CASUAL PROFESSIONAL STAFF FORTNIGHTLY TIMESHEET

Staff Member to submit one form, fortnightly, for work done in each job and hand to the supervisor.

Family Name: _____ Other Names: _____ Fortnight Ending: ____ / ____ / _____ (Wednesday* prior to pay week)

Employee Number: _____ Level: _____ Step: _____ Job Number: _____ Faculty/Office: _____

STAFF MEMBER TO COMPLETE: **FACULTY/OFFICE TO COMPLETE:**

Day	Date Worked	ACTUAL Start Time	ACTUAL Finish Time	Less Break(s)	= Actual Hours Worked *	Ordinary Hours	O/T or Addt'l Hours 1.5	O/T 2.0	Public Holiday	Shift, %, Code or Rate	Shift Hrs/ Units	Account Code (Enter **ONLY** if different from the normal Salary Account)
Thu	/ /	:	:	:	:	:	:	:	:			
Fri	/ /	:	:	:	:	:	:	:	:			
Sat	/ /	:	:	:	:	:	:	:	:			
Sun	/ /	:	:	:	:	:	:	:	:			
Mon	/ /	:	:	:	:	:	:	:	:			
Tue	/ /	:	:	:	:	:	:	:	:			
Wed	/ /	:	:	:	:	:	:	:	:			
Thu	/ /	:	:	:	:	:	:	:	:			
Fri	/ /	:	:	:	:	:	:	:	:			
Sat	/ /	:	:	:	:	:	:	:	:			
Sun	/ /	:	:	:	:	:	:	:	:			
Mon	/ /	:	:	:	:	:	:	:	:			
Tue	/ /	:	:	:	:	:	:	:	:			
Wed*	/ /	:	:	:	:	:	:	:	:			
				Totals:	:	:	:	:	:			

Note: Did you request to work Saturday/Sunday or over 7 hours in any day? **NO / YES** (Delete whichever is not applicable)

*** The minimum casual engagement is 3 consecutive hours on any day or for Macquarie University students 3 hours in any week during term.**

Details Correct (Staff Member): _____ Date: ___ / ___ / ____ Payment Recommended (Supervisor): _____ Date: ___ / ___ / ____

Payment Approved (Executive Dean/Head of Office/Financial Delegate): _____ Date: ___ / ___ / _____ Recorded in Faculty/Office: ____ ___ / ___ / ____

HR USE ONLY: Processed/entered: _____ (inits) ___ / ___ / ____ Checked: _____ (inits) ___ / ___ / ____