

# 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/employee-services/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>						
	<b>Sunday</b>					
	<b>Monday</b>					
	<b>Tuesday</b>					
	<b>Wednesday</b>					
	<b>Thursday</b>					
	<b>Friday</b>					
	<b>Saturday</b>					
						<b>Total hours</b>
						<b>Hourly rate</b>
						<b>Total (excludes 4% vacation pay)</b>

\_\_\_\_\_ 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
- Undergraduate Student Assistant
- Undergraduate Student Research Assistant
- Post Doctoral Fellow
- Casual Payment - Academic Staff
- Native Indian Working on Reservation
- Invigilator
- Casual Payment - Research Assistant
- Casual Payment - Research Associate

**Enter Work Category code:**

- A-Student related work
- W-Post Doctoral
- 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*