



Payment Information

PLEASE ENSURE THAT ALL SECTIONS ARE COMPLETED OR INDICATE IF NOT APPLICABLE

EMPLOYEE DETAILS

Employee Name:	Phone (wk):
Employee ID #:	Fax (wk):
Building & Room Number:	Mobile:

PROGRAM & COURSE DETAILS

Program Name: Bachelor of Business (Property)	Course:	School:
Teaching Dates:	Semester:	Intake:

TEACHING ARRANGEMENTS (PLEASE INDICATE FOR TEACHING ONLY)

ABOVE LOAD <input type="checkbox"/> (Total Payment: \$5,000)	WITHIN LOAD <input type="checkbox"/> (Total Payment: \$1,000)
Continuing <input type="checkbox"/> Contract <input type="checkbox"/> Casual <input type="checkbox"/>	Continuing <input type="checkbox"/> Contract <input type="checkbox"/>
NB: All Offshore Allowances will be paid at the conclusion of the visit (teaching component only) & following results entry, being for Course Coordination and marking of exam papers	

MARKING ARRANGEMENTS (PLEASE INDICATE FOR MARKING ONLY)

<input type="checkbox"/> Marking Rate 1 \$33.48 (standard rate: simple assessment)	<input type="checkbox"/> Marking Rate 2 \$40.08 (standard rate: standard assessment with possession of relevant doctoral qualification or requiring full subject coordination)	<input type="checkbox"/> Marking Rate 3 \$46.95 (Marking requiring a significant exercise of judgement appropriate to an academic at Level B status, usually as a supervising examiner)
--	--	---

ASSESSMENT	TIME ALLOWED FOR MARKING PER ASSESSMENT PIECE (PLEASE TICK ONE)	NUMBER OF PAPERS
Assignment 1	<input type="checkbox"/> 10 min <input type="checkbox"/> 20 min <input type="checkbox"/> 30 min MAXIMUM TIME 30 mins	
Assignment 2	<input type="checkbox"/> 10 min <input type="checkbox"/> 20 min <input type="checkbox"/> 30 min MAXIMUM TIME 30 mins	
Examination	<input type="checkbox"/> 10 min <input type="checkbox"/> 20 min <input type="checkbox"/> 30 min MAXIMUM TIME 30 mins	
Total Time		

SPLIT MARKING (PLEASE INDICATE FOR MARKING ONLY)

Name:	<input type="checkbox"/> CASUAL STAFF Payment Made to lecturer for all papers marked	<input type="checkbox"/> Continuing staff (In Load) No payment made to lecturers for papers marked	<input type="checkbox"/> Continuing Staff (Above Load) Payment made to lecturer for all papers marked
<input type="checkbox"/> Marking Rate 1 \$33.48 (standard rate: simple assessment)	<input type="checkbox"/> Marking Rate 2 \$40.08 (standard rate: standard assessment with possession of relevant doctoral qualification or requiring full subject coordination)	<input type="checkbox"/> Marking Rate 3 \$46.95 (Marking requiring a significant exercise of judgement appropriate to an academic at Level B status, usually as a supervising examiner)	

ASSESSMENT	TIME ALLOWED FOR MARKING PER ASSESSMENT PIECE (PLEASE TICK ONE)	NUMBER OF PAPERS
Assignment 1	<input type="checkbox"/> 10 min <input type="checkbox"/> 20 min <input type="checkbox"/> 30 min MAXIMUM TIME 30 mins	
Assignment 2	<input type="checkbox"/> 10 min <input type="checkbox"/> 20 min <input type="checkbox"/> 30 min MAXIMUM TIME 30 mins	
Examination	<input type="checkbox"/> 10 min <input type="checkbox"/> 20 min <input type="checkbox"/> 30 min MAXIMUM TIME 30 mins	
Total Time		

SIGNATURES

HOS Signature:	Lecturer's Signature:
Date:	Date:

OFFICE USE ONLY:

Date Received:	Date Processed:
Processed by:	Initials:

Please return to your signed form to TSS – Smartworks PRA for payment processing