



## Notification of Commencement of Duty

### School/Section to complete

Please note that:

Title \_\_\_\_\_

Given Name/s \_\_\_\_\_

Family Name \_\_\_\_\_

Position title \_\_\_\_\_

School/Section \_\_\_\_\_

Commenced duty on \_\_\_\_\_

Head of School/Section Name \_\_\_\_\_

Head of School/Section Signature \_\_\_\_\_ Date \_\_\_\_\_

Please note that new employees are not processed through the payroll until this form and appropriate taxation and disbursement forms are lodged with the Pay Office. The Head of School/Head of Section needs to ensure that new employees fulfil these obligations.

### Employee to complete

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

### Payoffice Use Only

Pay Enabled \_\_\_\_\_ Date \_\_\_\_\_

Please return the signed and completed form to Pay Office,  
Locked Bag 1353 Launceston TAS 7250 or fax to 6324 3055.  
For all new employees please make sure you provide your banking and tax details.