HR006

CASUAL CESSATION ADVICE

Employee ID	Name	Cost Centre/s	Classification code/Wage Type

Date cessation to take effect from / /

(Please note that by default HR will cease the appointment on the last pay Friday of the month. This is for superannuation purposes.)

AUTHORISATION

I authorise the above named casual employee/s to be removed from the cost centre/s and/or classification codes as noted above

Approver Name:
Please print

Approver Signature: (Head of School or equivalent)	Date:

PEOPLE AND CULTURE USE ONLY

Prepared by:	Date: