



**Note: For new staff, please ensure Surname and Given Names are spelt correctly.
Please forward completed forms to hr@csu.edu.au**

Surname		Given Names		Staff Number	
Courtesy Title (eg. Mr/Ms)		Gender	Male	Female	Date of Birth
Start Date	End Date	Note: Casual staff will have access to CSU IT services and will be visible on the Timesheet Approver's Team List on the web kiosk until the <u>nominated end date</u> .			
Faculty / School / Division		Staff Member's Address			
Campus Location					
Position Title	Level	Student	Yes	No	

The Supervisor is the person who has day to day responsibility for this employee. Name of Supervisor

The Timesheet Approver is the person responsible for determining the accuracy of submitted timesheets. The timesheet approver is the person to whom this employee will directly report inside the HR System. This person may approve timesheets in the kiosk or forward (escalate) the request to their supervisor. Timesheet Approver (if not supervisor)
Supervisor's / Timesheet Approver's Position Number (whichever is applicable)

Account Code

Comments

Budget Centre Manager:

Name	Signature	Date	

This form needs to be submitted to hr@csu.edu.au prior to commencement of employment to enable casual staff access to CSU systems and entry onto the payroll system. This form will be returned to you if not completed in full.

Please note: Taxation, [banking](#) and [superannuation](#) forms must be completed by:

- All new casual staff.
- Casual staff with current/previous employment at CSU whose details have changed since last providing this information.

Press button to submit via email or mail to:

HR Service Centre
Division of Human Resources
Phillips Building(C1-1)
Bathurst Campus

Submit Via Email

HUMAN RESOURCES USE:
Checked:
Job No: