

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/payroll/schedules/>

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

Department/Unit: _____ SIN # _____

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)

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

Pay date:
 Thursday _____

 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 - Graduate Student
 Award/Scholarship-Undergrad. Student
 Award/Scholarship-Post Doctoral
 Casual Payment - Academic Staff
 T4A Payment - Academic Staff
 Non-Resident T4A Payment
 Royalty 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: _____