MONASH University

Casual Academic Sessional Time Sheet

Attendance hours should be entered at the time the work is undertaken. Please ensure that fields marked with * are completed.

***Week/Fortnight Commencing:**		Personnel Number:	
*Family Name:		*Given Names:	
Organisational Unit/Department:		*Staff Member's Signature:	
*Campus			

Date	UNIT CODE	To support hours claimed		2091 (1)	To support hours claimed		2057 (1)	Tutorial Normal without Doc	Tutorial Repeat without Doc	Tutorial Normal with Doc	Tutorial Repeat with Doc	Lecture Normal	Lecture Developed	Other Req. Academic Activity W/O Doc		Supervisor's Initials	Cost Centre (2) (Office Use Only)	Fund (2) (Office Use Only)
		No. of papers/ Assignments marked	No. of papers marked per hour	**No. of hours Marking Standard**	No. of papers/ Assignments marked	No. of papers marked per hour	**No. of hours Marking Significant Judgement**	**2089** (1)	**2090** (1)	**2054** (1)	**2056** (1)	**2051** (1)	**2050** (1)	**2088** (1)	(1)			
Totals																		

Notes:

1. Enter the number of hours worked against the relevant academic activity, refer **http://adm.monash.edu.au/enterprise-agreements/academic-professional-2009/s2-ta-ara-sessional-casual-rates.html** for all other casual academic activities and their Wage Type code
2. Only complete the Cost Centre and Fund to override their primary costing

*Authorisation	Name	Signature	Date	Contact Number
Attendance Verification (Supervisor)				
Payment Authorisation (Authoriser)				

For office use only (Employee Remuneration – Infotype 2010)	ACTIONED BY:	PAY PERIOD:

Please return completed form to HR Operations, Monash HR, Monash University VIC 3800
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Last updated: 10/09/09