

Faculty of Informatics

Offshore Programs - Payment Guide

1. Per Diems
2. Delivery Payment
3. Moderation Payment

1. Per Diems

Per Diem payments are processed as follows:

1. Lecturer completes an "Initial Application for Travel or Leave"
2. Lecturer seeks Head/Supervisor's approval and signature.
3. Lecturer returns signed forms to the International Unit.
4. Details of travel arrangements are forwarded to lecturer for acceptance before the International Unit finalises travel bookings.
5. The International Unit raises a "Travel Absence Form" for the lecturer to sign and submit to their Head of School for final approval.
6. Once travel has been arranged, the relevant forms will be forwarded on the lecturer's behalf to the Dean for approval and signature before submission to UOW Personnel Services.
7. Per Diems will be processed by Personnel Services in accordance to their normal schedule.

2. Delivery Payments

Payments will be processed after the declaration of exam marks of the relevant subject as follows:

1. Lecturer inputs final marks into SMP
2. Exam Assessment Committee is convened to confirm results
3. Memo of confirmed results sent to ARD
4. Memo of payment generated and forwarded to the Faculty Finance Office
5. Payments approved by the Dean of Faculty
6. Faculty Finance Office processes transfers to offshore teaching accounts or sends memo to Payroll for salary payments#
7. Appeals are received from students and actioned by lecturer*

Please note, the Faculty Finance Office is subject to external deadlines and pay cut-off dates from UOW Personnel and Finance. This is beyond the Faculty's control and may result in a delay of funds being received.

**Lecturers are still responsible for handling any "appeals of marks" that may occur after this date and this duty is included in the offshore teaching payment.*

3. Moderation of subjects

Moderation payments are processed as follows:

1. After completing the final moderation report for the session, the lecturer submits the report to the International Unit by the due date
2. International Unit forwards all moderation reports for review and confirmation by the Exam Assessment Committee
3. Once confirmation is received, a memo of payment is generated by the International Unit and forwarded to the Faculty Finance Office
4. Payments approved by the Dean of Faculty
5. Faculty Finance Office processes transfers to offshore teaching accounts or sends memo to Payroll for salary payments