

REQUEST FOR A FORMAL REVIEW OF CASUAL PAY CLAIM

The purpose of this form is to request a formal review of a casual pay claim that has not been resolved through the initial process. Before submitting this request, you must have first submitted a casual pay claim, received an outcome in writing, and be dissatisfied with that outcome. This form is to be completed by current or former casual staff members who wish to escalate their claim for further investigation.

Please ensure that all required evidence supporting your claim is gathered and attached.

Once completed, please submit the form via email to casual.pay.adjustment@latrobe.edu.au.

The University will, as far as reasonably practicable, make a decision on the escalation within 30 days of receiving your claim.

To access additional information on the casual pay review escalation process, please see our [FAQs](#). You can also contact People and Culture on 03 9479 1234.

PERSONAL DETAILS

Your Full Name

Contact Email Address

Contact Phone Number

REPRESENTATIVE DETAILS

You can be represented by the National Tertiary Education Union (NTEU) or another chosen representative throughout the escalation process. If you wish to be represented, please complete the following details for your representative:

Representative's Full Name

Representative's Contact Email Address

Representative's Contact Phone Number

PREVIOUS CLAIM DETAILS

Please answer 'yes' or 'no' to the following questions:

Have you previously submitted a casual pay claim to the University?

Have you been advised in writing of the outcome of your casual pay claim?

Are you dissatisfied with the outcome of your casual pay claim?

If you answered 'no' to any of the above questions, then you are not entitled to escalate your claim under this process. Please reach out to People and Culture on 03 9479 1234 to discuss.

REASONS FOR SEEKING REVIEW

Please outline the reasons why you believe the outcome of your pay claim is incorrect

Provide specific details or examples explaining why the decision made does not align with the circumstances or enterprise agreement entitlements.

List any additional evidence or documentation you have the supports your claim and dispute of the outcome (e.g. pay records, communications, contracts or other relevant materials). Please also attach these to the email when submitting your form.

Please include any other information you believe is relevant to enable a formal review of your claim.

DECLARATION

By submitting this form, I acknowledge that I have reviewed all sections, attached the required evidence, and understand my claim will be escalated for formal review. I also understand that I will be notified of the University's decision within 30 days, unless further information or clarification is required.

[CLICK TO SUBMIT FORM](#)

Privacy

La Trobe University respects the privacy of your personal information. We, La Trobe University People and Culture, collect personal information about you to set up and manage a payroll deduction on your behalf. We will only use this information for this purpose. If your personal information is not provided to us then we will be unable to complete this request correctly. You may have the right to access the personal information we hold about you subject to any exemptions in relevant laws, by contacting us on (03) 9479 1234.