

## CASUAL ADDITIONAL WORK ACTIVITIES

### CLAIM CHECKLIST.

Prior to commencing the Casual Additional Work Claim Form accessible via the link [here](#) please review this checklist as it will help you to collate the following information. You will also need to attach information to the form (e.g. emails from your supervisor) so you may wish to prepare these in a format that can be attached (e.g. PDF)

Claims dating back to the start of 2018 can be submitted.

You will need to submit a separate claim form for each Department you worked with. For each Department in which you have worked and have a claim gather the following information to assist you completing the form.	Information collected (✓)
a. Date (to/from) you worked for the Department	
b. Senior contact at the time of the activity – Supervisor, or Head of Department etc. If more than one, please name each person (e.g. Sem 1, 2020 Alex Surname; Sem 1, 2022 Riley Surname)	
c. Identify the Course/Subject (codes and names)	
d. Identify the Activity being claimed	
e. Duration of Activity or number of times completed activity (e.g. once per week for all Sem 1, 2020; or 1 hour during Sem 1, 2022)	
Please provide attachments in support of these claims. This can include;	Electronic copy available to attach (✓)
a. Emails from supervisor	
b. Directions from the head of department	
d. Course or subject allocation information	
e. Any other relevant documentation to support your claim	
e. If you do not have support documentation as above, please provide your own description of the activity and the requirement from your supervisor to complete the work.	

Please submit claim evidence with the Claim Form for each department.