


From: Shirish Pandey shirish.pandey@sydney.edu.au 
Subject: Tutoring for COMP5329 in S1 2020
Date: January 30, 2020 at 10:53 AM
To: Xinqi Zhu xzhu7491@uni.sydney.edu.au
Cc: Katie Yang katie.yang@sydney.edu.au, Chang Xu c.xu@sydney.edu.au

Dear Xinqi,

Congratulations that you have been offered a tutoring position in Semester 1 2020 (COMP5329). May I ask if you could please fill out the attached casual employment form (**personal and visa details**), **sign and email it to** return them to katie.yang@sydney.edu.au copying Shirish.pandey@sydney.edu.au by Monday next week.

Other documents to return:

- **fill out the** acceptance page of the offer letter and return it with all other pages
- **a certified copy of your passport AND your Driver license (for requirement of 100 ID points); if you do not have the driver license, please provide a copy of your student ID card;**
- **a copy of your visa letter for non-Australian citizen**

If you are not currently in the university payroll system (or in the past three months), please also provide two more documents

- bank account (see the form attached)
- TNF form. To download the form, please click on this link <http://sydney.edu.au/documents/about/working-with-us/hr-forms/tax-file-number-declaration-form.pdf>

Please be advised that while downloading the file from the email, please click on "download all attachments".

As simply clicking on the file will lead to a different page.

Using the downloaded file to open, and to fill up the form, is highly advised.

- All documents to be returned to katie.yang@sydney.edu.au copying Shirish.pandey@sydney.edu.au via email in one **PDF file** except the employment form as a separate document.

BTW, as a new tutor, you are required to attend the Faculty Tutor training and details are provided below

- **1.30-4.30pm, Wed 19th Feb**
- **First 2 hours at PNR Learning Studio 310/311**
- Last hour at various locations nearby

The program is changing for 2020, with the initial 3 hour session (including 1 hr microteaching remaining much the same), but with the addition of an extra 2 hour follow up session running around week 7, most likely on a Wednesday night 5-7pm (TBC) where participants attend a reflection-based active learning session to further expand their teaching skills.

You can claim the tutor training hours by submitting a timesheet. More

You can claim the tutor training hours by submitting a timesheet. More instructions on how to submit timesheets will be sent to you in late Feb/early March (you have to wait until HR set up your casual employment).

Please note that **you are also required to submit timesheets on a fortnightly basis in order to** be paid for your tutoring/marking/preparation hours **via myHRonline**: <https://myhr.sydney.edu.au/alesco-wss-v17/faces/app/WJ0000.jspx>. Paycode (A02) is listed on your employment form. Marking hours (for both exam or assignments) will be allocated by your unit coordinator/lecturer later in the semester and you can make a claim based on confirmation from your supervisor.

Should you require any further clarification on this employment please feel free to contact Katie.

Thank you.

Kind regards,

Shirish Pandey | Administration Assistant
The University of Sydney
Faculty of Engineering and IT, School of Computer Science

Rm 237, Computer Science Building J12 | The University of Sydney | NSW | 2006

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Australian Government
Australian Taxation Office



www.ato.gov.au

Tax file number declaration

This declaration is NOT an application for a tax file number.

- Please print neatly in BLOCK LETTERS and use a BLACK pen.
- Print X in the appropriate boxes.
- Make sure you read all the instructions before you complete this declaration.

ORIGINAL – Tax Office copy



30920707

Section A: To be completed by the PAYEE

1 What is your tax file number (TFN)?



OR I have made a separate application/enquiry to the Tax Office for a new or existing TFN.

OR I am claiming an exemption because I am under 18 years of age and do not earn enough to pay tax.

OR I am claiming an exemption because I am a pensioner.

2 What is your name?

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Surname or family name

First given name

Other given names

6 On what basis are you paid? (Select only one.)

Full-time employment ☐ Part-time employment ☐ Labour hire ☐ Superannuation income stream ☐ Casual employment ☐

7 Are you an Australian resident for tax purposes?

Yes ☐ No ☐ You must answer No at question 8.

8 Do you want to claim the tax-free threshold from this payer?

ONLY CLAIM THE TAX-FREE THRESHOLD FROM ONE PAYER.

If you have more than one source of income and currently claim the tax-free threshold from another payer, do not claim it now.

Yes ☐ No ☐ Answer No at questions 9 and 10 unless you are a non-resident claiming a senior Australians, zone or overseas forces tax offset.

9 Do you want to claim family tax benefit or the senior Australians tax offset by reducing the amount withheld from payments made to you?

