



Attendance times should be entered at the time the work is undertaken.  
Please forward completed time sheets to reach HR Operations, by 11:00 a.m. each Thursday.

Personnel Number								
Family Name				Given Names				
Classification/Payscale Group				Award/Employee Sub Group	Trades & Services			
Organisational Unit/Department				Staff Member's Signature				

Day	Date	A Start Time	B End Time	C = B-A Total Attendance Hours	D Meal Break (1)	E = C-D Total Hours Worked	Cost Centre (2)	Fund (2)
1 SAT								
2 SUN								
3 MON								
4 TUES								
5 WED								
6 THUR								
7 FRI								

- Notes:**
1. A minimum 0.5 Hour (30-min) meal break should be taken as necessary to ensure that the work period does not exceed 5 continuous working hours without a break.
  2. Only complete the costing information if it varies from the staff member's standard costing on infotypes 0001 & 0027 (e.g. when the staff member works outside their home Cost Centre)

<b>Q1) Are you currently a Monash University Student?</b>	Y <input type="checkbox"/>	N <input type="checkbox"/>	<b>For Office Use Only</b> If Yes minimum hours payment per engagement for students is 2 hours per fortnightly payroll period
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Authorisation	Name	Signature	Date	Contact Number
<b>Attendance Verification (Supervisor)</b>				
<b>Payment Authorisation (Authoriser)</b>				

HR Operations use only (Infotype 2010)							
Wage Type	Hours	Wage Type	Hours	Wage Type	Hours	Wage Type	Hours
<b>ACTIONED BY:</b>				<b>PAY PERIOD:</b>			

Please return completed form to HR Operations, Monash HR, Monash University VIC 3800  
FAXED COPIES WILL NOT BE ACCEPTED

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

**TS02**