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

Notes:
1. Enter the number of hours worked against the relevant academic activity, refer **http://www.monash.edu.au/entbarg/academic-general-2005/schedule-2.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, Human Resources Division, Monash University, 710 Blackburn Road, Clayton, 3800
FAXED COPIES WILL NOT BE ACCEPTED

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Last updated: 09/05/2007