

How to Fill out Occasional Teacher Timesheet - Elementary



ELEMENTARY OCCASIONAL TEACHER TIMESHEET

One Week Pay Period: From September 3, 2023 (Sunday) To September 9, 2023 (Saturday)

Full Name: John Doe ID # 12345

Location: What school did you work at?

Authorized school personnel must sign

Authorized School Signature / Date

Employee Signature

Employee must sign

RECORD IN DAYS or PART THERE OF ONLY (ie 1.0, .25, .67) NOT HOURS!

Day	Date	Start Time	End Time	FTE or % of Day	Reason for Absence	Regular Teacher Replaced
Mon	9/4/23	11:15am	1:10pm	.33	sick	Jane Doe
Tue	9/5/23	8:15am	11:00am	.67		Vacancy
Wed	9/6/23	11:45am	12:30pm	.50	personal	Jane Doe
Thu	9/7/23	8:15am	2:30pm	1	berevement	Jane Doe
Fri						
Total Days To Be Paid				2.5		

Comments/Other GL instructions: _____

This section MUST be completed for all occupation types or the timesheet will be returned.

ARE YOU A CERTIFIED TEACHER? NO YES If employee is a certified teacher, they must include their OCT #

IF YES, MY ONTARIO COLLEGE OF TEACHER'S # IS: OCT # 234567

NOTES:

- * All areas need to be complete before submitting to payroll. The timesheet will be sent back if it is incomplete. *
- * Breaks will need to be removed from the daily hours worked. *
- * There is a max allotment of 1.0 FTE for an occasional Teacher. If an occasional teacher is filling in for a permanent teacher with a .33 FTE or less than the occasional Teacher will only receive the permanent teachers regular allotment. However, if an occasional teacher is filling in for a permanent teacher with an FTE of .50 or higher then the occasional teacher would be guaranteed .50 FTE for the day up to the 1.0 FTE *
- * If you are replacing a elementary teacher, you need to place their first and last name in regular employee replaced. Please do not use first initial for first name. If you are filling a vacancy, state that it is a vacancy. *
- * If you are in a Long Term position then it is expected that you are working those pre-determined hours. If you were off sick then your absence will need to be recorded in smart find and on the timesheet. *
- * Occasional Elementary and Long Term employees will be paid 2 weeks in arrears. Please click [here](#) for the payroll schedule. *