



### 3. EMPLOYEE DECLARATION

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I declare:

- I have obtained permission from my Head of School to perform this paid outside work via the Acceptance Form submitted to the Research Grants and Contracts Office in accordance with the [UNSW Paid Outside Work by Academic Staff Policy](#).
- I acknowledge that this payment is a discrete payment for work performed under the [UNSW Paid Outside Work by Academic Staff Policy](#), and that this payment in no way represents an ongoing entitlement to such payment, and is not to be used to determine any other form of entitlement.
- I acknowledge that this payment relates to work performed within the standard allocation of hours for academic staff to perform paid outside work under the [UNSW Paid Outside Work by Academic Staff Policy](#) and does not create any entitlement to overtime or time in lieu.
- I acknowledge that the amount earned for this work as outlined above is inclusive of superannuation contributions, and that if I elect for UNSW to make a superannuation contribution, this will be deducted from the amount to be paid to me.
- I acknowledge that UNSW will deduct relevant taxation (including income tax) from any payments made to me.
- I authorise UNSW to deposit the funds into the account I have provided to UNSW
- I understand that my conditions of employment are covered by the [UNSW \(Academic Staff\) Enterprise Agreement 2011](#)

**Signature:**

**Date:**

**Please send the completed form to the Research Grants and Contracts Office or submit completed form via email to [rgc@unsw.edu.au](mailto:rgc@unsw.edu.au)**

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The University of New South Wales  
UNSW Sydney | NSW | 2052  
AUSTRALIA  
T: + 61 (2) 9161 9792

### 4. RESEARCH GRANTS AND CONTRACTS OFFICE

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**Funding:**

I have confirmed both the payment and chart field are correct.

**Name:**

**Phone:**

**Signature:**

**Date:**

*For use by Salaries:*

Full Time or Part Time Academic\*

Casual Academic\*

*\* Account codes listed are for Academic staff only*

### 5. SALARIES

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**Processed by:**

**Date:**