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): _____

Dec. 2000

Français au verso

To be retained by the Department