

# WORK SCHEDULE AND CHANGE OF FRACTION FORM – GENERAL STAFF (TRADES & SERVICES)

**Instructions for completing the Work Schedule/Change to Fraction – General Staff (Trades & Services) Form:**

1. Where possible, fraction changes should be effective from the **beginning of a new fortnightly pay period** (ie Saturday) and the end date (if applicable) is the **end of the fortnightly pay period** (ie Friday). Please ensure the work pattern for week 1 and 2 reflects the University's [pay period schedule](#).
2. "Start Time" is the normal time work is commenced (exclude any flexible arrangement) & "Finish Time" is the normal time work finishes (exclude any flexible arrangement).
3. "Break" is the duration of any unpaid break, where applicable 30 minutes, 45 minutes or 60 minutes (please enter values as a fraction of an hour [minutes divided by 60 = fraction])
4. "Hours Paid" is the "Elapsed Time" less any any unpaid breaks (The hours that the employee is paid for).
5. Elapsed Time is the total hours between the "Start and Finish times" including breaks (in hours)
6. Full 7.6 hour working days will be recorded as a standard day 8:30 to 17:06 with a 1.00 hour break on the SAP system.
7. Only fill out as many weeks as required to show any variations in your work pattern.

SECTION 1 – STAFF MEMBER'S DETAILS												
Personnel Number												
Title	Family Name			Given Name(s)								
Faculty/Division												
Organisational Unit						Campus						
Classification		Step		Position Title								
Current Fraction		Current Hours		New Fraction			New Hours					
Start Date of New Fraction (Beginning of Fortnightly Pay Period) ___/___/___						End Date of New Fraction (if applicable) (End of Fortnightly Pay Period) ___/___/___						
COST CENTRE			FUND			%		NAME OF FUND				

Week 1	Standard F/T Day	Day 1 Saturday	Day 2 Sunday	Day 3 Monday	Day 4 Tuesday	Day 5 Wednesday	Day 6 Thursday	Day 7 Friday
Start Time	8:30							
Finish Time	17:06							
Break (fraction of an hour)								
Elapsed Time								
Hours Paid	7.6							
Week 2	Standard F/T Day	Day 1 Saturday	Day 2 Sunday	Day 3 Monday	Day 4 Tuesday	Day 5 Wednesday	Day 6 Thursday Pay Day	Day 7 Friday
Start Time	8:30							
Finish Time	17:06							
Break (fraction of an hour)								
Elapsed Time								
Hours Paid	7.6							
Week 3	Standard F/T Day	Day 1 Saturday	Day 2 Sunday	Day 3 Monday	Day 4 Tuesday	Day 5 Wednesday	Day 6 Thursday	Day 7 Friday
Start Time	8:30							
Finish Time	17:06							
Break (fraction of an hour)								
Elapsed Time								
Hours Paid	7.6							
Week 4	Standard F/T Day	Day 1 Saturday	Day 2 Sunday	Day 3 Monday	Day 4 Tuesday	Day 5 Wednesday	Day 6 Thursday Pay Day	Day 7 Friday
Start Time	8:30							
Finish Time	17:06							
Break (fraction of an hour)								
Elapsed Time								
Hours Paid	7.6							

SECTION 2 – STAFF MEMBER'S SIGNATURE			
Signature		Date ___/___/___	
		Contact Ext No. _____	
<i>HR Operations will email confirmation of this arrangement to the Staff Member and the Organisational Unit.</i> Please provide the Organisational Unit nominee: _____			
SECTION 3 – AUTHORISATION BY ORGANISATIONAL UNIT			
Person with Financial Delegation		Dean/Head of Organisational Unit	
Signature		Signature	
Please print name		Please print name	
Contact Ext No. _____		Date ___/___/___	
		Contact Ext No. _____	
		Date ___/___/___	

**For assistance please contact HR Enquiries on 9902 0400**  
 Please return completed form to HR Operations, Monash HR, Monash University, VIC, 3800  
 Monash HR privacy collection statement is located at <http://privacy.monash.edu/guidelines/collection-personal-information.html#hr>