MacViP Online Training

Time Capture
Scheduled & Non-Scheduled Employees

McMaster University

Non-Scheduled Employees

Temporary/Casual Employees

- **The *Time Sheet* screen is used to record time transactions for Temporary/Casual employees who do not have a *Schedule*.**

Non-Scheduled Employees

Temporary/Casual Employees

- The hours for non-scheduled employees must be entered into *MacViP*.
- They are considered to be *"Positive"* time employees.
- They will not get paid if their hours of work are not entered.

Non-Scheduled Employees

Temporary/Casual Employees

- The *Time Sheet* for these employees is used instead of the *Generate Schedule* and *Weekly Time Entry* process that is used for Scheduled employees.

Transaction Codes

Employee Type	Job Code	Transaction Code	Hours Entered
Temporary/Casual Employees	0992	1000 – Regular Pay	**Daily basis when worked Sunday to Saturday period**
Grad Studies Casual	0992	1000 – Regular Pay	**Daily basis when worked Monthly period**
Grad Studies Research Assistant Non CUPE rate	1187	1000 – Regular Pay	**Daily basis when worked Monthly period**
Grad Studies CUPE Unit 1 TA and RA-in-Lieu of TA • **Teaching Assistant (Group A)** • **RA-in-Lieu** • **Teaching Assistant (Group B)**	1183 1184 1185	**1020 – Hours for TA, RA-in-Lieu of TA (hours over and above regular deemed hours)**	**Hours entered as a total for the month using worked date of last day of the month**

Graduate Students

- **Grad Students receive monthly on-going payment through MacViP payroll.**
- **Hours worked above guaranteed hours are paid via the Time Sheet.**