



WORK SCHEDULE AND CHANGE OF FRACTION FORM – GENERAL STAFF (NON-TRADES)

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).
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)						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 Services 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 HR Operations, Human Resources Division, Monash University, VIC, 3800

Human Resources Division privacy collection statement is located at <http://privacy.monash.edu/guidelines/collection-personal-information.html#hr>