

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
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