# Confirmation of Commencement of Appointee

## Instructions for using this form

### Reference Workplace Policies and Procedures (WPP): Remuneration and Benefits Procedure - Salaries

Subject to entry on to payroll, Monash HR 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 by email to Monash HR, Monash University VIC 3800 OR by email to: hr@monash.edu

Salary payments cannot be commenced for appointees other than staff being reappointed or appointees to be paid on the basis of daily timesheets until a confirmation of commencement date has been advised.

Staff Identity Card can be obtained by visiting any of the Monash Connect locations on Clayton, Berwick, Caulfield, Gippsland, Peninsula or Parkville Campuses between 9.00 am and 5.00 pm.

Completed form should be emailed to hr@monash.edu

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## 1. Appointee details

In accordance with the WPP, the new appointee listed below has commenced employment

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commencement date</td>
<td></td>
</tr>
</tbody>
</table>

## 2. Supervisor details

Details of the Supervisor who will be responsible for the department/unit induction of the appointee and for general staff probation review

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
</table>

## 3. Individual providing confirmation

Details of the individual providing confirmation from the Organisational Unit

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone no.</th>
</tr>
</thead>
</table>

## Reminders

Has the staff member returned all the necessary documentation to facilitate the payroll process?

- Proof of work rights & identification (eg. passport and/or visa, driver’s license etc)
- Work schedule form (for part-time staff only)
- Certified copies of qualifications (eg. PhD)
- Salary packaging application for Super (if salary packaging member contributions)
- UniSuper application forms

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For assistance please contact Access HR on 990 20400

Monash HR Privacy collection statement is located at:

http://privacy.monash.edu/guidelines/collection-personal-information.html#hr

Last updated 25/05/2015