



SALARY PACKAGING APPLICATION

Instructions for Completing the Salary Packaging Application

1. Prior to completing this form, you must read the revised university's Salary Packaging Policy and Procedures accessible at <http://www.adm.monash.edu.au/workplace-policy/remuneration/packaging/procedure/> . In particular, Section 6 of the manual (Benefits available to be packaged) contains important information about Concessional Superannuation Contribution Limits from 1 July 2007. You are also strongly advised to obtain financial advice from an appropriately qualified adviser prior to making a decision to salary sacrifice.
2. **This form is to be completed, signed & returned to HR Operations, Human Resources Division. In order to be effective the agreement can relate only to future pay periods.**
3. Once the form has been completed, signed and provided to HR Operations as indicated above, the nominated salary packaging arrangement then remains in force until varied. Variation would require completion, signature and provision to HR Operations of an amended salary sacrifice request in the form approved by Monash University at that time.
4. Incomplete forms will not be processed and will be returned to the individual staff member.
5. Salary packaging is a benefit which attracts an administration charge as outlined in the salary packaging manual. For further information refer to:
<http://www.adm.monash.edu.au/workplace-policy/remuneration/packaging/procedure/>
6. Human Resources Division privacy collection statement is located at
<http://privacy.monash.edu/guidelines/collection-personal-information.html#hr>



SALARY PACKAGING APPLICATION

SECTION 1 – DECLARATION BY STAFF MEMBER

Family Name					Given Name(s)				
Personnel Number									Date of Birth ___ / ___ / _____
Faculty/Division					Contact Tel. No _____				
Organisational Unit					Campus				

- I am an employee of Monash University, being entitled to a current gross salary of per annum. Gross salary appears on your fortnightly payslip (to be calculated at your current fraction) available at ESS (<http://www.adm.monash.edu.au/sss/ess>) or eServices (<https://staffserv.adm.monash.edu.au/sss/eservices>)
- I have read and understood the university's Salary Packaging Policy and Procedures and agree to abide by the provisions in Workplace Policies and Procedures (WPP), which may be varied from time to time. The university's Salary Packaging Policy and Procedures are located at: <http://adm.monash.edu/workplace-policy/remuneration/packaging/>

<input type="checkbox"/>	Payment of car parking permit fee (Please select one) <input type="checkbox"/> Alfred Hospital <input type="checkbox"/> Box Hill Hospital <input type="checkbox"/> Monash Medical Centre (additional MMC form required) <input type="checkbox"/> Caulfield General Medical <input type="checkbox"/> Parkville For Berwick, Caulfield, Clayton, Peninsula & Monash Business Park, please refer to "Online Parking Permit Application" at: http://eparking.monash.edu.au	Amount per annum \$.....
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<input type="checkbox"/>	Payment of Gym (<i>rate as set and varied by the provider from time to time</i>) Clayton - Gym only <input type="checkbox"/> 7131 Clayton - Aqua only <input type="checkbox"/> 7132 Clayton - Gym+ Group Fitness <input type="checkbox"/> 7133 Clayton - Centre <input type="checkbox"/> 7134 Clayton - Personal Training 60 minutes - <input type="checkbox"/> 10 sessions <input type="checkbox"/> Ongoing <input type="checkbox"/> 7135 30 minutes - <input type="checkbox"/> 10 sessions <input type="checkbox"/> Ongoing <input type="checkbox"/> 7136 Caulfield - Gym <input type="checkbox"/> 7137 Caulfield - Gym+ Group Fitness <input type="checkbox"/> 7138 Peninsula - Gym <input type="checkbox"/> 7141 Peninsula - Centre <input type="checkbox"/> 7142 HEAT Program <input type="checkbox"/> 7139 HEAT PT Program <input type="checkbox"/> 7140	Amount per annum \$..... Personal Training – No. of Sessions: \$
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<input type="checkbox"/>	Cost of purchase of portable computer and business computer software, portable printer* (additional "GST Reimbursement Claim Form" to be completed). PLEASE NOTE: Original paid tax invoice must be attached to this form before any packaging can commence. Items MUST ONLY be salary packaged if they are to be used primarily for work purposes. To be packaged over 3 months only unless negotiated for a longer period.	Amount \$.....
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<input type="checkbox"/>	Cost of purchase of mobile phone* (additional "GST Reimbursement Claim Form" to be completed) (original receipts must be provided and are unable to be faxed to HR)	Amount \$.....
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<input type="checkbox"/>	Cost of Qantas Club membership* (additional "GST Reimbursement Claim Form" to be completed) (original receipts must be provided and are unable to be faxed to HR). (One Year or Two Year membership is able to be salary packaged)	Amount \$.....
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** I understand that in order to package these items I must submit the original paid tax invoice for their purchase together with a reimbursement claim form and that once I have submitted these, my package amount will be adjusted accordingly. Human Resources Division will then provide revised confirmation of my new gross salary and the date from which the new salary packaging arrangement will become effective.*

3. I note that the university makes fortnightly administration charge in respect of the benefits provided which will be deducted fortnightly and I agree to pay this charge as varied by the university from time to time.
4. I acknowledge that should I wish to change or cease my salary packaging arrangements, I will notify Human Resources Division in writing.
5. I acknowledge and agree that the University has advised me to seek independent financial advice before considering the University's offer to enter into this salary packaging arrangement.
6. I acknowledge that I may request changes to the structure of my remuneration package once per annum (on 1 April) for consideration by the University.
7. I acknowledge and agree that I have read the University's salary packaging policy and procedures and have noted the specific information about Concessional Superannuation Contribution Limits and excess concessional contributions tax which apply from 1 July 2007, set out in Section 4 of the procedures located at: <http://www.adm.monash.edu.au/workplace-policy/remuneration/packaging/>.
8. **I declare the laptop computer and/or personal digital assistant and/or mobile phone and/or electronic diary I have salary packaged is/are primarily for work purposes.**

Payment of expenses

9. I acknowledge that should I cease employment at Monash University, the university will deduct any monies owing in respect of this salary packaging agreement.
10. I will notify Human Resources Division immediately of any leave without pay or my resignation from the university so that arrangements can be made to stop the payment of any expenses I am having salary packaged.

Personal Training (Clayton Only):

11. I understand that by purchasing personal training I will make deductions equivalent to **2 sessions per fortnight**. I further understand that I am able to utilise these services more frequently, as agreed with gym staff; however I will continue to make payments until such time as all outstanding amounts are redeemed. Should I choose to cease my membership at any time I will be liable for any further outstanding amounts for which I have previously utilised services.

Staff member's signature	Date: ___ / ___ / _____
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FOR HR OPERATIONS OFFICE USE ONLY

Entered by	Date ___ / ___ / _____	Pay Period
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FAXED COPIES OF THIS FORM WILL BE ACCEPTED 9902 9530

For assistance please contact HR Enquiries on 9902 0400

Please return completed form to HR Operations, Human Resources Division, Monash University, VIC, 3800
Human Resources Division privacy collection statement is located at <http://privacy.monash.edu/guidelines/collection-personal-information.html#hr>