

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:**
1. 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.
 2. 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)
 3. 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
Attendance Verification (Supervisor)				
Payment Authorisation (Authoriser)				

HR Operations use only (Infotype 2010)	ACTIONED BY:	PAY PERIOD:
---	--------------	-------------

Please return completed form to HR Operations, Human Resources Division, Monash University, 710 Blackburn Road, Clayton, 3800
 FAXED COPIES WILL NOT BE ACCEPTED

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