

# CASUAL TIME SHEET 01 TO 15

Note: Kindly fill out all information in the top box. This information is required in order to process your pay efficiently.

Payroll ID: CS	Pay Month: _____
Name: _____ <small>PLEASE PRINT</small>	Department: _____
ID # _____	Job Title: _____ Position #: _____

  

Distribution:	Index	Fund	Orgn	Acct	Prog	Actv	Loca	Pct

Reg. Rate:	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	TOTAL
Regular																
Overtime																
TOTAL																

Employee Signature \_\_\_\_\_ Authorization Signature \_\_\_\_\_

**NOTE:** Please submit casual hours for the current pay period on these job tickets and return to Payroll Office by the date due back. If you have any questions, please call the Payroll Office at 6320.

FOIP Notification Statement:  
 The personal information that you provide to Mount Royal University is collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy (FOIP) Act - section 33(c). The information will be used for the purpose of managing the employment relationship, including but not limited to, recruitment, payroll, employee & labour relations, and other benefits associated with being employed at the University. Collected personal information is protected from unauthorized access, collection, use, and disclosure in accordance with the FOIP Act and can be reviewed upon request subject to the provisions under the Act.

Questions regarding the collection of personal information can be directed to:  
 Department of Human Resources - Mount Royal University - 4825 Mount Royal Gate SW - Calgary AB - T3E 6K6 - (403) 440-6584. [humanresources@mtroyal.ca](mailto:humanresources@mtroyal.ca)