

University Practice Paid Outside Work Payment Request for Staff
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The [Paid Outside Work Procedure](#) stipulates that prior written approval from the Dean or Divisional Director is required before staff undertake Paid Outside Work. The Paid Outside Work Disclosure and Approval form [\[Word\]](#) [\[PDF\]](#) must be completed by each employee who engages in Paid Outside Work.

An additional payment in recognition of University Practice Paid Outside Work may be negotiated with the Dean or Divisional Director in accordance with existing [University procedure](#).

This form is to be completed by the staff member only where there is a written agreement on the terms and conditions of payment in accordance with the [Paid Outside Work Procedure](#). The form is then sent to the Dean and if approved, the form should be signed and forwarded to HR Operations, Monash HR.

Section 1 - Personal Details									
Personnel Number:									
Family Name:			Given Names:						
School/Department/Centre:									
Faculty:						Campus:			
Position Title:									
Pay Scale Group (Classification):						Level (Step):			
Section 2 – Payment Details									
Please provide summary details of the University Practice Paid Outside Work performed:									
Dates University Practice Paid Outside Work performed:									
Start Date _____					End Date _____				
Agreed Payment Details:									
Recommended University Practice Paid Outside Work Payment: *									
\$ _____									
* Note: Any approved payment will be made as a non-superannuable lump-sum.									

Cost Centre					Fund				

To be completed only if different to the staff member's primary cost centre and fund.

Section 4 – Staff Member’s Agreement

I acknowledge that any payment in respect of University Practice Paid Outside Work that is made to me is a discrete payment for the work performed under the [Paid Outside Work Procedure](#). This payment in no way represents an on-going entitlement to such payment, and is not to be used to determine any other form of entitlement.

I acknowledge that any Paid Outside Work Payment that is made to me is a non-superannuable lump sum.

Please indicate below how you wish to receive any Paid Outside Work Payment that is made to you:

- As a lump-sum payment through the payroll.
- Salary packaged into my non-defined benefit superannuation scheme (eg Unisuper Accumulation account) Note that staff who wish to salary package must have completed a [Salary Packaging Application Superannuation \(Ongoing/Fixed Term Staff\)](#) form, prior to the determination of this payment becoming due to them.

Signature of Staff Member

Date

Please print name

Contact extension No.

Section 5 – Authorisation of Dean

The staff member named in Section 4 has previously completed a Paid Outside Work Disclosure and Approval form [\[Word\]](#) [\[PDF\]](#) and I have authorised the staff member to undertake University Practice Paid Outside Work.

I certify that the staff member has carried out the work described in accordance with the University Practice [Paid Outside Work Procedure](#) and I authorise the payment to the staff member named above.

Signature of Dean

Date

Please print name

Contact extension No.

Please ensure you attach to this form a signed and complete copy of the Contractor Agreement “C” applicable to this payment.

Please note that photocopied or faxed copies of this form will not be accepted

FOR HR OPERATIONS OFFICE USE ONLY

Processed by

Date

Checked by

Pay period

For assistance please contact HR Enquiries on 9902 0400

Please return completed form to HR Operations, Monash HR, Monash University VIC 3800

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