

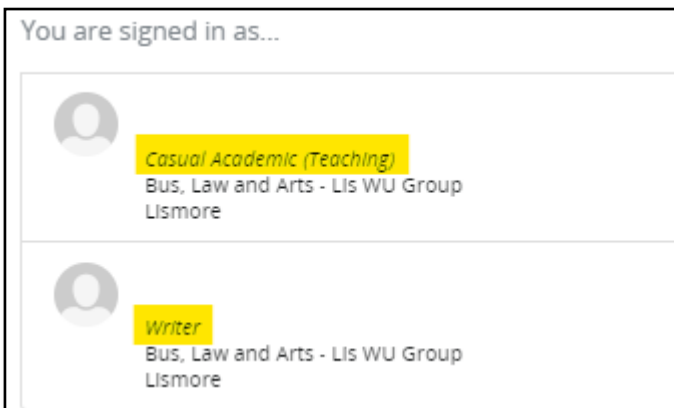
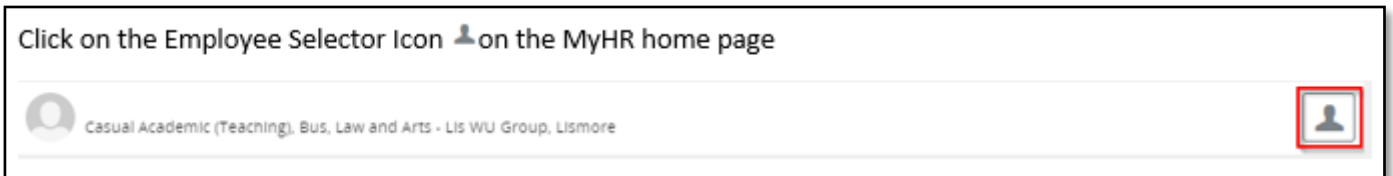
## Casual Academic (Unit Writer): Claim for Payment

To submit a claim for payment, Casual Academic (Unit Writer) staff will need to submit a **Timesheet** by logging into [MyHR](#).

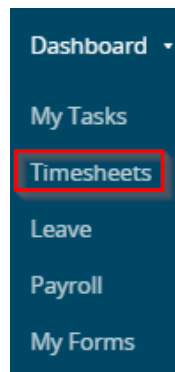
*Note:* If you also have a Casual Academic (Teaching) appointment in addition to your Casual Academic (Unit Writer) please submit a separate claim for your Teaching appointment by selecting the relevant employee number.


### Completing a Timesheet for your writing claim

**Step 1:** Use the Employee Selector to display a list of your appointments and select the employee number that relates to your Writing contract.



**Step 2:** Select **Timesheets** under the Dashboard menu:



**Step 3:** The Timesheet for the current pay period is now available. Scroll to the bottom of the screen and click on the  button:

Enter Claim Here

- Select 'Add' below
- Select date from drop down
- Enter stage (use STAGE1 if contract does not include staged payments)
- Enter amount being claimed



Date	Stage	Amount

**Step 4:** Enter your claim details and save. Refer to your casual contract for amount and unit details.

Enter Claim Here

DATE:	<input type="text" value="Fri 19th Nov"/>
STAGE:	<input type="text" value="STAGE1"/>
AMOUNT:	<input type="text" value="1617.00"/>
UNIT:	<input type="text" value="ARTD1008"/>
COMMENTS:	<input type="text"/>

**Step 5:** To add another Stage, use the  button. Once completed, validate your claim:

Date	Stage	Amount	Unit
Fri 19th Nov	STAGE1	1617.00	ARTD1008
Mon 22nd Nov	STAGE2	1617.00	ARTD1008

**Step 6:** Submit your claim for approval:

Date	Stage	Amount	Unit
Fri 19th Nov	STAGE1	1617.00	ARTD1008
Mon 22nd Nov	STAGE2	1617.00	ARTD1008

## For assistance

If you require assistance with the claiming process please contact the HR Services Casual Contract support team:

Call: (02) 6620 3667

Email: [hr@scu.edu.au](mailto:hr@scu.edu.au)