

ADDITIONAL HOURS/OVERTIME TIME SHEET (TRADES & SERVICES)

Additional attendance times should be entered at the time the work is undertaken.
Please forward completed time sheets to reach HR Operations, Monash HR by 11:00 a.m. each Thursday.

| | | | |
|--------------------------------|--|--------------------------|-------------------|
| Personnel Number | | Time Fraction | |
| Family Name | | Given Names | |
| Classification/Payscale Group | | Award/Employee Sub Group | Trades & Services |
| 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 Allowance (Y/N) | Cost Centre (4) | Fund (4) |
|------|---|--|--|---|------------------------|---|----------------|----------------------------|-----------------|----------|
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- Notes:**
- Enter the ordinary hours rostered on the day e.g. 8 hours for full-time staff members working a 19 day cycle with a rostered day off
 - Only enter the start and end times of the additional hours worked excluding the ordinary rostered hours
 - 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)

| 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 |
|-----------|-------|-----------|-------|-----------|-------|-----------|-------|
| | | | | | | | |

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|--------------------|-------------------|
| ACTIONED BY | PAY PERIOD |
|--------------------|-------------------|

**For assistance please contact HR Enquiries on 9902 0400
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Please return completed form to HR Operations, Monash HR, Monash University VIC 3800
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