



**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 or 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	Replacing/ Reason	Signature
Monday/...../.....						
Tuesday/...../.....						
Wednesday/...../.....						
Thursday/...../.....						
Friday/...../.....						

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

**Rates: Casual Relief Teachers (CRT) \$383.13 per day, \$191.57 for half a day and \$63.86 per hour
Casual Relief Assistant (CRA) \$32.78per 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***