

Attendance times should be entered at the time the work is undertaken

Personnel Number										PRIMARY COST CENTRE				PRIMARY FUND			
Family Name																	
Classification/Payscale Group									Given Names								
Organisational Unit/Department									Award/Employee Sub Group				General				

Day	Date	A Start Time	B End Time	C = B-A Total Attendance Hours	D Meal Break (1)	E = C-D Total Hours Worked	Cost Centre (2)	Fund (2)
1 SAT								
2 SUN								
3 MON								
4 TUES								
5 WED								
6 THUR								
7 FRI								

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. 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)

Minimum hours of engagement for casuals as per Clause 18.8 of Enterprise Agreement (Academic and General Staff) 2005 <http://www.monash.edu.au/entbarg/academic-general-2005/18.html>

	Y	N	For Office Use Only
Q1) Are you currently a Monash University Student? If "Yes", please disregard Question 2 & 3. If "No", please proceed to Question 2	<input type="checkbox"/>	<input type="checkbox"/>	If Yes minimum hours payment per engagement is 1 hour - use attendance 0805
Q2) Do you have a primary occupation elsewhere (within Monash or outside Monash)? If "Yes", please disregard Question 3. If "No", please proceed to Question 3	<input type="checkbox"/>	<input type="checkbox"/>	If Yes minimum hours payment per engagement is 1 hour- use attendance 0825
Q3) Do you have an agreement concerning minimum hours to be worked per engagement?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes what number of hours have been agreed _____ use attendance 0830 If No minimum hours payment per engagement is 3 hrs - use attendance 0800 If No to all of the above, then minimum hours payment per engagement is 3 hours (use attendance 0800)

Staff Member's Signature	
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Authorisation	Name	Signature	Date	Contact Number
Attendance Verification (Supervisor)			/ /	
Payment Authorisation (Authoriser)			/ /	
Office use only (Infotype 2052)	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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