

From: Katie Yang katie.yang@sydney.edu.au

Subject: FW: Re-engagement as a tutor s1 2021

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To: xzhu7491@uni.sydney.edu.au, kcho7166@uni.sydney.edu.au, jqin9594@uni.sydney.edu.au, xzha0505@uni.sydney.edu.au, Mike Li mili7522@uni.sydney.edu.au

Cc: Chang Xu c.xu@sydney.edu.au

Dear All,

As you have been advised by your unit coordinator Dr Chang Xu, congratulations that you have been selected to re-engage in tutoring work during S1 2021 for COMP5329. Since you have been employed as casual academic staff to work for School of Computer Science, there is no new contract to be signed/returned.

You will receive an updated casual academic (tutoring/TA) schedule before or during Week 1 of the new semester via your university staff email account. If you have any questions about the number of classes or which classes you will take, you may check with your unit coordinator directly. Please check if you can access your casual academic timesheet via [myHRonline](#): .

After you receive the work schedule (number of hours to be claimed), you can submit timesheets regularly as required. More instructions will be available on the CS tutor canvas site.

Best regards

Katie