

How to Fill out Occasional Teacher Timesheet - Secondary



SECONDARY OCCASIONAL TEACHER TIMESHEET

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

Full Name: John Doe ID # 12345

Location: What secondary school did you work at?

Authorized School Signature / Date

Employee Signature

Authorized school personnel must sign

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 FTE	sick	Jane Doe
Tue	9/5/23	8:15am	11:00am	.67 FTE		Vacancy
Wed	9/6/23	11:45am	12:30pm	.50 FTE	sick	Jane Doe
Thu	9/7/23	8:15am	2:30pm	1.0 FTE		Vacancy
Fri						

Total Days To Be Paid 2.5 FTE

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 Occasional Teacher. *
- * If you are replacing a secondary teacher, you need to place their name in regular employee replaced. 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 Secondary employees will be paid 2 weeks in arrears. Please click [here](#) for the payroll schedule. *