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	BA
	WW
	DU
	Other

School/Section[illegible]

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[illegible]

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[illegible]

Contract Number		

[illegible]

Separate timesheet per appointment reason
(SSUP, SREP or SBUY)

Description of Work		PERIOD						School Use Only			
		Date from	Date to	Hours	Date from	Date to	Hours	Total Hours	Rate/ Hour	Total Amt	Code
Lecturer	Specialist Lecture										AX260
	Developed Lecture										AX250
	Basic Lecture										AX240
	Repeat Lecture										AX230
Tutor	Tutorial (Qual)										AX205
	Tutorial										AX200
	Repeat Tutorial (Qual)										AX195
	Repeat Tutorial										AX190
Marking	Significant Marking (Qual)										AX165
	Significant Marking										AX160
	Standard Marking (Qual)										AX155
	Standard Marking										AX150
Other	Clinical Educator (Min-Qual)										AX284
	Clinical Educator (Max-Qual)										AX288
	Clinical Educator (Max)										AX278
	Clinical Educator (Min)										AX274
	Other Academic Activity (Qual)										AX175
	Other Academic Activity										AX170
TOTAL CLAIM:											

Employee Signature

Account to be charged:

Code	Hours	Account to be charged
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Year	Hours	Account to be charged
		/ /
		/ /
		/ /

Name of Authorising Officer

Signature of Authorising Officer: _____

Date _____

HR Use Only	Job Number:
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Pay Date:	
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Processed By:

Date:

Division of Human Resources - <http://www.csu.edu.au/division/humres>

Albury – Wodonga Campus

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Facsimile: 02 6051 9916

Bathurst Campus

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Private Mail Bag 29

BATHURST NSW 2795

Telephone: 02 6338 4107

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Wagga Wagga Campus

(Graham Building)

PO Box 588

WAGGA WAGGA NSW 2678

Telephone: 02 6933 2230

Facsimile: 02 6933 2886

IMPORTANT NOTES

1. Please use Black or Blue pen to complete timesheets. Do not use pencil.
2. If this timesheet is to be faxed DO NOT follow up with original, otherwise a double payment may result.
3. Incomplete, unsigned or late timesheets will not be processed.
4. Completed timesheets must be received by the Division of Human Resources on Monday immediately following pay day. Claims may be projected up to and including the Thursday of that week.
5. The Division of Human Resources must be notified of any amendments to timesheets by no later than 12.00 pm on the Thursday of off pay week (i.e. the day up to which claims may be projected).
6. Timely and regular submission of pay claims is advised. Bulk submission of pay claims covering more than one pay period may result in higher taxation.

PRIVACY STATEMENT

The personal information you provide on this form is protected by the Privacy and Personal Information Protection Act 1998 (NSW).

You are required to provide this information to enable the University to verify and make payment for authorised work performed by yourself.

Access to the information you provide is available to yourself, your supervisor and Dean/Executive Director and those persons authorised to access the information in the course of their duties to the University.

This form will be retained by the Division of Human Resources and held as an auditable document for a period of twelve months.

Further details regarding access and notations to personal information provided by yourself to the Division of Human Resources are set out in the University's policy "Access to Personal Files".