

New Appointment
 Amendment to: (select all that apply)
 Position Title
  Dates
  GL Account
  Other

### Employee Details

Family Name <input style="width: 95%;" type="text"/>	Given Names <input style="width: 95%;" type="text"/>	Courtesy Title <input style="width: 95%;" type="text"/>	Employee Number <input style="width: 95%;" type="text"/>
Contact Phone Number <input style="width: 95%;" type="text"/>	Gender <input style="width: 95%;" type="text"/>	Date of Birth <input style="width: 95%;" type="text"/>	Campus Location <input style="width: 95%;" type="text"/>
Building <input style="width: 95%;" type="text"/>			
Home Address ( <u>not</u> C/- School) <input style="width: 95%; height: 30px;" type="text"/>		<b>Part-Time Staff Only:</b> Are these hours additional hours directly associated with a continuing or fixed-term position? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Faculty/Division/Office <input style="width: 95%;" type="text"/>		School/Section/Centre <input style="width: 95%;" type="text"/>	
Job No. (if known) <input style="width: 95%;" type="text"/>	Employment From <input style="width: 95%;" type="text"/>	Employment To <input style="width: 95%;" type="text"/>	Position Title <input style="width: 95%;" type="text"/>
			Level/Step <input style="width: 95%;" type="text"/>

Casual staff will have access to CSU IT services and will be visible on the Timesheet Approver's team list on the Web Kiosk until the nominated end date.

The Timesheet Approver is the person responsible for determining the accuracy of submitted timesheets. The timesheet approver is the person to whom this employee will directly report inside the HR system. This person may approve timesheets in the Web Kiosk or escalate the request to their supervisor.

Timesheet Approver's Name <input style="width: 95%;" type="text"/>	Timesheet Approver's Position No. <input style="width: 95%;" type="text"/>
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Salaries and other associated costs are to be funded from: (please allocate percentages if there is more than one cost code)	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/> %
	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/> %
	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/> %

Comments <input style="width: 95%; height: 30px;" type="text"/>	<input type="checkbox"/> Australian citizenship or right to work in Australia confirmed (Attach Visa if applicable).
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### Authorisation

<b>Budget Centre Manager</b> (if <b>different</b> from Band 5 delegate below)	_____ Name	_____ Signature	_____ Date
<b>Band 5 or above</b> <a href="#">Who is this?</a>	_____ Name	_____ Signature	_____ Date

This form needs to be submitted to [hr@csu.edu.au](mailto:hr@csu.edu.au) one week prior to commencement of employment to enable casual staff access to CSU systems and entry onto the payroll system. This form will be returned to you if not completed in full.

**Please note:** [Taxation](#), [banking](#) and [superannuation](#) forms (Accumulation 1) must be completed by:

1. All new casual staff
2. Casual staff with current/previous employment at CSU whose details have changed since last providing this information.

(Note: Banking details can be added/changed in the Web Kiosk once login details have been activated)

HUMAN RESOURCES USE:
Checked: _____
Job No: _____