

**Attendance times should be entered at the time the work is undertaken. Please forward completed time sheets to reach HR Operations by 11:00 a.m. each Thursday.**

Personnel Number:							
Family Name:				Given Names:			
Classification/Payscale Group:				Award/Employee Sub Group:	Academic		
Organisational Unit/Department:				Staff Member's Signature:			

Date	A Start Time	B End Time	C =B-A Total Attendance Hours	D Meal Break/s (1)	E =C-D Total Hours Worked	Wage Type 2093 or 2094 (2)	Cost Centre (3)	Fund (3)

- Notes:**
- A minimum 0.5 Hour (30-min) meal break should be taken as necessary to ensure that the work period does not exceed 5 continuous working hours without a break.
  - Wage Type 2093 = Research Assistant without Doctoral Qualifications (Previously Casual Research Assistant Grade 2 - 886)  
Wage Type 2094 = Research Assistant with Doctoral Qualifications (Previously Casual Senior Research Assistant - 885)
  - Only complete the costing information if it varies from the staff member's standard costing on infotypes 0001 & 0027 (e.g. when the staff member works outside their home Cost Centre)

Authorisation	Name	Signature	Date	Contact Number
<b>Attendance Verification (Supervisor)</b>				
<b>Payment Authorisation (Authoriser)</b>				

<b>HR Operations use only</b> (Infotype 2010)	ACTIONED BY:	PAY PERIOD:
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Please return completed form to HR Operations, Human Resources Division, Monash University VIC 3800  
FAXED COPIES WILL NOT BE ACCEPTED

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