

McGill University - Casual Employee Time Sheet

Top part to be completed by the casual employee and submitted to supervisor. Bottom part to be completed the department.

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

Department/Area: _____ Student # (if applicable) _____

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 (above)

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)

FUND	ORGANIZATION	ACCOUNT (6)	PROGRAM	ACTIVITY	LOCATION

Pay date:
 Thursday _____

 Supervisor/Manager's: signature and date (above)

 Entered into POPS/Web: signature & date (above)

 Reviewed/Approved POPS/Web data: signature & date

Enter Work Category code

C-Clerical work

T-Technical work

M-Manager & Supervisor

P-Professional/Librarian

A-Student related work

S-Scholarship/Award

W-Post Doc

B-Course related (non teaching)

X-Course related **credits** _____

L-Course related (credits elsewhere) _____

O-Other academic/research related

U-Trades & Services

Work Study/Challenge Program No: _____

Enter Non-Academic Reason Code

E-Student

B-Vacant position **ID #** _____

C-Peak week >= 6 hours

D-Peak week <6 hours

L-Vacation - **ID #** _____

M-Maternity Leave **ID #** _____

S-STD - **ID #** _____

T-LTD - **ID #** _____

X-Extended unpaid leave - **ID #** _____

ID # of person being replaced _____

(If reqd): _____