

McGill University - Miscellaneous Time Sheet

Top portion to be completed by 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/pay/pay-schedule>

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

 Employee's Signature and Date signed

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

Bi-Weekly Pay date: _____

<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT (6)</u>	<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>LOCATION</u>

 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:

- Special - Academic Payment
- Special - Admin Support staff Payment
- On Call Compensation
- Shift Premium Hourly - Evening
- Shift Premium Hourly - Night
- Shift Premium Hourly - Saturday
- Shift Premium Hourly - Sunday

Enter Work Category code:

- C-Clerical work
- T-Technical work
- M-Manager & Librarians
- 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