

SESSIONAL CLAIM – Session One 2012
CASUAL ACADEMIC –CTP-Online via Administrator



THE UNIVERSITY OF
NEW SOUTH WALES

Employee ID _____ Employee Rcd No. _____

Family Name _____ Given Name/s _____ Mobile Number: _____

****Note: The CTP Academic Calendar will take into account public holidays and non teaching weeks.**

| Session Two Weeks | Teaching Start Date | Teaching End Date | Earnings Code _____ | | Earnings Code _____ | | Earnings Code _____ | | Date to be paid On | Notes |
|-------------------|---------------------|-------------------|---------------------|----------------------------|---------------------|----------------------------|---------------------|----------------------------|--------------------|------------------|
| | | | Course Code | Fortnightly Units to Claim | Course Code | Fortnightly Units to Claim | Course Code | Fortnightly Units to Claim | | |
| N0-0 | 13/2/2012 | 24/2/2012 | | | | | | | 1/3/2012 | Non teaching |
| 1-2 | 27/2/2012 | 9/3/2012 | | | | | | | 15/3/2012 | Teaching starts |
| 3-4 | 12/3/2012 | 23/3/2012 | | | | | | | 29/3/2012 | Teaching |
| 5-6 | 26/3/2012 | 6/4/2012 | | | | | | | 12/4/2012 | Teaching |
| ** N1-7** | 9/4/2012 | 20/4/2012 | | | | | | | 26/4/2012 | Teaching @ break |
| 8-9 | 23/4/2012 | 4/5/2012 | | | | | | | 10/5/2012 | Teaching |
| 10-11 | 7/5/2012 | 18/5/2012 | | | | | | | 24/5/2012 | Teaching |
| 12-13 | 21/5/2012 | 1/06/2012 | | | | | | | 7/6/2012 | Teaching |
| * N2- N3* | 4/6/2012 | 15/6/2012 | | | | | | | 21/6/2012 | Non Teaching |
| N4- N5 | 18/6/2012 | 29/6/2012 | | | | | | | 5/7/2012 | Non Teaching |
| N6 | 2/7/2012 | 6/7/2012 | | | | | | | 19/7/2012 | Non Teaching |
| | | | Total Units | | Total Units | | Total Units | | | |

****Session Break****
6/4-15/4
Public holiday
25/4 & 11/6

Academic Supervisor (print surname) & Approval for sessional hours

Signature
 Ext: _____ Date: _____

NOTE: this form is for Administrator use only, this form is not to be sent to Salaries for payment.