

ONCE-OFF PAYMENT REQUEST FORM



This form should not be completed for Agency Workers or casual staff who regularly submit timesheets.
For further advice and assistance with completing this form, please contact [Payroll Services](#).

Appointment Details

Given/Other Names	Surname	Staff ID
Personal Email Address <small>*used to email pay slip if not a current staff member</small>		Campus
Supervisor Name and Title		
College/Division	School/Unit	
Position Title	Start Date	End Date
Funding (must equal 100%)		
Cost Collector	Include % Split	
Cost Collector	Include % Split	
Please note in addition on-costs are payable.		

Payment Details

Payment will be made after the end date unless prior arrangements have been made with Payroll.			
Contact Payroll Services immediately if the work was not completed so we can cancel the payment.			
	Pay Rate	Hours	Total Amount to be paid (excluding on-costs)
Academic once-off			
Payment Honorarium			
Examination of Thesis			
DBA Supervisor			
Other			
Brief Description of Work Completed			

ONCE-OFF PAYMENT APPROVAL



Please attach any evidence (such as an email, letter) confirming this appointment.

If this is the first payment from UON, please attach the [Employment Pack](#), Proof of Working Rights, [Superannuation Choice Form](#). [Tax File Declaration](#) should be emailed by the payee to taxationforms@newcastle.edu.au.

Please note: If they are employed by another Australian University/state/government employer, UON employment pack or Proof of Working Rights are not required.

Approvals

Incomplete information or missing documentation may cause delays in processing the payment.

By signing below, you are confirming that your Business Unit has completed or obtained evidence of the following:

Please refer to the [HR Delegations](#) for appropriate approvals

Approval 1: Supervisor / Grant Holder

Approver's Name

Approver's Position

Approver's Signature

Date

Approver 2:

Approver's Name

Approver's Position

Approver's Signature

Date

Any personal information collected on this form must be collected, stored and used in accordance with the Privacy and Personal Information Protection Act NSW 1998 and the University's Privacy Management Plan.

EMAIL this completed and approved form to payrollservices@newcastle.edu.au.