



University of Fort Hare
Together in Excellence

APPOINTMENT OF Time on Task
FIXED MONTHLY COST NO CLAIM
FORMS

HR 600

Staff Number																	
Student Number																	
Surname				First Name/s													
Title				Id Number													
If the staff member is not South African, is he/she in possession of a valid (tick below)																	
Study Permit?		Y		N		Permanent Residence?		Y		N							
Dates of Appointment		Start date		End Date													
Course Details				GI account													
Start date for Module delivery period				End date for Module delivery period													
Faculty				Cost centre name													
Position				Cost Centre No													
LEVEL				Rates per hour		Junior Lecturer		Senior Lecturer		Associate Prof		Professor					
Junior		Lecturer		Senior Lecturer		Professor/ Assoc Prof		R145		R 145		R160		R175		R175	
Hourly Rate				R													
No of hours to be worked																	
Hourly rate times no of hours				R													
Total Rand value to be paid to individual of whole period.				R													

Course/s Name to be lectured	Course/s Code	No Credits attributed to course/s	What year is the course/s	No of Students currently / expected	Daytime or evening lectures or both

Key performance areas	% time

Minimum Qualifications	
Minimum Experience	
Key Competencies	

	PRINT NAME	SIGNATURE	CONTACT NUMBER	DATE
Lecturer				
Head of Department				
Dean				
GM Budgeting				