



Late Timesheet Form

This form is to be completed if the time period elapsed following Casual paid work is between 3 and 6 months. Please note if the time period elapsed is over 6 months or the supervisor is no longer employed at the time of timesheet submission then the Timesheet Statutory Declaration is required.

First Name	<input type="text"/>	Surname	<input type="text"/>
Employee Number	<input type="text"/>	Job Number	<input type="text"/>
Faculty/Division	<input type="text"/>	School/Unit	<input type="text"/>

Work Date	Day	Pay Rate [^]	Start Time	Finish Time	Break(s) in hours	Total Hours Claimed	Activity

**Additional pages may be added provided they are follow the same format
[^]Relevant Casual Pay Rates can be found on the [UOW Intranet](#) or [Awards and Agreements](#) - .e.g Rate 1, Rate 2 for Professional Casuals or D2, A2 for Academic Casuals.*

Reason timesheet was not claimed at time of working per casual agreement:

I declare that I worked the above date(s) and times.

Signature <input style="width:90%;" type="text"/>	Date <input style="width:90%;" type="text"/>
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OFFICE USE ONLY

Faculty/Division Approval per financial delegations

Name <input style="width:95%;" type="text"/>	Position <input style="width:95%;" type="text"/>
Signature <input style="width:95%;" type="text"/>	Date <input style="width:95%;" type="text"/>

HR Services Delivery Supervisor Approval:

Name <input style="width:95%;" type="text"/>	Position <input style="width:95%;" type="text"/>
Signature <input style="width:95%;" type="text"/>	Date <input style="width:95%;" type="text"/>

Payroll Services Officer Action

Date Processed <input style="width:95%;" type="text"/>	Date to be Paid <input style="width:95%;" type="text"/>
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