



SECTION 1

Please complete this section and return it to TSS prior to the start of semester.

EMPLOYEE DETAILS

Employee Name:		Phone (wk):	
Employee ID #:		Fax (wk):	
Building/Room Num:		Mobile:	

PROGRAM & COURSE DETAILS

Program Name:	Taylor's College (Malaysia) Undergraduate Programs		
Semester:		Course:	
Visit Date:		School:	

TEACHING ARRANGEMENTS (PLEASE INDICATE FOR TEACHING ONLY)

ABOVE LOAD

 Continuing Staff
\$5080 Total Payment

WITHIN LOAD

 Continuing
\$1000 Total Payment

 Casual / Contract
\$5080 Total Payment

Please note that \$2580 of the \$5080 payment will be made on your return from Malaysia. The remaining payment for the course coordination component will be paid once the course has been completed together with any moderation and exam marking payments.

SALARY SACRIFICE (IF REQUIRED)

Amount in \$A:		Reason for Sacrifice:	
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SIGNATURES

HOS Signature:		Lecturer's Signature:	
Date:		Date:	

OFFICE USE ONLY

Date Received:		Date Processed:	
Processed by:		Initials:	



Payment Information

SECTION 2 (PAYMENT FOR MODERATION AND/OR MARKING)

Please complete this section and return it to TSS once all the moderation and/or marking has been completed.

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:	

WORKLOAD 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)
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MODERATION

(A) MODERATION OF ASSESSMENTS SET BY TAYLORS ACADEMIC (IF APPLICABLE)*

*A set of assessment questions and marking guide is considered to be one assessment item.

Time Allowance: _____ (One hour per assessment item)	Number of Assessment Items Checked: _____
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(B) MODERATION OF MARKED ASSESSMENTS

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	
Exam	<input type="checkbox"/> 10 min	<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
Exam	<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

MARKING

(D) PAYMENT FOR MARKING EXAMS

Marking Rate 1 \$36.24 (standard rate: simple assessment) Marking Rate 2 \$43.20 (standard rate: standard assessment)
 Marking Rate 3 \$50.64 (standard rate: complex assessment)

Exam	<input type="checkbox"/> 10 min	<input type="checkbox"/> 20 min	<input type="checkbox"/> 30 min	Number of Papers Marked:
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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 = \$ _____	Exam Marking: No of papers marked (D) = _____ Total Payment for Marking = \$ _____	

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