

Instructions for completing the Work Schedule/Change to Fraction – General Staff (Non-Trades) Form:

- Where possible, fraction **changes** should be effective from the **beginning of a new fortnightly pay period** (i.e. Saturday) and the end date (if applicable) is the **end of the fortnightly pay period** (i.e. Friday). For new starters, the start date should be the actual commencement date.
Please ensure the work pattern for week 1 and 2 reflects the University's [pay period schedule](#).
- "Start Time" is the normal time work is commenced (exclude any flexible arrangement) & "Finish Time" is the normal time work finishes (exclude any flexible arrangement).
- "Break" is the duration of any unpaid break, where applicable 30 minutes, 45 minutes or 60 minutes (please enter values as a fraction of an hour [minutes divided by 60 = fraction])
- "Hours Paid" is the Finish Time less the Start Time and any unpaid breaks (The hours that the employee is paid for).
- Start, Break and Finish times must be in 15 minute intervals**, excluding standard full and half days.
- Full 7.35 hour working days will be recorded as a standard day 8:45 to 17:06 with a 1.00 hour break on the SAP system.
- Only fill out as many weeks as required to show any variations in your work pattern.
- Please complete Section 4 only if staff member holds another appointment with Monash University.

| SECTION 1 – STAFF MEMBER'S DETAILS | | | | | | | | | | | | |
|---|-------------|---------------|------|---|--|-----------|---|--------------|--|--|--|--|
| Personnel Number | | | | | | | | | | | | |
| Title | Family Name | | | Given Name(s) | | | | | | | | |
| Faculty/Division | | | | | | | | | | | | |
| Organisational Unit | | | | Campus | | | | | | | | |
| Classification | | Step | | Position Title | | | | | | | | |
| Current Fraction | | Current Hours | | New Fraction | | New Hours | | | | | | |
| Start Date of (New) Fraction ___/___/___ (Beginning of Fortnightly Pay Period or commencement date for new starters) | | | | End Date of (New) Fraction (if applicable) ___/___/___ (End of Fortnightly Pay Period) | | | | | | | | |
| COST CENTRE | | | FUND | | | | % | NAME OF FUND | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

| Week 1 | Standard F/T Day | Day 1 Saturday | Day 2 Sunday | Day 3 Monday | Day 4 Tuesday | Day 5 Wednesday | Day 6 Thursday | Day 7 Friday |
|-------------|------------------|----------------|--------------|--------------|---------------|-----------------|----------------|--------------|
| Start Time | 8:45 | | | | | | | |
| Break | 1.00 | | | | | | | |
| Finish Time | 17:06 | | | | | | | |
| Hours Paid | 7.35 | | | | | | | |

| Week 2 | Standard F/T Day | Day 1 Saturday | Day 2 Sunday | Day 3 Monday | Day 4 Tuesday | Day 5 Wednesday | Day 6 Thursday Pay Day | Day 7 Friday |
|-------------|------------------|----------------|--------------|--------------|---------------|-----------------|------------------------|--------------|
| Start Time | 8:45 | | | | | | | |
| Break | 1.00 | | | | | | | |
| Finish Time | 17:06 | | | | | | | |
| Hours Paid | 7.35 | | | | | | | |

Note: If you work more than a two week work schedule, please complete and attach another form.

| SECTION 2 – STAFF MEMBER'S SIGNATURE | | |
|--------------------------------------|------------------|-----------------------|
| Signature | Date ___/___/___ | Contact Ext No. _____ |

HR Operations will email confirmation of this arrangement to the Staff Member and the Organisational Unit.
Please provide the Organisational Unit nominee: _____

| SECTION 3 – AUTHORISATION BY ORGANISATIONAL UNIT | | | |
|--|------------------|----------------------------------|------------------|
| Person with Financial Delegation | | Dean/Head of Organisational Unit | |
| Signature | | Signature | |
| Please print name | | Please print name | |
| Contact Ext No. _____ | Date ___/___/___ | Contact Ext No. _____ | Date ___/___/___ |

| SECTION 4 – AGREEMENT by ORGANISATIONAL UNIT WHERE EXISTING APPOINTMENT IS LOCATED (To be completed only if the staff member holds another appointment with Monash University) | | | |
|---|------------------|----------------------------------|------------------|
| Person with Financial Delegation | | Dean/Head of Organisational Unit | |
| Signature | | Signature | |
| Please print name | | Please print name | |
| Contact Ext No. _____ | Date ___/___/___ | Contact Ext No. _____ | Date ___/___/___ |

For assistance please contact HR Enquiries on ext 20400

Please return completed form to your HR Hub, Monash HR, Monash University, VIC, 3800