

McGill University - Support Staff Overtime Time Sheet

Top portion to be completed by the 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) _____

Position: _____ Suffix: _____ Hourly rate: _____

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 employee</small>						
	Sunday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
					Total hours	

Employee's Signature and Date signed

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

Bi-Weekly Pay date: _____

FUND	ORGANIZATION	ACCOUNT (6)	PROGRAM	ACTIVITY	LOCATION

 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

Enter overtime reason code:

1 - Due to workload

2 - Summer Fridays

3 - Replacement due to absence of co-worker
(ID # of person being replaced, if req'd)

4 - Other _____

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