

## SECONDARY OCCASIONAL TEACHER TIMESHEET

 One Week Pay Period: From \_\_\_\_\_ To: \_\_\_\_\_  
(Sunday) (Saturday)

Full Name: \_\_\_\_\_ ID # \_\_\_\_\_

Location: \_\_\_\_\_

 \_\_\_\_\_  
 Authorized School Signature / Date

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

### 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						
Tue						
Wed						
Thu						
Fri						
<b>Total Days To Be Paid</b>						

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 **YES**, MY ONTARIO COLLEGE OF TEACHER'S # IS: \_\_\_\_\_

**\*Please note Long Term Occasional Teachers DO NOT get paid for Stat Holidays.**

### THIS SECTION IS BOARD OFFICE USE ONLY

			Pay Type	Rate
<b>Regular OT</b>	<b>0299-10-000-183-4</b>	<b>200</b>	_____	_____
<b>Long Term OT (Double Pay)</b>	<b>0299-10-000-184-4</b>	<b>200</b>	_____	_____
<b>Long Term OT (Single Pay)</b>	<b>0299-10-000-170-4</b>	<b>200</b>	_____	_____
<b>Other</b>	_____	_____	_____	_____

Pay Date: \_\_\_\_\_