

☐ New Contract

Amendment to:
(select all that apply)

☐ Total Cost☐ Dates☐ GL Account☐ Other

Family Name

Given Names

Courtesy Title

Employee Number

Contact Phone Number

Email Address

Gender

Date of Birth

Home Address (not C/- School)

State of primary work location (for Payroll tax purposes)

Faculty/Division/Office

School/Section/Centre

Associated Campus

Session No.

Employment From

Employment To

Contract No.

Timesheet Approver

Comments:

Total:

Salaries and other costs associated with this appointment are to be funded from:		<input style="width: 100%;" type="text"/> %
(please allocate percentages if there is more than one cost code)		<input style="width: 100%;" type="text"/> %
		<input style="width: 100%;" type="text"/> %

Budget Centre Manager

(if different from Band 6 delegate below)

Name	Signature	Date
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I certify that the above person has the qualifications and skills to undertake the work indicated above and that the salary rate recommended is appropriate to the duties to be performed.

Band 6 or above

[Who is this?](#)

Name	Signature	Date
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Employee Section

Online timesheets must be submitted through the [Web Kiosk](#) to claim actual hours worked. If you have not worked for the University during the past 12 months, completed taxation, [banking](#) and [superannuation](#) (Accumulation 1) forms should be forwarded to Payroll (payroll@csu.edu.au), Division of Finance, Wagga Wagga Campus. (NOTE: Banking details can be added/changed in Web Kiosk once login details have been activated).

I (the above named person) acknowledge that I have read and fully understand the information set out above and the conditions set out in Schedule A of this form. I also acknowledge that notwithstanding anything contained in these terms and conditions of employment, there shall be no expectation of the renewal or extension of this appointment. I further acknowledge that this offer supersedes all prior discussion and communications and represents the entire terms of the appointment. I also acknowledge that the maximum hours detailed must not be exceeded under any circumstances without prior approval from the University and that the maximum number of hours may be reduced. I warrant that I have the qualifications and skills necessary to undertake the work offered and accept the appointment subject to those conditions.

If you are not an Australian Citizen by signing and accepting this offer:

- You must hold an appropriate visa with work rights at all times of your appointment with the University; and
- You cannot commence work until such time as you provide the University documentary evidence of your work entitlements
- If at any time your visa status changes or your work entitlements or visa conditions change, you must inform the Division of People and Culture immediately; and
- If your visa expires or is cancelled or your work entitlements cease, you must inform the Division of People and Culture immediately and you must cease work immediately.

☐ Visa Attached (If Applicable)

DPC USE:

Checked:

Job No:

Employee Signature

Date

Important Information for Submission

APPOINTMENT CLASSIFICATION CODES

1. Applies where the person is required to carry out full subject coordination duties as part of their normal duties, or upon appointment they hold or during appointment they gain a relevant doctoral qualification.

2. Little preparation required and the person is required to carry out full subject coordination duties as part of their normal duties, or upon appointment they hold or during appointment they gain a relevant doctoral qualification.

3. Normal preparation time and the person is required to carry out full subject coordination duties as part of their normal duties, or upon appointment they hold or during appointment they gain a relevant doctoral qualification.

4. Normal preparation time.

5. Little preparation required.

6. Applies where the person is required to perform work such as complex subject coordination or developing new subjects, or upon appointment they hold, or during appointment they gain, a relevant doctoral qualification.

7. Applies where the person is required to perform work such as complex subject coordination or developing new subjects.