



Input by: Name \_\_\_\_\_

Signature: \_\_\_\_\_

Date: / / \_\_\_\_\_

## DIRECTIONS FOR COMPLETION OF THIS FORM

### EMPLOYEE

1. Complete the 6 boxes at the top of the form with:
  - The Organisation Unit and Activity Code for which the work was performed.

A separate form will need to be

completed for each combination of Organisation Unit and Activity Code.

- Your name
- the Fortnight Ended date
- Your Employee Number (found on your last pay slip)
- Your work location

2. Complete the body of the form as indicated by the column headings with the times you worked each day.  
Calculate the hours you actually worked excluding meal breaks for both ordinary hours and overtime hours

3. Total the "Ordinary Hours" column and the "Overtime Hours Worked" columns. This will be the the time for which you are paid.

4. Sign and date the form (Failure to do this will result in payment being delayed until **all** signatures are obtained)

5. This form **must** be received in Salaries Section by Friday before pay day

### SUPERVISORS

6. Check all the information on the form is correct (pay particular attention to the calculations for hours worked and cost coding as Salaries Section will not check these calculations  
Check that the form is complete and signed by the employee)
7. Complete the line "Approved by:" with your name, signature and date
8. Have the formed signed by the "School Approving Officer" designated for your area
9. Forward the form promptly to Salaries Section



or entries