

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

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 nominated 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.

Position Title	Start Date	End Date	Job No. (if known)	Level and Step Employing CSU Students	Account Code	Timesheet Approver

Comments

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

Authorisation

Budget Centre Manager

 (if **different** from Band 5 delegate below)

Name

Signature

Date

Band 5 or above

[Who is this?](#)

Name

Signature

Date

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: