

ADDITIONAL HOURS/OVERTIME TIME SHEET (GENERAL STAFF)

Additional attendance times should be entered at the time the work is undertaken.

Please forward completed time sheets to reach HR Operations, Human Resources Division by 11:00 a.m. each Thursday.

Personnel Number		Time Fraction	
Family Name		Given Names	
Classification/Payscale Group		Award/Employee Sub Group	General
Organisational Unit/Department		Staff Member's Signature	

Date	A Ordinary Daily Hours Worked (1)	B Additional Hours Start Time (2)	C Additional Hours End Time (2)	D = C-B Total Additional Hours	E Meal Break (3)	F = D-E Additional Hours Worked/Overtime Claimed (minus Meal Break)	Shift (Y/N)	Meal Allow. (Y/N)*	Cost Centre (4)	Fund (4)

- Notes:**
1. Enter the ordinary hours rostered on the day e.g. 7.35 hours (7 hours and 21 minutes) for full-time staff members
 2. Only enter the start and end times of the additional hours worked excluding the ordinary rostered hours
 3. 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 ordinary hours without a break
 4. 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)

* Refer to [clause 77: Overtime Meal Allowance](#), Monash University Enterprise Agreement (Academic and General) 2005

Authorisation	Name	Signature	Date	Contact Number
Attendance Verification (Supervisor)				
Payment Authorisation (Authoriser)				

HR Operations Use Only (Infotype 2005/2052)	ACTIONED BY	PAY PERIOD
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For assistance please contact HR Enquiries on 9902 0400

Please return completed form to HR Operations, Human Resources Division, Monash University VIC 3800
FAXED COPIES WILL NOT BE ACCEPTED

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