

Casual employee salary claim form

For casual teaching, corporate and administrative staff

Teaching

Corporate

Admin

Business Unit / School name

Pay period ending

[Pay Calendar](#)

Personal details

Employee ID

Last name

First name

Claim details

Is this your first claim as a casual employee?

Yes

No

If yes, please attach the following documents and tick relevant boxes:

Tax file number declaration

Banking details

Criminal records clearance check

Choice of superannuation fund

Day	Date	Hh:mm	Location code	Designation	Position no.	Allowance	Rate p/h, p/d
Friday							
Saturday							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
	Total						

Note: Completion of all columns is mandatory except for Allowance and Rate columns

Employee signature

Employee's signature

Date

Phone

Verifier and Approver signature

I certify the hours claimed are true and correct: I authorise payment of this account in terms of Sections 12 and 13 of the Public Finance and Audit Act 1983, certify current employment screening clearance for the claimant where the position is in child-related employment and certify that Deputy Secretary approval has been granted to engage this casual employee.

Verifier's name

Verifier's signature

Date

Authoriser's name

Authoriser's signature

Date

How to submit this form

For teachers in schools in the Hunter and Central Coast, New England, North Coast, Northern Sydney and Western Sydney regions: email to

EDConnect.Newcastle.Forms@det.nsw.edu.au

For teachers in schools in the Illawarra and South East, Riverina, South Western Sydney, Sydney and Western NSW regions: email to

EDConnect.Wollongong.Forms@det.nsw.edu.au

For all school administrative and support staff, all general assistants and farm assistants and all other non-teaching staff in schools in all regions: email to

EDConnect.Bathurst.Forms@det.nsw.edu.au

For all Corporate and regional office staff, including SES: email to EDConnect.Corporatepayroll.Forms@det.nsw.edu.au