



Payment Information Form

EMPLOYEE DETAILS			
Employee Name:		Phone (wk):	
Employee ID #:		Fax (wk):	
Building/Room no:		Mobile:	
PROGRAM & COURSE DETAILS			
Program Name:	Taylor's College (Malaysia) Undergraduate Programs		
Semester:		Course:	
Visit Date:		School:	
PAYMENT FOR COURSE COORDINATION			
Work load status (please tick one)			
ABOVE LOAD <input type="checkbox"/> Continuing Staff (\$2500 Total Payment)	WITHIN LOAD <input type="checkbox"/> Continuing Staff (No Payment)	<input type="checkbox"/> Casual/ Contract (\$2500 Total Payment)	
PAYMENT FOR MODERATION			
Work load status (please tick one)			
ABOVE LOAD <input type="checkbox"/> Continuing Staff (Payment to be made)	WITHIN LOAD <input type="checkbox"/> Continuing Staff (No Payment)	<input type="checkbox"/> Casual/ Contract (Payment to be made)	
(A) MODERATION OF ASSESSMENT ITEMS BY TAYLORS ACADEMIC (IF APPLICABLE)*			
Time Allowance: _____ (One hour per assessment item)	Number of Assessment Items Checked: _____		
(B) MODERATION OF MARKED ASSESSMENT PAPERS			
Assessment	Time Allowance for Moderation (please tick one)		Number of Papers Moderated
Assignment 1	<input type="checkbox"/> 10 min	<input type="checkbox"/> 20 min	<input type="checkbox"/> 30 min
Assignment 2	<input type="checkbox"/> 10 min	<input type="checkbox"/> 20 min	<input type="checkbox"/> 30 min
Examination		<input type="checkbox"/> 20 min	<input type="checkbox"/> 30 min
(C) COMPILING MODERATION REPORTS			
Assessment	Time Allowance for Moderation Report (please tick)		
Assignment 1	<input type="checkbox"/> No grade discrepancies to be reported Time Allowance: 0.5 hour	<input type="checkbox"/> There are grade discrepancies to be reported Time Allowance: 1 hour	
Assignment 2	<input type="checkbox"/> No grade discrepancies to be reported Time Allowance: 0.5 hour	<input type="checkbox"/> There are grade discrepancies to be reported Time Allowance: 1 hour	
Examination	<input type="checkbox"/> No grade discrepancies to be reported Time Allowance: 0.5 hour	<input type="checkbox"/> There are grade discrepancies to be reported Time Allowance: 1 hour	
SALARY SACRIFICE (IF REQUIRED)			
Amount in \$A:		Reason for Sacrifice:	
SIGNATURES			
HOS Signature:		Lecturer's Signature:	
Date:		Date:	
OFFICE USE ONLY			
Date Received:		Date Processed:	
Processed by:		Initials:	
Course Coordination: Total: \$ _____	Moderation Total Time (A+B+C)= _____ hours Moderation Rate = \$43.17 per hour Total Moderation Payment = \$ _____	*A set of assessment questions and marking guide is considered to be one assessment item.	

Please return the completed & signed form to TSS – Taylors Programs PRA for processing of payment