

TEMPORARY INCREASE TO HOURS – PART TIME STAFF

This form is to be used by part time staff to increase hours for a maximum period of 6 months. Complete and forward a scanned copy of the form [Human Resources Service Centre](#) for processing.

SECTION 1: STAFF MEMBER DETAILS

Staff ID: _____ School/Branch: _____ Work phone: _____
 Title: _____ Family name: _____ Given names (in full): _____ Substantive FTE: _____

SECTION 2: PROPOSED WORK PATTERN

Please nominate the duration and work pattern of your new arrangement.

Commencement date: _____ End date: _____ (max 6 months) FTE: _____

	WEEK ONE					Total Hrs	WEEK 2 (Pay week)					Total Hrs
	Mon	Tue	Wed	Thurs	Fri		Mon	Tue	Wed	Thurs	Fri PAY DAY	
Dates	--/--	--/--	--/--	--/--	--/--		--/--	--/--	--/--	--/--	--/--	
Work Hours												

Please enter Work Hours in decimal format. 1 full day = 7 hours and 21 minutes (decimal = 7.35 hours) / 1.0 FTE
NOTE: HOURS CANNOT EXCEED 8 HOURS PER DAY
NOTE: No more than two continuous periods of six months will be processed. For periods in excess of this please discuss a potential change in contract with your Supervisor or Hiring Coordinator

SECTION 3: STAFF MEMBER'S SIGNATURE AND SUPERVISOR'S ACKNOWLEDGEMENT (please print names)

<p>Staff Member</p> <p>Signature: _____ Date: _____</p> <p><i>Please retain a copy for your records</i></p>	<p>Supervisor:</p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p>
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SECTION 4: AUTHORISATION

Head of School / Branch
Corporate Manager
Faculty Executive Director
Faculty Executive Manager

Name (please print) _____

Signature: _____

Date: _____

Please contact the HR Service Centre in the first instance, extension: 31111 or email: hrservicecentre@adelaide.edu.au

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Authorised by	Director, Human Resources	Review Date:	4 January 2019	Page 1 of 1
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			