

## 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, 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	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)

**Notes:**

1. 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
2. Only enter the start and end times of the additional hours worked excluding the ordinary rostered hours
3. 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

ACTIONED BY	PAY PERIOD
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**For assistance please contact HR Enquiries on 9902 0400  
FAXED COPIES WILL NOT BE ACCEPTED**

Please return completed form to HR Operations, Human Resources Division, Monash University, 710 Blackburn Road, Clayton, 3800  
Human Resources Division privacy collection statement is located at <http://privacy.monash.edu/guidelines/collection-personal-information.html#hr>