PART B - APPOINTMENT DETAILS (Supervisor/Course Coordinator to complete)

Name:		Employee No:	
Commencement Date:		Expiry Date:	
Job Title:		Position No:	
Org Unit Name:		Org Unit No	
Campus Location:			

Please complete either Section 1 or 2

Section 1 - Casual Academic Staff Classification

Tick relevant category and nominate workload code/s. Current rates are located at http://www.uq.edu.au/current-staff/index.html?page=11893

Casual Academic Category	Please select	Workload Code/s (eg AC20A)	Course/Program Code	Estimated Maximum Hours (whole hours only)
10 – Lecturing	☐			
20 – Tutoring	☐			
30 – Marking	☐			
40 – Music Accompaniment	☐			
50 – Other Academic Activity	☐			

Will the work be performed/paid on one fixed workload code/rate?
☐ Fixed (ACAD03)   ☐ Variable (ACAD04)

OR

Section 2 - Casual General Staff Classification:

Nominate HEW 1-9 or other casual rate and relevant increment point (complete below)

HEW or other casual rate	Increment Point	Job Family (ie Admin/Clerical, Attendant, Cleaner, Cook, Finance, Food and Beverage, Gardening/Grounds, HR, IT, Kitchen Attendant, Language Instructor, Library, PA/Reception, Professional, Research, Scientific, Security, Student Admin, Technical, Trades)	Estimated Maximum Hours (whole hours only)

SUPERVISOR or COURSE CO-ORDINATOR'S DETAILS

Supervisor's Name		Signature	
Supervisor Job Title		Date	

PLACEMENT COSTING DETAILS

Please provide placement costing details if different from position number costing

% OF SALARY	COSTING DETAILS				CHIEF INVESTIGATOR (RESEARCH ONLY)	INITIALS
	OP UNIT & SITE	FUND & FUNCTION	PROJECT (OPTIONAL)	FREE FORMAT TAG (OPTIONAL)		

APPROVAL OF APPOINTMENT – (as per HUPP 5.30.2 Approval of Staff Appointments)

Approver's Name		Signature	
Job Title		Date	

DETAILS ENTERED INTO AURION – (HR to complete)

Details Entered By		Date	
Aurion No		Emp No	

Please return to the Org Unit Finance/Admin Office for filing