# School of Natural Sciences Casual Appointment Request

# This appointment request is to allow the setup of the employee onto the casual pay system only.

# An induction must be completed and signed off by the SHW Officer (Safety, Health and Wellbeing) before any work is undertaken.

**Date:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Discipline | | |  | | | |
| Name of Candidate | | |  | | | |
| Email Address | | |  | | | |
| Mobile Number | | |  | | | |
| Unit Code & Name or Research Project | | |  | | | |
| Semester | 1 | | 2 | | 3 | Other |
| Commencement Date | | |  | | | |
| End Date (if not the end of Semester) | | |  | | | |
| Name of Supervisor | | | | **Signature\***  \*Please note this is not needed if approved by email | | |
| Nominated Timesheet Approver (Supervisor or Admin) | | | |  | | |
| Project Number | | | OP / RT. | | | |
| Position Details/Duties | | |  | | | |
| Job Description | | Job Code | Total Hours or $ Value | | | |
| Lecturing | | CLEC? |  | | | |
| Tutoring | | CTUT? |  | | | |
| Demonstrating | | COTH? |  | | | |
| Marking | | CMAR? |  | | | |
| Research Assistant | | CRA? |  | | | |
| Professional | | HEO? |  | | | |
| Other | |  |  | | | |

*Please be aware the project will also incur additional oncosts of 16.48% - use the Casual Costing Estimates Worksheet link below to calculate total cost to your project.*

[*Salary-Costing-Workbook*](https://universitytasmania.sharepoint.com/:x:/r/sites/people/Shared%20Documents/Salary-Costing-Workbook.xlsx?d=w3848001d0a2c4e0daa0dd1fc408a4c07&csf=1&web=1&e=qn5Abl) *-* ***OPEN IN DESKTOP APP***

**Please forward this form to the Administration Team at:** [**SNS.Admin@utas.edu.au**](mailto:SNS.Admin@utas.edu.au)