

**FORMS FILLED OUT BY HAND WILL NOT BE ACCEPTED**

**McGill University – Admin Support Staff Casual Employee Time Sheet**

Time sheets cannot be processed unless signed by the employee and supervisor, and must be submitted by the deadlines on the Faculty website, otherwise the payment cannot be guaranteed: [www.mcgill.ca/desautels/jobs/casual-employment](http://www.mcgill.ca/desautels/jobs/casual-employment)

Name (Last & First): \_\_\_\_\_

McGill ID #: \_\_\_\_\_

Department: Desautels/ \_\_\_\_\_

Job: \_\_\_\_\_

Here are examples of **VALID** entries for the time sheet:

TIME IN	TIME OUT	TIME OFF
8:00	17:00	Must be in MINUTES
8:00 AM	5:00 PM	
8:00 am	5:00 pm	

**Description of work:** Describe quickly the task you accomplished (graded midterms, review assignment, meetings etc.)

Work week 1: From Sunday: \_\_\_\_\_ To Saturday: \_\_\_\_\_

Date	Day of the week	Time in (am / pm)	Time out (am / pm)	Hours worked (h)	Time off in minutes (lunch)	Net hours worked (h)	Description of work
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
*Excludes vacation pay, and statutory holiday indemnity (if applicable)					<b>Net total hours</b>		
					<b>Hourly rate</b>	\$	
					<b>TOTAL*</b>	\$	

Work week 2: From Sunday: \_\_\_\_\_ To Saturday: \_\_\_\_\_

Date	Day of the week	Time in (am/pm)	Time out (am/pm)	Hours worked (h)	Time off in minutes (lunch)	Net hours worked (h)	Description of work
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
*Excludes vacation pay, and statutory holiday indemnity (if applicable)					<b>Net total hours</b>		
					<b>Hourly rate</b>	\$	
					<b>TOTAL*</b>	\$	

**ALL SIGNATURES MUST BE ORIGINALS IN PEN**

\_\_\_\_\_  
Casual employee: name, signature, and date

\_\_\_\_\_  
FFM/PI (or delegate) signature and date signed

\_\_\_\_\_  
Supervisor: name, signature, and date

\_\_\_\_\_  
FFM/PI – print name

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\_\_\_\_\_  
Delegate (if applicable) – print name