

## Information for Disability Services Notetakers - Semester 2, 2011

### Important Dates Semester 2, 2011

25 July 2011	Semester 2 begins
25 July – 12 August 2011	Start uploading notes
3 October 2011	Public Holiday
26 September– 30 September 2011	Mid Semester Break
4 – 7 October 2011	Receive pay paperwork, complete and return to Disability Services Office
23 - 28 October 2011	Final week of Semester All final week lecture notes to be submitted Submit online pay claim after final lecture notes have been uploaded

### Pay Information

Payment is \$10 per lecture hour and is paid in a lump sum at the end of the semester.

International Students - you will need an Australian Tax File number, an Australian Bank Account and a VISA, that permits you to work. These can be applied for during the semester, as you will not need them until the end of the semester.

You will need to complete pay forms towards the middle of the semester. Instructions for completing these forms are provided below.

### Instructions to Complete Pay Paperwork

You will receive an email in Week 10 of the Semester letting you know it's time to complete any required paperwork. If you have been a Notetaker within the past 2 semesters, you ought to be set up to submit your pay claim using MyHR Online (a Quick Link from the Staff home page will take you there). If this is your first time as a Notetaker, you will be required to submit payroll paperwork.

DO NOT GUESS WHAT NOTES YOU HAVE DELIVERED – CHECK YOUR DIARY, OR YOUR LECTURE NOTES.

**If you have any queries, please contact the Disability Services Administrative Officer at: [note.takers@sydney.edu.au](mailto:note.takers@sydney.edu.au)**