

# 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/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 (where applicable)	Day of the week	Time In	Time Out	Time off (e.g. lunch hour)	Total Hours	Comment and or general nature of work performed
To be completed in pen by the casual employee						
	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)

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

Supervisor/Manager's: signature and date

Entered into POPS/Web: signature & date

Reviewed/Approved POPS/Web data: signature & date

Delegate ID (if applicable)

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