

Congratulations and I hope your role will be challenging, rewarding and enjoyable.

Yours sincerely



Sharon Dickman
Executive Director
Service Delivery
Queensland Shared Services
Department of Housing and Public Works

for Department of Justice and Attorney-General

Congratulations and I hope your role will be challenging, rewarding and enjoyable.

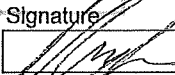
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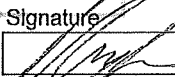
Telephone number	Email	Signature	Date
07 300 74406	michelle.jackson@hpw.qld.gov.au		11/04/2018

Submit form

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

QSS use only		
Processed by	Date	Fortnight ending
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Verified by	Date	
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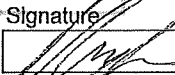
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Submit form to payroll

QSS use only				
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Predict Leave Balance

Leave Type:

Pro Rata as at:

Balance on File				Pro Rata Balance		
Credits	Debits	Balance Hours	Balance Days	Pro Rata Hours	Balance Hours	Balance Days
764:37	851:37	-87:00	-12.00	87:00	0:00	0.00

Predict Date:

Predicted Balance

Hours	Days
151:23	20.88

Predicted Balance is for the close of business on the day before Predict Date

Predict Leave Balance

Leave Type:

Pro Rata as at:

Balance on File				Pro Rata Balance		
Credits	Debits	Balance Hours	Balance Days	Pro Rata Hours	Balance Hours	Balance Days
764:37	851:37	-87:00	-12.00	87:00	0:00	0.00

Predict Date:

Predicted Balance

Hours	Days
0:00	0.00

Predicted Balance is for the close of business on the day before Predict Date

Section 5: Employee declaration

Employee

I understand and agree to the conditions in this agreement and have attached any required documents

Name	Position title
null null	

Signature	Date

Section 6: Approval

Recommendation

I recommend the above agreement


Name	Position title

Telephone number	Email	Signature	Date

Delegate's approval

I certify that the above information is correct and approve this agreement

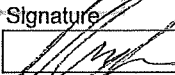
Name	Position title
EMMA OGILVIE	EXECUTIVE DIRECTOR

Telephone number	Email	Signature	Date
30074453	emma.ogilvie@hpw-qld.gov.au		

Submit form

QSS use only		
Processed by	Date	Fortnight ending
Verified by	Date	



Telephone number	Email	Signature	Date
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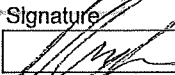
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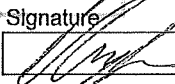
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EMMA OGILVIE	EXECUTIVE DIRECTOR

Telephone number	Email	Signature	Date
30074453	emma.ogilvie@hpw-qld.gov.au		

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