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Part-Time Work Agreement

TERMS AND CONDITIONS

1. The terms of this Agreement may be varied and/or terminated in accordance with the relevant industrial instrument or by consent between parties.
2. This Agreement is to be reviewed one month prior to the end date of the Agreement in accordance with the relevant industrial instrument, or as requested by the Department or the employee.
3. This form is the employee's written confirmation of their agreed working hours and working pattern arrangement. A copy of this form is to be provided to the employee for their records.
4. The officer approving the part-time work agreement (under delegation) must verify that the extension is in accordance with the relevant industrial instrument, Public Service Directives and departmental policy.
5. Nothing in this Agreement precludes any party from access to the Employee Complaints Procedure in accordance with relevant industrial instruments and departmental policies.
6. To avoid the employee being overpaid, where there is a decrease in hours, please ensure that each section is completed fully and forwarded to the appropriate area of Queensland Shared Services Payroll prior to the applicable pay-close deadline.
7. If returning from Leave Without Pay, a confirmation of Return from Leave Without Pay form must be completed.

Privacy The Department of Justice & Attorney-General is collecting the information on this form for the following purposes:

- to ensure the Department maintains accurate employee induction records and processes.
- for the Department to discharge its legislative, accountability, administrative, reporting, management, personnel and financial functions.

Collection of this information is required by the Industrial Relations Act 1999, and the Public Service Act 2008. The Department of Justice & Attorney-General usually gives some or all of this information to Queensland Shared Services. For further information about privacy and other uses and disclosures of your personal information, refer to the Departments Privacy policies as amended from time to time, available on the Department's website.

July 2013



QUEENSLAND
COURTS

Email: QCS SEQ: p1qcspayroll@dsiti.qld.gov.au
QCS Regional: qcs.regionalpayroll@dsiti.qld.gov.au

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Email: QCS SEQ: p1qcspayroll@dsiti.qld.gov.au
QCS Regional: qcs.regionalpayroll@dsiti.qld.gov.au

Telephone number

07 300 74406

Email

michelle.jackson@hpw.qld.gov.au

Signature



Date

11/04/2018

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Email: HPW - payroll.hpw@dsiti.qld.gov.au
BAS - payroll.bas@dsiti.qld.gov.au

QSS use only

Processed by

Date

Fortnight ending

Verified by

Date

Telephone number

07 300 74406

Email

michelle.jackson@hpw.qld.gov.au

Signature



Date

11/04/2018

Submit form

Email: HPW - payroll.hpw@dsiti.qld.gov.au
BAS - payroll.bas@dsiti.qld.gov.au

QSS use only

Processed by

Date

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Verified by

Date