



Your original timesheet needs to be dropped off to Unistaff Thursday evening

Employee ID No. _____ Name _____
PLEASE PRINT Surname Given Names

Department _____ (via Unistaff) Ext _____

	Date	Start Time	End Time	Meal	Ordinary Hours Worked*	Overtime Hours Worked	Meal Allow. Unit †	Account to be charged		
								R/C	P/C	Analysis Code
Fri										
Sat										
Sun										
Mon										
Tues										
Wed										
Thurs										
Fri										
Sat										
Sun										
Mon										
Tues										
Wed										
Thur										
TOTAL										

*The span of ordinary hours is 7.00am to 7.00pm, any hours worked outside this span and/or above the maximum of 7 hours per day (7 hrs 36 min if responsible for the care of animals) should be recorded as overtime hours worked (exception where a shift loading applies)

† Meal Allowance payable on overtime. 1 unit = \$21.10

Signature of Employee

Date

<p>Supervisor's Authorisation (Must be completed for payment) I certify that the staff member has worked the hours detailed above and that the minimum casual hours requirements have been complied with.</p> <p>Name: _____ Ext.: _____ Signature: _____ Date: _____</p>	<p>Head/Delegated Officer Authorisation (Must be completed for payment) I authorise payment for this work from the nominated account.</p> <p>Name: _____ Ext.: _____ Signature: _____ Date: _____</p>
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1Please note: The minimum casual engagement is 3 hours. Any engagement of less than 3 hours must be in accordance with the exemptions in clause 32.8 of General Staff Agreement. Refer also to the Casual Staff - Employment Guidelines.