

FORTNIGHTLY TIMESHEET - CASUAL GENERAL STAFF

Employee ID		Surname (please	print)		Given Full Na	mes		School/Admin D)ept	UWA	Student Yes	No
Penalty rates w supervisor. In	vorked are i vill NOT app these circu	n excess of 7.5 h ply if the hours w Imstances Part A	orked have been a must be complete	t the convenience		ading will not apply). I not specifically requi	red by the	I requested a m	yee to sign (please of inimum engagement hours for my conveni	of less than three h	ours	red by
These hours w	ere worked	during teaching		es No		_		·				
			RS WORKED (P					HUMAN RESOURCES USE - EXTENSION OF HOURS				
	Date	From	To	From	To Hrs Mins	(7.5 hrs and under)	(Authorised O/T Hrs)		Code 510 (Overtime @ 1.5 T)	Code 512	Code 514	
Mon	Date	Hrs Mins	Hrs Mins	Hrs Mins	Hrs Mins	Column 1	Column 2		(Overtime @ 1.5 1)	(Overtime @ 2 1)	(Overtime @ 2	2.5 1)
Tue												
Wed												
Thu											<u> </u>	
Fri												
Sat											<u> </u>	
Sun												
Mon												
Tue												
Wed											<u> </u>	
Thu											<u> </u>	
Fri											<u> </u>	
Sat												
Sun												
POSITION NUMBER			Tota	I Fortnightly Ho	urs Worked							
SALARY SC	Business	Unit	Budget Ye	OR ear	HOURLY RATE Project/Grant	(Do not include 25	% Casual Loading	g) Account	\$ Dis	stribution %		
I certify that the hours claimed above are correct. Scholarship Holders only I certify I have not worked more than 8 hours a week during the notional standard working hours of 9am to 5pm, Monday to Friday. Employee Signature Date			I certify that the hours claimed above are correct and meet the requirements of the minimum hours of engagement and payment is approved. In approving this payment I confirm that I am an Approved Delegate and funds are available. Signature of Approved Delegate									
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PAYMENTS to CASUAL STAFF

Minimum engagement is 3 hours, except for UWA students, who can work 3 hours over a fortnight and other <u>defined categories</u>.

Please refer to Minimum Hours for a full outline of requirements.

NORMAL RATES

Monday to Friday	Ordinary time plus 25% casual loading
7.5hrs per day	(no. of hours x hourly rate)
Saturday, Sunday	Ordinary time plus 25% casual loading
7.5hrs per day	(no. of hours x hourly rate)
Public Holidays that University Staff Work	Ordinary time plus 25% casual loading
7.5hrs per day	(no. of hours x hourly rate)
Days observed in lieu of public holidays	Ordinary time plus 25% casual loading
worked	(no. of hours x hourly rate)

OVERTIME RATES

Monday to Friday	Time and one half for the first 3 hours
Once 7.5hrs per day is exceeded	(no. of hours $x 1.5 = x$ hourly rate)
	Double time thereafter
	(no. of hours x 2 = X hourly rate)
Saturdays once 7.5hrs per day is exceeded	Time and one half for the first 3 hours up to 12noon
	(no. of hours $x 1.5 = x$ hourly rate)
	Double time after the first 3 hours or for hours worked
	after 12noon
	(no. of hours $x = x$ hourly rate)
	eg 10.00am - 1.00pm
	10.00 – 12 noon = 2 hours @ 1.5 time
	12noon – 1.00pm = 1 hour @ 2 time
Sundays once 7.5hrs per day is exceeded	Double time
	(no. of hours x 2 = x hourly rate)
Public Holidays that University Staff work	Time and one half for the first 3 hours
once 7.5hrs is exceeded	(no. of hours $x 1.5 = x$ hourly rate)
	Double time thereafter
	(no. of hours x 2 = X hourly rate)
Public Holidays that University Staff	Double time and one half for all hours worked
DO NOT work	(no. of hours $x 2.5 = x$ hourly rate)

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DECLARATION

Ability to perform the requirements of the position

As an employee you have the occupational health and safety responsibilities to not place yourself or others at risk of injury or harm. This means that you must inform your supervisor throughout the course of your employment of any health matter or injury that may, or will likely affect your ability to perform the requirements of the position (also referred to as inherent requirements of the position).

The University promotes the provision of assistance, aids and equipment (reasonable accommodations) to employees who require these to perform their duties. You are required to advise your supervisor/manager promptly if you require accommodations on account of illness, injury or disability, at any time during your employment.

For further advice regarding employee and employer rights and obligations around reasonable accommodations contact Equity and Diversity Services (telephone 6488 3873). For advice on modification to duties or equipment provision, contact the Senior Occupational Therapist from UWA Safety and Health (telephone 6488 2784).

To help identify staff that require accommodations in their workplace and ensure that these are provided, please answer the following questions by ticking the relevant box.

1.	perform the inherent requirements of the position?	quire accommodation/s in order to			
	perioriti the inherent requirements of the position:	Yes	□No		
	you have indicated that you require accommodations, an Occupational Therapist from ontact you to discuss your needs.	Safety and He	ealth will		
	Are you currently, or have you at any time within the last five (5) years, been in receipt or a workers' compensation claim; third party insurance claim (such as a motor vehicle accidences, incapacity, disability, injury or impairment; or from any salary continuance insurance in the same continuance insurance in the same continuance in the	lent claim); disa	ability claim for		
2b	b. Is the claim currently open or benefit continuing?	Yes	□No		
Co	istory of a prior claim will NOT in itself preclude appointment to the position. Under se compensation and Injury Management Act, if at any time when seeking or entering into or falsely represents themselves as not having previously suffered from a disability w equent claim, a dispute resolution body may, in it's discretion, refuse to award comper	employment a hich is the sul	person wilful		
	If the University has concerns about your ability to perform the inherent requirem during your employment, it may direct you to attend a review by a medical practit specialist or allied health professional.				

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Useful HR Websites at UWA

(to be retained by employee)

HR Homepage: www.hr.uwa.edu.au

Every employee at UWA is allocated a unique 8 digit employee number on the University's Human Resources Information System (Alesco). This remains the same no matter how many times the employee leaves and returns to the University, however different job numbers may be allocated. To obtain your employee number, please contact your School Administrative Officer, School Manager or Human Resources.

Employee Self Service (ESS): www.hr.uwa.edu.au/ess

ESS Website: www.hr.uwa.edu.au/ess

First Login: use your eight (8) digit employee number and your initial password is your six (6)

digit date of birth—ddmmyy format.

View and Update various personal details:

Your home address, postal address, emergency contact details, email address, internal mailbag delivery address, qualifications, employee demographics

View your Payroll details:

View your payslips, update your bank account details, update your current deductions, choose your payment summary delivery method and view & print your payment summary

Inductions: www.hr.uwa.edu.au/working/new-staff/induction

Conditions of Employment: www.hr.uwa.edu.au/page/95944

Superannuation: www.hr.uwa.edu.au/policies/policies/pay/employee-benefits/superannuation

Equity & Diversity: www.equity.uwa.edu.au

Safety & Health: www.safety.uwa.edu.au

Staff Contact Directory: http://directory.uwa.edu.au