

Academic Casual Employee Time sheets – Graders, tutors

IMPORTANT: a separate time sheet and employment agreement is required for each course.

This new time sheet has for objective to minimize the mistakes relative to pay information and calculations while easing the overall process for the faculty.

How does it work?

All the fields in **red** on the time sheets are mandatory.

➤ General Information

- Employees need to enter or select from a drop-down name, McGill ID, status, department, course number and job.

McGill University – Academic Casual Employee Time Sheet

Time sheets cannot be processed unless signed by the employee and supervisor, and must be submitted by the deadlines on the Faculty website, otherwise the payment cannot be guaranteed: www.mcgill.ca/desautels/jobs/casual-employment

Name (Last & First): McGill ID #: Status:

Department: Desautels/ Course #: Job:

Graduate Canadian
Graduate International
Undergraduate Canadian
Undergraduate International

➤ FOAPAL and FFM/PI name

- The FOAPAL information will automatically appear and change depending on the selections made in the general information.

Supervisor signature and date: _____ FFM/PI – print name:

FOAPAL: Delegate (if applicable) – print name: _____

➤ Date

- Only the start of week 1 need to be selected from a drop-down. All the other dates (for the two-week period) will automatically change and adjust to the first date picked.

Work week 1: From Sunday: To Saturday:

Date	Day of the week	Hours worked (h)	Time off in minutes (lunch)	Net hours worked (h)	Description of work
14-05-17	Sunday	0.00		0.00	
15-05-17	Monday	0.00		0.00	
17-05-17	Tuesday	0.00		0.00	
18-05-17	Wednesday	0.00		0.00	
19-05-17	Thursday	0.00		0.00	
20-05-17	Friday	0.00		0.00	
21-05-17	Saturday	0.00		0.00	
*Excludes vacation pay, and statutory holiday indemnity (if applicable)				Net total hours	0.00
				Hourly rate	\$ 11.25
				TOTAL*	\$ 0.00

Work week 2: From Sunday: To Saturday:

➤ **Automated calculations (12-hour clock)**

- **Time in:** and **Time out:** See the possible VALID entries in the table

AM entries	PM entries
8:00	21:00
8:00 AM	9:00 PM
8:00 am	9:00 pm

- **Time off:** Employees must consider the time off taken during the day such as breaks, lunch, coffee etc. That time need to be entered in minutes for the calculations to be done correctly. If you took **2 hours off** during the day you should enter **120**. This time will be deducted from the total hours worked to give **the actual net hours worked** that will be used to calculate the pay.
- **Hourly rate:** The hourly rate will automatically be computed from the selection of the job made previously.
- **Description of work:** A quick description of the work done should be written.

Date	Day of the week	Time in (am / pm)	Time out (am / pm)	Hours worked (h)	Time off in minutes (lunch)	Net hours worked (h)	Description of work
14-05-17	Sunday	8:00 am	6:00 pm	10.00	30	9.50	Graded assignment
15-05-17	Monday			0.00		0.00	
17-05-17	Tuesday	9:00 am	4:00 pm	7.00	45	6.25	Graded term papers
18-05-17	Wednesday			0.00		0.00	
19-05-17	Thursday	10:00 am	4:00 pm	6.00	20	5.67	Review exams
20-05-17	Friday			0.00		0.00	
21-05-17	Saturday			0.00		0.00	
*Excludes vacation pay, and statutory holiday indemnity (if applicable)					Net total hours	21.42	
					Hourly rate	\$ 11.25	
					TOTAL*	\$ 240.94	