



**HUMAN RESOURCES
HIGHER DUTIES ALLOWANCE (General/Professional staff only)**

Eligibility to a HDA requires a minimum of 5 working days in the role.

School/Admin dept

SECTION 1 - PERSONAL DETAILS

Employee number

Substantive position number

Family name

Given names

SECTION 2 - HDA POSITION DETAILS

Position number Job title Level Step

HDA start date (dd/mm/yy) HDA finish date (dd/mm/yy) FTE while acting

Percentage of HDA duties to be undertaken by employee % **

** HDA will only be paid at < 100% when duties and responsibilities are shared between two or more staff OR it is determined not all HDA duties are to be undertaken.

If working part-time in HDA, will employee continue to work in substantive position? Yes No

PLEASE NOTE: All non-superannuated allowances will cease for the period of the HDA.

Is this person participating in Purchased Leave/Deferred Salary Scheme? Yes No

Reason for HDA

SECTION 3 - ACCOUNTS TO BE CHARGED

Business unit Project/grant Account %

Business unit Project/grant Account %

SECTION 4 - APPROVAL

Name (please print)

Signature of Approved Delegate (See HR Delegations)

Date (dd/mm/yy)

In approving this payment I confirm that I am an Approved Delegate and funds are available.

HUMAN RESOURCES USE ONLY

Proficiency %