

## 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, 710 Blackburn Road, Clayton, 3800  
FAXED COPIES WILL NOT BE ACCEPTED

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