Charles Sturt University

Professional/General Staff Casual Form

☐ New Appointment | Amendment to: (select all that apply) | ☐ Position Title | ☐ Dates | ☐ GL Account | ☐ Other | [_____]

Employee Details

Family Name
[_____]

Given Names
[_____]

Courtesy Title
[_____]

Employee Number
[_____]

Contact Phone Number
[_____]

Gender
[_____]

Date of Birth
[_____]

Campus Location
[_____]

Building
[_____]

Home Address (not C/- School)
[_____]

Part-Time Staff Only:
Are these hours additional hours directly associated with a continuing or fixed-term position?   ☐ Yes   ☐ No

Faculty/Division/Office
[_____]

School/Section/Centre
[_____]

Job No. (if known)
[_____]

Employment From
[_____]

Employment To
[_____]

Position Title
[_____]

Level/Step
[_____]

Casual staff will have access to CSU IT services and will be visible on the Timesheet Approver's team list on the Web Kiosk until the underlined end date.

The Timesheet Approver is the person responsible for determining the accuracy of submitted timesheets. The timesheet approver is the person to whom this employee will directly report inside the HR system. This person may approve timesheets in the Web Kiosk or escalate the request to their supervisor.

Timesheet Approver's Name
[_____]

Timesheet Approver's Position No.

Salaries and other associated costs are to be funded from:

(please allocate percentages if there is more than one cost code)

[_____] [____] %
[_____] [____] %
[_____] [____] %

Comments
[_____]

☐ Australian citizenship or right to work in Australia confirmed (Attach Visa if applicable).

Authorisation

	Name	Signature	Date
Budget Centre Manager (if **different** from Band 5 delegate below)			
Band 5 or above Who is this?			

This form needs to be submitted to hr@csu.edu.au one week prior to commencement of employment to enable casual staff access to CSU systems and entry onto the payroll system. This form will be returned to you if not completed in full.

Please note: **Taxation**, **banking** and **superannuation** forms (Accumulation 1) must be completed by:

1. All new casual staff
2. Casual staff with current/previous employment at CSU whose details have changed since last providing this information.

(Note: Banking details can be added/changed in the Web Kiosk once login details have been activated)

HUMAN RESOURCES USE:

Checked:

Job No: