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 VIC 3800
FAXED COPIES WILL NOT BE ACCEPTED

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Last updated: 10/09/09