

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	Trades & Services			
Organisational Unit/Department				Staff Member's Signature				

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:**
- 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.
  - 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)

<b>Q1) Are you currently a Monash University Student?</b>	Y <input type="checkbox"/>	N <input type="checkbox"/>	<b>For Office Use Only</b> If Yes minimum hours payment per engagement for students is 2 hours per fortnightly payroll period
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Authorisation	Name	Signature	Date	Contact Number
Attendance Verification (Supervisor)				
Payment Authorisation (Authoriser)				

HR Operations use only (Infotype 2010)							
Wage Type	Hours	Wage Type	Hours	Wage Type	Hours	Wage Type	Hours
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>

**TS02**