FORM FOR PAYMENT OF SALARY - ACADEMIC STAFF

(For payment of salary in respect of casual lecturing, tutoring, marking, other academic activity and teaching) **THE FORM CAN BE COMPLETED ONLINE PRIOR TO PRINTING**. If you fill in the form by hand please PRINT CLEARLY IN BLOCK LETTERS, and you will need to print the rates for Academic Staff from this link or for Teachers from this link. **TIMESHEETS MUST BE SUBMITTED BY 11.00 AM WEDNESDAY OF THE WEEK PRIOR TO PAY WEEK. PLEASE ENSURE ALL BOXES ARE FILLED IN BECAUSE IF THE FORM IS INCOMPLETE IT WILL BE RETURNED TO YOU.**

Staff Number	**Job Number**	**Cost Collector**	**Details Code**

Name	**Faculty/School**

Date	**Courses**	**Code/Description/Rate* can be accessed by clicking on the arrow to the right of the boxes below.**	**Contact Hours**

*** Note:** The sessional rates are based on one hour preparation, one hour delivery and one hour marking.

STAFF MEMBER - I certify that the hours shown have been worked.

Name (Please Print): ..... Signature: .....
Date: ...../...../.....

HEAD OF ORGANISATIONAL UNIT - I certify that the rates and contact hours are correct.

Name (Please Print): ..... Signature: .....
Date: ...../...../.....