

# Personal Activity – Above Engagement Profile Payment Request Form

**Request for Above Engagement Profile Payments for Current Full-Time Academic Staff Only**

An Above Engagement Profile Payment may be made to an academic staff member who undertakes work at the request of the Dean or nominee that is identified by the Dean as Above Engagement Profile. For information on the requirements and conditions for payments for Above Engagement Profile Work, refer to the Additional Payments Policy for Academic Staff.

This form is to be completed by the Head of School/Department and the staff member is then required to complete Section 4, to acknowledge that there is agreement on the terms and conditions of payment. The form is then sent to the Dean and if approved, the form should be signed and forwarded to the HR Business Partner in your HR Hub, Monash HR

<b>Section 1 - Personal Details</b>									
Personnel Number:									
Family Name:			Given Names:						
School/Department/Centre:									
Faculty:						Campus:			
Position Title:									
Pay Scale Group (Classification):					Level (Step):				
<b>Section 2 – Payment Details</b>									
In what area has the staff member performed Above Engagement Profile Work?									
<input type="checkbox"/> Teaching		<input type="checkbox"/> Research			<input type="checkbox"/> Scholarship & creative activities				
<input type="checkbox"/> Professional activities			<input type="checkbox"/> Community service			<input type="checkbox"/> Management/Administration			
Summary of the Above Engagement Profile Work the staff member has performed, including <b>the nature of the work, the location, dates between which the staff member undertook the additional work and the approximate number of hours taken to perform the work.</b>									
Recommended Above Engagement Profile Payment: *									
\$ _____									
<p><i>* Note: The amount of the payment should be calculated having regard to the time commitment and the level of expertise that the activity will require. Any approved payment will be made as a non-superannuable lump-sum.</i></p>									

**Section 3 – Authorisation of Head**

I confirm the Above Engagement Profile Work referred to in this form was requested by me and I request that payment referred to in this form be authorised.

I confirm that the Above Engagement Profile Work was performed at a satisfactory standard.

I confirm that in addition to Above Engagement Profile Work referred to in this form, the staff member has satisfactorily achieved in all areas of activity outlined in the staff member's Engagement Profile.

Signature of Head	Date
Please print name	Contact extension No.

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 Above Engagement Profile Payment will be made at the University's discretion.

I acknowledge that any Above Engagement Profile Payment that is made to me is a discrete payment that in no way represents an on-going entitlement to such payment, and will not be used to determine any other form of entitlement eg annual and long service leave payments, retirements benefits, redundancy payments etc.

I acknowledge that any Above Engagement Profile Payment does not in any way limit the nature or extent of the duties that the University may require me to perform as part of my normal work load.

I acknowledge that any Above Engagement Profile Payment that is made to me will be a non-superannuable lump sum.

Please indicate below how you wish to receive any Above Engagement Profile 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 Award Plus Plan or Investment Choice Plan). 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**

I authorise the payment of this Above Engagement Profile Payment to the staff member named above.

**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 the Business Partner in your HR Hub, Monash HR

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