

McGill University - Academic Casual Employee Time Sheet

Top portion to be completed by the casual employee and submitted to supervisor. Bottom portion to be completed by the department/unit.

Please refer to payroll deadlines at:

<http://www.mcgill.ca/hr/getting-paid/schedules>

Name (Last & First) _____ McGill ID # _____
PLEASE PRINT CLEARLY

Department/Unit: _____ SIN # (optional) _____

Workweek: From Sunday (date): _____ To Saturday (date): _____

Information applies to 1 week, where a week for EI purposes starts on Sunday and finishes on Saturday

Project/Task identifier <small>(where applicable)</small>	Day of the week	Time In	Time Out	Time off <small>(e.g. lunch hour)</small>	Total Hours	Comment and or general nature of work performed
<small>To be completed in pen by the casual employee</small>						
	Sunday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
						Total hours
						Hourly rate
						Total (excludes 4% vacation pay)

_____ Casual employee's Signature and Date signed

This Timesheet must be submitted no later than Monday, 12 noon of the week following your period of employment.

Departmental Office use only. (Do not forward to the Payroll Office)

Pay date:
Thursday _____

FUND	ORGANIZATION	ACCOUNT (6)	PROGRAM	ACTIVITY	LOCATION

FFM/PI or delegate: Print name

FFM McGill ID (required)

FFM/PI or delegate: signature & date

Delegate ID (if applicable)

Supervisor/Manager's: signature and date

Entered into POPS/Web: signature & date

Reviewed/Approved POPS/Web data: signature & date

Payment type from drop down list:
 Graduate Student Assistant
 Graduate Student Research Assistant
 Undergrad. Student Course Assistant
 Undergrad. Student Research Assistant
 Post Doctoral Fellow
 Award/Scholarship - Post Doctoral
 Casual Payment - Academic Staff
 T4A Payment - Academic Staff
 Non-Resident T4A Payment

Enter Work Category code:
 A-Student related work
 S-Scholarship/Award/Prize
 W-Post Doc
 B-Course related (non teaching)
 X-Course related credits
 L-Course related (credits elsewhere)
 G-Guest Lecturer
 F-Course Lect/extra course load
 O-Other academic/research related

Work Study/Summer Career Placement Program
 No: _____

The original signed form MUST be retained in the department/unit for 7 years at a minimum, as supporting documentation in the event of an internal/external audit