

CASUAL PAY (OTA) CLAIM FORM

DEPARTMENT OF GEOMATICS, THE UNIVERSITY OF MELBOURNE

Name: _____ Employee Number: _____

Forms are to be submitted FORTNIGHTLY and to be authorised by your supervisor/s.
Please submit your form by the *Wednesday* a week before the Thursday payday to ensure you are paid promptly.

Please note:

- Record the number of hours of work done for different subjects separately
- Record the hours for different kinds of work separately even if it is for the same subject, eg. a separate entry each for demonstrating and marking for 451-312.

Employee Signature: _____ Date: _____

Subject Code: _____ Work Undertaken: _____

Fortnightly Period: _____

Please fill in dates as per fortnightly period, and hours of work each day.

Date	M__	T__	W__	Th__	F__	M__	T__	W__	Th__	F__	Total Hours
Hours worked											

Authorised by: _____

Account to be charged: _____

Subject Code: _____ Work Undertaken: _____

Fortnightly Period: _____

Please fill in dates as per fortnightly period, and hours of work each day.

Date	M__	T__	W__	Th__	F__	M__	T__	W__	Th__	F__	Total Hours
Hours worked											

Authorised by: _____

Account to be charged: _____

Subject Code: _____ Work Undertaken: _____

Fortnightly Period: _____

Please fill in dates as per fortnightly period, and hours of work each day.

Date	M__	T__	W__	Th__	F__	M__	T__	W__	Th__	F__	Total Hours
Hours worked											

Authorised by: _____

Account to be charged: _____

CASUAL PAY PERIODS 2007

<i>FORTNIGHTLY PAY PERIODS</i>	<i>FORM TO THE GENERAL OFFICE BY 5PM WEDNESDAY</i>	<i>PAYDAY</i>
27 Jan – 9 Feb	7 Feb	15 Feb
10 Feb – 23 Feb	21 Feb	1 Mar
24 Feb – 9 Mar	7 Mar	15 Mar
10 Mar – 23 Mar	21 Mar	29 Mar
24 Mar – 6 Apr	Note ** Monday 2 Apr**	12 Apr
7 Apr – 20 Apr	18 Apr	26 Apr
21 Apr – 4 May	2 May	10 May
5 May – 18 May	16 May	24 May
19 May – 1 Jun	30 May	7 Jun
2 Jun – 15 Jun	13 Jun	21 Jun
16 Jun- 29 Jun	27 Jun	5 Jul
30 Jun – 13 Jul	11 Jul	19 Jul
14 Jul – 27 Jul	25 Jul	2 Aug
28 Jul – 10 Aug	8 Aug	16 Aug
11 Aug – 24 Aug	22 Aug	30 Aug
25 Aug – 7 Sep	5 Sep	13 Sep
8 Sep – 21 Sep	19 Sep	27 Sep
22 Sep – 5 Oct	3 Oct	11 Oct
6 Oct – 19 Oct	17 Oct	25 Oct
20 Oct – 2 Nov	31 Oct	8 Nov
3 Nov – 16 Nov	14 Nov	22 Nov
17 Nov – 30 Nov	28 Nov	6 Dec

CASUAL STAFF PAY RATES AS OF 29/1/2007

<i>ACADEMIC CASUALS</i>		<i>HOURLY RATE</i>
Research Assistance	RA1	\$26.81
	RA2	\$29.32
Lecturing	Initial Lecture	\$130.58
Demonstrating		\$31.05
Marking	Standard	\$31.05
<i>PROFESSIONAL CASUALS</i>		
	HEW 3	\$23.40
	HEW 4	\$27.04
	HEW 5	\$29.24
	HEW 6	\$33.91