

'ONE-OFF' (LUMP SUM) SALARIES PAYMENT – STAFF MEMBER

To be used for a 'one-off' payment to an existing University staff member (e.g. royalty payments, residual amounts, overseas teaching etc.) and costed as a lump sum that is not related to standard agreement rates.

DETAILS OF STAFF MEMBER:

Faculty/Office: _____ Discipline/Unit: _____

Employee number: _____ Academic Professional

Family Name: _____ Other Names: _____ Title: _____

PAYMENT DETAILS:

Work performed during the period from: _____ / _____ / _____ to _____ / _____ / _____

Nature of Work Performed: _____

Is this payment tax-free? (Royalty Payments **ONLY**): Yes No

Total Amount Claimed: \$ _____ Account Code: _____ % A/C: _____

Account Code: _____ % A/C: _____

I recommend that payment of the above Lump Sum be made.

Supervisor's Signature: _____ Date: ____ / ____ / ____

Payment Approved: _____ Date: ____ / ____ / ____
Head of Faculty/Office or other Financial Delegate

HR USE ONLY:

Processed/entered: _____ (inits) ____ / ____ / ____ Checked: _____ (inits) ____ / ____ / ____