

'ONE-OFF' (LUMP SUM) SALARIES PAYMENT - NON STAFF

FORM 6.02f/3f

To be used for a 'one-off' payment to a person not registered as a company for work (e.g. overseas teaching) costed as a lump sum **and** not related to standard Agreement rates. It replaces Application, CV and Timesheet Forms, provides minimal personal details, and need not be completed by the person.

N.B. THIS FORM IS NOT TO BE USED FOR EXISTING UNIVERSITY STAFF (SEE FORM 6.02g/3g)

DETAILS OF APPOINTEE:

Division/Office _____ Discipline/Unit: _____

Previously employed by the University? No Yes - Employee Number: _____

Family Name: _____ Title: _____ Gender: _____

Other Names: _____ Date of Birth: ___/___/___

Home Address: _____

State: _____ Post code: _____ Phone (h): _____

Is the person a Permanent Resident?: Yes No

Citizenship: Australia New Zealand Other - * Attach a photocopy of visa from passport

Current **Tax** form attached **OR** already supplied this year **OR** not supplied.

Current **Banking Authority** form attached **OR** already supplied this year and unchanged.

(Pay advice and group certificate will be sent to home address)

Qualifications: _____

PAYMENT DETAILS:

Generic Position No: _____ Position Title: _____

Work performed during the period from ___/___/___ to ___/___/___

Nature of Work Performed: _____

Amount(s) Claimed: _____ \$

_____ \$

Total: \$

Is this payment tax-free? (Royalty payments ONLY) Yes No

Account Name: _____ Acc code: / /212(218) %

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I **recommend** that payment of the above Lump Sum be made if so determined by the Vice-Chancellor or appropriate Deputy Vice-Chancellor. Details of selection/calculations will be retained in the School/Office.

Supervisor's Signature

___/___/___
Date

Appointment approved, and recommendation of lump sum payment supported:

Head of Division/Office or other Financial Delegate

___/___/___
Date

Lump Sum Payment Approved:

Vice-Chancellor or Deputy Vice-Chancellor

___/___/___
Date

PERSONNEL OFFICE USE ONLY



MACQUARIE UNIVERSITY 16 AUGUST 1999

Processed/entered: _____ (inits) ___/___/___ Checked: _____ (inits) ___/___/___