

Visiting Academic (Occasional teaching) Payment Form

(refer to [Workforce Management Procedure – University Visitors](#))

Please forward completed payment forms to reach HR Operations, Monash HR, by 11:00 a.m. each Thursday.

Staff members **must hold** a Short Stay Temporary Business Visa (subclass **456**) to be eligible for payment.

Date of lecture	Personnel Number	Visitor's Name	Lecture Normal	Tutorial Normal with Doc	Other Academic Activity with Doc Qual	Cost Centre (2)					Fund (2)							
			2051 (1)	2054 (1)	2087 (1)													

Notes:

1. Enter the number of hours worked against each wage type

Organisational Unit/Department				
Authorisation	Name	Signature	Date	Contact Number
Payment Authorisation (Authoriser)			/ /	

HR Operations use only (infotype 2010)	ACTIONED BY	PAY PERIOD
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For assistance please contact HR Enquiries on ext 20400

Please return completed form to HR Operations, Monash HR, Monash University VIC 3800

Monash HR privacy collection statement is located at <http://privacy.monash.edu/guidelines/collection-personal-information.html#hr>