MONASH University

Casual Academic Sessional Time Sheet

Attendance hours should be entered at the time the work is undertaken. Please ensure that fields marked with * are completed.

***Week/Fortnight Commencing:**		Personnel Number:	
*Family Name:		*Given Names:	
Organisational Unit/Department:	School of Music - Conservatorium	*Staff Member's Signature:	
*Campus	Clayton		

Date	Time From	Time To	Lecture - Basic (2051) Hrs	1 – 1 Teaching (Studio Teach) (2089) Hrs	Workshop (2089) Hrs	Ensemble (2089) Hrs	Chamber Music (2089) Hrs	Professional Practice (2089) Hrs	Performance/ Concert Practice (2089) Hrs	Ethno / Musicol (2089) Hrs	Music Accompanying (2082) Hrs	Examining (2057) Hrs	Auditioning (2057) Hrs	Marking Standard (2091) Hrs	Other	Cost Centre (2) (Office Use Only)	Fund (2) (Office Use Only)
TOTAL																	

Notes:

1. Enter the number of hours worked against the relevant academic activity, refer **http://www.monash.edu.au/entbarg/academic-general-2005/schedule-2.html** for all other casual academic activities and their Wage Type code
2. Only complete the Cost Centre and Fund to override their primary costing

***Authorisation**	Name	Signature	Date	Contact Number
Attendance Verification (Supervisor)				
Payment Authorisation (Authoriser)				

For office use only (Employee Remuneration – Infotype 2010)	ACTIONED BY:	PAY PERIOD:

It is the responsibility of the department to retain the original time record (time sheet) in a secure location for a period of seven (7) years.

HR Services privacy collection statement is located at http://privacy.monash.edu/guidelines/coll-persinfo.html#hr

TS04