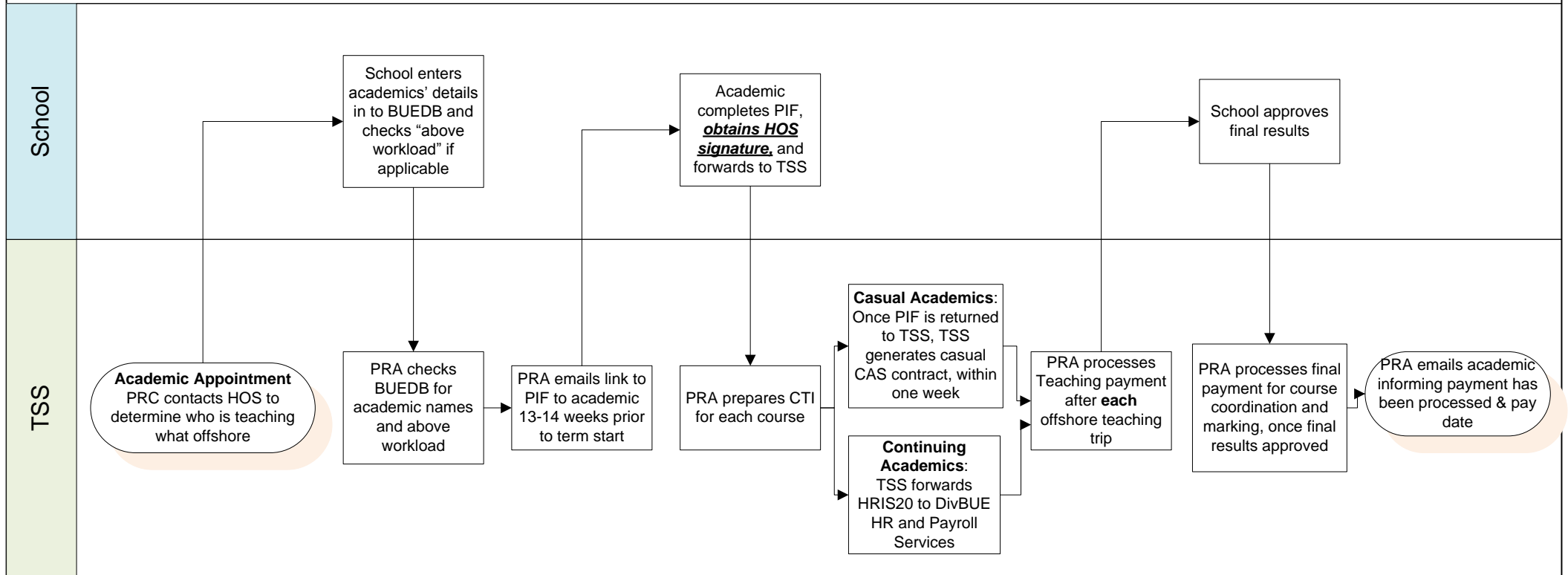


TRANSNATIONAL SUPPORT SERVICES

Process for administrating Academic Payments for Transnational Teaching



KEY

PRA: Program Relationship Administrator

CTI: Course Timeline Information

HOS: Head of School

TSS: Transnational Support Services

BUEDB: Division of Business Database used by schools and TSS for recording all offshore teaching trips and relevant associated details.

PIF: Payment Information Form – HOS signature, teaching dates, payment rates, in-load/above load etc

CAS: University Casual Payment System – note casual academics need to authorise contract before it is activated in CAS to access University systems and for payment to be generated

DivBUE HR: Division of Business Human Resources personnel located in David Pank Building

HRIS20: Offshore Teaching Above or Within Workload Payment Form