



Government
of South Australia
Department for Education

INSTRUCTIONS FOR HPI'S RE USE OF CLAIM FORM - 2020

This claim book is only to be used when claiming the 15/17 Hours per school paid by the Department

Claims and any queries should be emailed to admin.psmf418@schools.sa.edu.au
Alternatively, fax from your last school for the fortnight: 8261 9799

The duplicate copy is retained by the HPI as a personal record. Schools do not need to retain a copy, but can make a photocopy if required. Where HPI's are working in multiple schools please use a new line for each school worked at during the fortnight. Do not include schools that you have not attended during that fortnight.

The pay period ending Thursday* date and the Thu* date in the day boxes should be the same and correspond with the dates listed. Hours claimed should only be for the fortnight preceding and including that date. Where claims cover a period greater than a fortnight, please use separate forms for each fortnight.

The boxes labelled with the days of the week are designed for you to show the date and the month worked. eg

26/2

Under the date, enter 0.5 (½ hour), 0.75 (¾ hour) 1.0 (1 hour), 1.5 (1½ hrs) or 2.0 (2 hours) to indicate the time worked at each school.

Calculate total for **all rows.**
Calculate totals for **all columns except for the Progressive Total/School column.**

Schools are entitled to **15 hours HPI Level 3 Accompanist** time for 2020. An **HPI Choir Trainer only** (ie. without an HPI accompanist) may claim **17 hours** per school for 2020. If HPIs are asked to work beyond these 15/17 hours, please ensure the school understands it will be at their cost and not the department or the Music Society's. Hours worked may spread across the year at the discretion of the school, but are primarily for support of the Music Festival.

Current rates are as follows:
HPI 3 – Accompanist - \$70.10
HPI 2 – Choir Trainer - \$85.25

To ensure timely payment please submit this form to reach PSMF office by the Tuesday following the pay fortnight ending.

Please DO NOT hang on to claim forms and send in as a batch.

Late claim forms will be processed as a batch when convenient.

Claims should **NOT** be sent directly to payroll.

Two week period ending Thursday*:

06/02/20	25/06/20
20/02/20	09/07/20
05/03/20	23/07/20
19/03/20	06/08/20
02/04/20	20/08/20
16/04/20	03/09/20
30/04/20	17/09/20
14/05/20	01/10/20
28/05/20	15/10/20
11/06/20	29/10/20