



Human Resources Division

Casual Staff Timesheet/Additional Hours Payment Request

HR Office use
only

By signing this document you declare the information given true and correct

Type of request (please indicate)

<input type="checkbox"/>	This request is an additional hours or overtime request OR
<input type="checkbox"/>	This request is a casual payment request
<input type="checkbox"/>	IF this is a casual payment request, has a Standard Casual Staff Individual Employment Agreement been completed?

Please note: No casual payment can be actioned unless the Casual Staff Agreement has been received by Payroll Service

For casual staff, holiday pay is paid on a pay-as-you-go basis unless other arrangements have been made with payroll services

<input type="checkbox"/>	Other arrangements have been made – holiday pay is not to be paid with this payment
<input type="checkbox"/>	This is a final or one-off payment

Personal Details

Employee Name		Employee number	
Department		Date of request	
Position		Supervisor	

Request details

Period covered:	From:	To:
Total hrs worked		Award grade
Hourly rate	<i>(plus 8% holiday pay for casual staff)</i>	
OR Agreed Fee:	<i>(plus 8% holiday pay for casual staff)</i>	

Timesheet record

- Please enter the dates and times of commencing and finishing work (please use extra tables on back of form if necessary)
- Lunch breaks are unpaid when calculating the daily number of hours

Day	Date	Start time	Finish time	Meal break	No of hours		Day	Date	Start time	Finish time	Meal break	No of hours	
Mon							Mon						
Tue							Tue						
Wed							Wed						
Thu							Thu						
Fri							Fri						
Sat							Sat						
Sun							Sun						
Total hours worked:							Total hours worked:						

Account Code *(please tab to get to next number field when filling in account code)*

GL	PL	_____
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(Please ensure that the appropriate dissection of this account code is open on Finance One and is valid for wage repayment to be drawn against)

Employee Signature	
Supervisor Signature	
HOD Signature <i>(or other person with formal delegated authority)</i>	
Name <i>(please print)</i>	
Designation	

Additional Hours/Casual Timesheet Record

- Please enter the dates and time of commencing and finishing work
- Please note: Lunch breaks are unpaid when calculating the daily number of hours

Day	Date	Start time	Finish time	Meal break	No of hours
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					
Total hours worked:					

Day	Date	Start time	Finish time	Meal break	No of hours
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					
Total hours worked:					

Day	Date	Start time	Finish time	Meal break	No of hours
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					
Total hours worked:					

Day	Date	Start time	Finish time	Meal break	No of hours
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Fri					
Sat					
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Total hours worked:					

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Total hours worked:					

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Total hours worked:					