



### GENERAL STAFF HIGHER DUTIES

(To be completed prior to any higher duties being undertaken)

<b>NAME:</b>	_____		
<b>SCHOOL/DIRECTORATE:</b>	_____		
<b>REASON FOR REQUEST:</b>	_____ _____ _____		
<b>CHARGED TO:</b>	----- / ----- / ----- Acct T2 T3		
<b>PERIOD OF HIGHER DUTIES:</b>	<b>FROM:</b>	_____	<b>TO:</b> _____
<b>AMOUNT OF DAYS:</b>	_____		
<b>FRACTION OF THE POSITION BEING UNDERTAKEN:</b>	_____ %		
<b>RECOMMENDED BY:</b>	_____	<b>DATE:</b>	_____
<b>APPROVED BY:</b>	_____	<b>DATE:</b>	_____
Delegated Officer in the University Staffing Delegations.			

<b>HR Use Only</b>			
<b>ACTING POSITION (WAP):</b>	.....		
<b>Higher Duties Allowance Calculations</b>			
<b>ACTING POSITION HOURLY RATE:</b>	\$ _____	<b>SUBSTANTIVE</b>	
<b>HOURLY RATE:</b>	\$ _____		
<b>DIFFERENCE:</b>	_____ Hrs x	\$ _____	per hour
<b>HIGHER DUTIES ALLOWANCE PER FORTNIGHT:</b>	\$ _____ per f/n		
<b>Checklist prepared by:</b>			
_____	_____	_____	
<b>Name</b>	<b>Signature</b>	<b>Date</b>	