



Deadline for receiving claims is 5.00pm on the Thursday prior to a pay week. Return completed form to HR Service Centre, G12.

Employee ID No. _____ Surname _____ First name _____ Middle name _____

Dept/School/Unit _____ Building Code _____ Ext _____

Please Note: Form will not be processed if completed for earnings codes other than those listed below.

Earnings Code	Date	Total Hours Worked	Fixed Amount *	Account to be charged (If this has changed since the last claim).			Description of duties performed (where applicable)
				R/C	P/C	Analysis Code	
Outside Earnings - Non-taxable # - Pre-tax payments @ (OEN)							
Outside Earnings - Payment # (OEP)							
Honorary (HON)							
Royalty (ROY)							

Signature of Employee: _____ (Must be completed for payment to be authorised) Date: _____

Head or Delegated Officer Authorisation (Must be completed for payment to be made) Name: _____ Ext: _____ Signature: _____ Date: _____	HR Service Centre Use Only Entered By: Date: Checked By: Date:
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* Must be paid in accordance with relevant University policies.
 # Must attach authorisation from Business Liaison Office in order to effect payment.
 @ Pre-tax payments to Superannuation Fund only