



**SAL117
CASUAL ACADEMIC CLAIM FORM
(PART-TIME TEACHER)**

TO: SALARIES

This claim covers the period: From / / To / /	<ul style="list-style-type: none"> ▪ Can only claim one fortnight per form ▪ Must follow casual academic claim schedule If this is your <u>first claim</u> please ensure a HR63 Offer of Employment Form is attached.
Employee ID <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> EMPL RCD# <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/>	Family Name _____ Given Name/s _____ <div style="text-align: right; font-size: small;">(please print)</div>

<u>Description</u>	<u>Earning Code</u>	<u>Units</u> (eg. 12.75)	<u>Subject/Course Code</u>
Lecture – Distinguished person	149	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>
Lecture – Signif plan & dev/spec expert	150	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>
Lecture – Normal rate	151	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>
Lecture – Repeat	152	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>
Tutorial – One hour normal	153	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>
Tutorial – One hour repeat	154	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>
Tutorial – One hour normal (PHD)	361	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>
Tutorial – One hour repeat (PHD)	362	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>
Demonstration/Other academic duties	157	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>
Demonstration – Normal rate (PHD)	364	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>
Other:		<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>

See over for more codes

Total Units Claimed

Claimant's Signature: _____
Contact Number: _____

I certify that the above claimed units have been worked and the total units are a valid claim against the EMPL RCD # stated and the records maintained in the school. Supervisor _____ <div style="text-align: right; font-size: small;">Print Name & Initials</div> Signature _____ <div style="text-align: right; font-size: small;">/ /</div>	<p><u>Financial Delegation has been authorised on the HR63- Offer of Employment Form.</u></p> <p style="font-size: small;">For casual teaching rates refer: http://www.hr.unsw.edu.au/casacsal.htm</p>
Email _____ Ext _____ Date _____	

PAY ADVICES
 Are available to print or view online at <<https://my.unsw.edu.au/>>.
 Login ID: (ex: staff s1234567 or student z1234567). Unipass: (if you do not have a Unipass ring 9385 1333).

<u>Description</u>	<u>Earning Code</u>
Marking – Supervising Examiner	159
Marking – Routine Marking	160
Marking – PHD	365
Practice Teach. Supervision (One Method/High Sch.)	163
Practice Teach. Supervision (Two Method/Pry. Sch.)	164
Co-ordinator Pract. Teach. Supervisors (@Student)	165
Supervisor	166
Supervisor in Charge (1-150)	167
Supervisor in Charge (151-350)	168
Amanuensis	171
Senior Supervisor (351 +)	175
Individual Arrangements Supervisor	177
Clinical Sessions (Faculty of Medicine)	178