

MANUAL TIMESHEET

ACADEMIC STAFF



This form is for payment of salary for casual lecturing, tutoring, marking, other academic activity and teaching. Timesheets must be submitted by 11.00AM of the week *prior* to Pay Week. Incomplete forms will not be processed.

STAFF details

STAFF NUMBER:

JOB NUMBER:

COST COLLECTOR:

DETAILS CODE:

SURNAME:

GIVEN / OTHER NAMES:

Faculty / Division:

School / Organisational Unit:

POSITION details

Date	Course	Code & Description	Hours
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Note: Sessional rates are based on: One hour preparation, one hour delivery and one hour marking.

Staff member's DECLARATION

Staff member's NAME:

I certify that the hours shown above have been worked.

Staff member's SIGNATURE:

DATE:

Approver's DECLARATION

Approver's NAME:

I certify that the rates and contact hours above are correct.

Approver's SIGNATURE:

DATE:

SUBMIT THIS FORM

EMAIL this form (completed and signed) to payrollservices@newcastle.edu.au.