Yes ☐ Complete a Withholding declaration, but only if you are claiming the tax-free threshold from this payer. If you have more than one payer, see page 3. No ☐

3 If you have changed your name since you last dealt with the Tax Office, show your previous family name

11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32

4 What is your date of birth?

Day: 1 2 / Month: 1 2 / Year: 1 2 3 4

5 What is your home address in Australia?

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32

Suburb or town

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32

State: 1 2 Postcode: 1 2 3 4 5 6

10 Do you want to claim a zone, overseas forces, dependent spouse or special tax offset by reducing the amount withheld from payments made to you?

Yes ☐ Complete a Withholding declaration. No ☐

11 (a) Do you have an accumulated Higher Education Loan Programme (HELP) debt?

Yes ☐ Your payer will withhold additional amounts to cover any compulsory repayments. No ☐

(b) Do you have an accumulated Financial Supplement debt?

Yes ☐ Your payer will withhold additional amounts to cover any compulsory repayments. No ☐

DECLARATION by payee: I declare that the information I have given is true and correct.

Signature: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32

Date: Day: 1 2 / Month: 1 2 / Year: 1 2 3 4

There are penalties for deliberately making a false or misleading statement.

Once this form is completed and signed, send the original to the Tax Office and keep your copy in a secure place.

Section B: To be completed by the PAYER

1 What is your Australian business number (ABN) (or your withholding payer number if you are not in business)?

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32

Branch number (if applicable): 1 2 3 4

2 If you don't have an ABN or withholding payer number, have you applied for one?

Yes ☐ No ☐ See 'More information for payers' on page 6.

3 What is your registered business name or trading name (or your individual name if not in business)?

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32

DECLARATION by payer: I declare that the information I have given is true and correct.

Signature of payer: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32

Date: Day: 1 2 / Month: 1 2 / Year: 1 2 3 4

There are penalties for deliberately making a false or misleading statement.

4 What is your business address?

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32

Suburb or town

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32

State: 1 2 Postcode: 1 2 3 4 5 6

5 Who is your contact person?

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32

Business phone number: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32

6 If you no longer make payments to this payee, print X in this box ☐

Return completed original Tax Office copy to:

For WA, SA, NT, VIC or TAS: Australian Taxation Office, PO Box 795, ALBURY NSW 2640

For NSW, QLD or ACT: Australian Taxation Office, PO Box 9004, PENRITH NSW 2740

TAXPAYER-IN-CONFIDENCE (when completed)

NAT 3092-07.2007



Bank Account Form

Staff Member's Details

Employee Details

Employee No: _____ Name: _____

Faculty/School/Unit: _____ Ext: _____

Notes

- The Payroll system can make Net Pay disbursements into a maximum of 3 Bank Accounts on behalf of an employee.
- The system allocates Net Pay disbursement/s strictly in accordance with nominated priorities.
- Employees must nominate the priority for their Net Pay Disbursement/s in the table below.
- Disbursements are deposited into accounts (excluding credit card accounts) as indicated below:
 - Main Account (Default)**
For staff nominating ONE Account only, the Net Pay will be deposited into this account.
For staff nominating more than one account, the difference resulting from the Net Pay less the amount distributed to

Priority 1 or Priority 2 account/s will be deposited into this account.

o **Priority 1 Account** (Not available to Casual staff)

Where selecting more than one account, the Net Pay is distributed into this account first.
The fixed amount to be deposited in this account must be indicated.

o **Priority 2 Account** (Not available to Casual staff)

Where selecting more than 2 accounts, the Net Pay is distributed to Priority 1 Account first and then to Priority 2 Account, with the balance to the Main Account.
The fixed amount to be deposited in this account must be indicated.

Main Account (default)	Priority 1 (Not available to Casual staff)	Priority 2 (Not available to Casual staff)
BSB Number □□□-□□□	BSB Number □□□-□□□	BSB Number □□□-□□□
Account Number □□□-□□□-□□□	Account Number □□□-□□□-□□□	Account Number □□□-□□□-□□□
Bank name:	Bank name:	Bank name:
Branch address:	Branch address:	Branch address:
Account name:	Account name:	Account name:
	Fixed amount: \$	Deposit amount: \$

Signature of Staff member: _____

Date: ____/____/____

(Please return completed form to: HR Service Centre, Level 2 (K06), 1-3 Ross Street, Glebe)

For HR Service Centre use

Entered By: _____ Date: _____ Checked By: _____ Date: _____



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