

January 2012						
S	M	T	W	T	F	S
1	2	3	4	\$	6	7
8	9	10	11	12	13	14
15	16	17	18	\$	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012						
S	M	T	W	T	F	S
			1	\$	3	4
5	6	7	8	9	10	11
12	13	14	15	\$	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012						
S	M	T	W	T	F	S
				\$	2	3
4	5	6	7	8	9	10
11	12	13	14	\$	16	17
18	19	20	21	22	23	24
25	26	27	28	\$	30	31

April 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	\$	13	14
15	16	17	18	19	20	21
22	23	24	25	\$	27	28
29	30					

June 2012						
S	M	T	W	T	F	S
					1	2
3	4	5	6	\$	8	9
10	11	12	13	14	15	16
17	18	19	20	\$	22	23
24	25	26	27	28	29	30

June 2012						
S	M	T	W	T	F	S
					1	2
3	4	5	6	\$	8	9
10	11	12	13	14	15	16
17	18	19	20	\$	22	23
24	25	26	27	28	29	30

July 2012						
S	M	T	W	T	F	S
1	2	3	4	\$	6	7
8	9	10	11	12	13	14
15	16	17	18	\$	20	21
22	23	24	25	26	27	28
29	30	31				

August 2012						
S	M	T	W	T	F	S
			1	\$	3	4
5	6	7	8	9	10	11
12	13	14	15	\$	17	18
19	20	21	22	23	24	25
26	27	28	29	\$	31	

September 2012						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	\$	14	15
16	17	18	19	20	21	22
23	24	25	26	\$	28	29
30						

October 2012						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	\$	12	13
14	15	16	17	18	19	20
21	22	23	24	\$	26	27
28	29	30	31			

November 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	\$	9	10
11	12	13	14	15	16	17
18	19	20	21	\$	23	24
25	26	27	28	29	30	

December 2012						
S	M	T	W	T	F	S
30	31					1
2	3	4	5	\$	7	8
9	10	11	12	13	14	15
16	17	18	19	\$	21	22
23	24	25	26	27	28	29

Reporting Requirements

1) Work Program


Due week 2 of a contract commencing

2) Student Progress Report

Due mid-way through contract period

3) Tutor Claim Forms

Submitted by the Pay Cut Off Date 

Prior to a pay day 

(Claim forms are submitted a week prior to a pay day)

 Pay Cut Off

 Pay Day

Please Note

Semester 1 27th Feb – 1st June

Mid semester break 9th-13th April

Exams 11th-22nd June

Semester 2 30th July – 2nd Nov

Mid semester break 1st – 5th Oct

Exams 12th-23rd Nov

Final tutor claim forms due in one month after contract end date.

Any questions, contact the ITAS coordinator

j.barrow@ecu.edu.au

(08) 9370 6115

ITAS Tutor Pay and Reporting Requirements 2012