

FORMS FILLED OUT BY HAND WILL NOT BE ACCEPTED

McGill University – Admin Support Staff 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 #: _____

Department: Desautels/ _____

Job: _____

Here are examples of **VALID** entries for the time sheet:

TIME IN	TIME OUT	TIME OFF
8:00	17:00	Must be in MINUTES
8:00 AM	5:00 PM	
8:00 am	5:00 pm	

Description of work: Describe quickly the task you accomplished (graded midterms, review assignment, meetings etc.)

Work week 1: From Sunday: _____ To Saturday: _____

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
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
*Excludes vacation pay, and statutory holiday indemnity (if applicable)					Net total hours		
					Hourly rate	\$	
					TOTAL*	\$	

Work week 2: From Sunday: _____ To Saturday: _____

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
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
*Excludes vacation pay, and statutory holiday indemnity (if applicable)					Net total hours		
					Hourly rate	\$	
					TOTAL*	\$	

ALL SIGNATURES MUST BE ORIGINALS IN PEN

Casual employee signature and date signed

FFM/PI (or delegate) signature and date signed

Supervisor signature and date

FFM/PI – print name

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Delegate (if applicable) – print name