



<b>Important Information:</b> This form is to be completed to notify the Payroll Services Team of <u>New Paid Adjunct Appointments</u> that have been offered via Rex. This form should only be placed on the v drive folder [NEW APPOINTMENTS] (of your hub) for processing after the acceptance of the adjunct offer has been received. The Confirmation of Commencement form should follow by email to your Payroll Officer.	<b>Rex Job No.</b>	
	<b>Date accepted</b>	
	<b>Staff ID No.</b> (if known)	

### SECTION 1 – PAID ADJUNCT STAFF MEMBER’S DETAILS

<b>Given Name/s</b>	<b>Family Name</b>	<b>Paid Fraction</b>

Paid Period		Unpaid period	
Start Date	End Date	Start Date	End Date

### SECTION 2 – EXPECTED WORK SCHEDULE

If details of the expected work schedule are provide below, the Payroll Services Team will arrange for a work schedule to be created and updated in SAP prior to the start date.  
 Alternately, please provide a Work Schedule and Change of Fraction Form at the point of commencement.

Week 1	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Fraction/ Hours</b>							
<b>AM or PM</b>							

Week 2	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Fraction/ Hours</b>							
<b>AM or PM</b>							

### SECTION 3 – ADDITIONAL INFORMATION

Please include any additional information related to Payroll below:

### FOR HR OPERATIONS USE ONLY

Paid Appointment		Unpaid Appointment (Extension)	
<b>Date Processed</b>		<b>Date processed</b>	
<b>Processed by</b>		<b>Processed by</b>	
<b>Termination Action in F/N</b>			
<b>Date Termination Actioned</b>			

*For assistance please contact the Payroll Services Officer for your hub*