

Pay number	Casual Pay period dates	AEF Payroll cut-off	Pay date
15	19 Dec – 01 Jan	5 Jan	14 Jan
16	02 Jan - 15 Jan	19 Jan	28 Jan
17	16 Jan - 29 Jan	2 Feb	11 Feb
18	30 Jan - 12 Feb	16 Feb	25 Feb
19	13 Feb - 26 Feb	2 Mar	11 Mar
20	27 Feb - 12 Mar	16 Mar	25 Mar
21	13 Mar - 26 Mar	30 Mar	8 Apr
22	27 Mar - 09 Apr	13 Apr	22 Apr
23	10 Apr - 23 Apr	27 Apr	6 May
24	24 Apr - 7 May	11 May	20 May
25	8 May - 21 May	25 May	3 Jun
26	22 May - 4 Jun	8 Jun	17 Jun
1	5 Jun - 18 Jun	22 Jun	1 Jul
2	19 Jun - 2 Jul	6 Jul	15 Jul
3	3 Jul - 16 Jul	20 Jul	29 Jul
4	17 Jul - 30 Jul	3 Aug	12 Aug
5	31 Jul - 13 Aug	17 Aug	26 Aug
6	14 Aug - 27 Aug	31 Aug	9 Sep
7	28 Aug - 10 Sep	14 Sep	23 Sep
8	11 Sep - 24 Sep	28 Sep	7 Oct
9	25 Sep - 8 Oct	12 Oct	21 Oct
10	9 Oct - 22 Oct	26 Oct	4 Nov
11	23 Oct - 5 Nov	9 Nov	18 Nov
12	6 Nov - 19 Nov	23 Nov	2 Dec
13	20 Nov - 3 Dec	7 Dec	16 Dec
14	4 Dec - 17 Dec	14 Dec	30 Dec
15	18 Dec - 31 Dec	TBA	TBA

NB: Geelong cut off time on Tuesday for timesheets is 12pm. Burwood – 5pm

Any hours worked after the Pay Period End date cannot be processed until the following pay period.

All time sheets MUST have :

Your name & staff number

Class code (*codes and explanations on the back of timesheets*)

Date

Course Code (*if Sessional*)

Start & Finish times

Your signature

Supervisor's signature

Budget Code (*if Research Assistant*)

Electronic Timesheets

An electronic timesheet is available from the School website. Look in Sessional. Electronic timesheets should be sent to your academic supervisor for approval and your supervisor should send your timesheet with their approval email to:

blaefpay@deakin.edu.au

Please ensure TIMESHEET and the relevant CAMPUS is in the email subject if emailing timesheet OR hand deliver authorised timesheets to:

Geelong

Jodie Richmond – Room ib4.115.1

Burwood

Jean Daw - Room lb4.112

For any queries: **Geelong Jodie Richmond Phone 522 72355 or Bruce Hoyle 522 72126**

Burwood Jean Daw Phone 924 46626

Classification		Classification Code
Casual Lecturer (Repeat Lecture no Phd)	Step 1	151-01
Casual Lecturer (Basic Lecture no PhD)	Step 2	151-02
Casual Lecturer (Developed Lecture no PhD)	Step 3	151-03
Repeat Tutor	Step 1	152-01
Initial Tutor	Step 1	154-01
Tutor-PHD or Full Subject co-ordination	Step 1	155-01
Tutor-PHD or Full Subject co-ordination	Step 2	155-02
Marking – Academic Judgement	Step 1	157-01
Routine Marker	Step 1	158-01
Routine Marker	Step 2	158-02
Specialised Lecturer	Step 1	160-01
Other Academic Activities	Step 1	161-01
Other Academic Activities	Step 2	161-02
Casual Research Assistant	Step 1	175-01