

ONCE-OFF PAYMENT REQUEST FORM

Please forward all once-off payment requests to HR Client Services for assessment and processing. Please note that 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 your HR Client Services Advisor.

Note: Payment is made after the end date of work.

APPOINTMENT DETAILS

Staff No.	Email Address	Surname	First Name	Title
Gender	Campus / Location	Supervisor Name and Title		
College / Division		School / Unit		
Position Title			Start Date	End Date
Is the work completed?	Yes	No	Payment to be made at the completion of end date? OR Payment in installments? Please directly liaise with payrollservices@newcastle.edu.au to determine schedule of payments.	
		Pay rate	Hours	Total Amount to be paid (excluding on-costs)
Academic once-off				
Payment Honorarium				
Examination of Thesis				
DBA Supervisor				
Other				

FUNDING

Cost Collector	Include % Split (must total 100%)	Cost Collector	Include % Split (must total 100%)
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To ensure that budget commitments are accurately reflected, please note that in addition on-costs are payable .
An online [Commitment Calculator](#) is available to assist with calculating the total cost of the appointment.

BRIEF DESCRIPTION OF WORK COMPLETED

ONCE-OFF PAYMENT APPROVAL

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 and Proof of Working Rights.

APPROVAL 1 – Supervisor or Grant Holder

Name

Date

Signature

APPROVAL 2 – (Please refer to the HR Delegations and/or Recruitment of Research Staff Guideline for appropriate approvals).

Name

Date

Signature

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.



Click here
to Email

Email completed form
for approval

Return approved form to your
HR Client Services Advisor