

Casual General Staff (Trades & Services) Time sheet

**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)

Q1) Are you currently a Monash University Student?	Y <input type="checkbox"/>	N <input type="checkbox"/>	For Office Use Only <small>If Yes minimum hours payment per engagement for students is 2 hours per fortnightly payroll period</small>
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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 VIC 3800
FAXED COPIES WILL NOT BE ACCEPTED

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