries on 9902 0400

Please return completed form to HR Operations via email.

Human Resources Division privacy collection statement is located at <http://privacy.monash.edu/guidelines/collection-personal-information.html#hr>