



# General Staff Additional Hours/Overtime Time sheet

Additional attendance times should be entered at the time the work is undertaken. Please forward completed time sheets to reach Student and Staff Services by 11:00 a.m. each Thursday

Personnel Number:		Time Period:	
Family Name:		Given Names:	
Classification/Payscale Group:		Award/Employee Sub Group:	
Organisational Unit/Department:		Staff Member's Signature:	

Date	A Ordinary Daily Hours Worked (1)	B Additional Hours Start Time (2)	C Additional Hours End Time (2)	D = C-B Total Additional Hours	E Meal Break (3)	F = D-E Additional Hours Worked	Overtime Hours Claimed	Shift (Y/N)	Cost Centre (4)	Fund (4)

## Notes:

1. Enter the ordinary hours rostered on the day e.g. 8 hours for full-time staff members working a 19 day cycle with a rostered day off
2. Only enter the start and end times of the additional hours worked excluding the ordinary rostered hours
3. Only complete the costing information if it varies from the staff member's standard costing on infotypes 0001 & 0027 (e.g. when the staff member works outside their home Cost Centre)

Authorisation	Name	Signature	Date	Contact Number
Attendance Verification (Supervisor)				
Payment Authorisation (Authoriser)				

## Student and Staff Services use only (Infotype 2010)

Wage Type	Hours	Wage Type	Hours	Wage Type	Hours	Wage Type	Hours
ACTIONED BY:				PAY PERIOD:			