



**MMS CRT/CRA Timesheet &
MMS Staff Additional Hours Form**

(*For MMS Staff these hours MUST be approved PRIOR to working them*)

Staff Name: _____

Campus: Brighton Caulfield

Week 1

Week commencing Date:	Start Time	Lunch Break	Finish Time	Total Hours Worked	Person replacing/ Reason for hours	Signature
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Week 2

Week commencing Date:	Start Time	Lunch Break	Finish Time	Total Hours Worked	Person replacing/ Reason for hours	Signature
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

<i>*Office Use Only*</i>	
Total Fortnight Hours	
Pay Rate	\$ per hour day
Authorised by:	
Approved by:	

**Rates: Casual Relief Teachers (CRT) \$364.60 per day, \$182.31 for half a day and \$60.77 per hour
Casual Relief Assistant (CRA) \$31.66 per hour**

All timesheets must be completed and sent through to Human Resources by Week 2, Friday COB;

Any timesheets received after this time will be processed with the next pay run