**FORTNIGHTLY TIMESHEET – CASUAL GENERAL STAFF**

**Employee ID**

**Surname (please print)**

**Given Full Names**

**School/Admin Dept**

**Plant Biology**

**UWA Student**

- Yes
- No

**OVERTIME AUTHORISATION**

Where hours worked are in excess of 7.5 hours per day overtime rates will apply if more than 75 hrs in fortnight (the 23% casual loading will not apply). Penalty rates will NOT apply if the hours worked have been at the convenience of the employee and not specifically required by the supervisor. In these circumstances Part A must be completed. A lunch break of at least 30 mins must be included.

These hours were worked during teaching semester

- Yes
- No

**Part A**

- Employee to sign (please delete whichever does not apply)

- I requested a minimum engagement or less than three hours.

- I requested the hours for my convenience and were not specifically required by my supervisor.

**HOURS WORKED (Please indicate AM or PM)**

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Total Fortnightly Hours Worked

**SALARY SCHEDULE**

- X X X X X

**OR**

**HOURLY RATE (Do not include 23% Casual Loading)**

**Business Unit**

0 0 7 6 3

**Project / Grant**

5 1 1

**Account**

5 1 1

**Distribution**

% %

I certify that the hours claimed above are correct.

Employee Signature

Date

I certify that the hours claimed above are correct and meet the requirements of the minimum hours of engagement and payment is approved. In approving this payment, I confirm that I am an Approved Delegate and funds are available.

Signature of Approved Delegate

Name of Officer

School / Admin Dept

Date

Ext

[Document Details]

Document Name: Casual General Timesheet

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Next Review Date: June 2015

Document Version # 3

Approved by: Pandy Du Preez

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