



# ELEMENTARY OCCASIONAL TEACHER TIMESHEET

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

DATE	TEACHER REPLACED	SCHOOL CODE	DAYS	CODE	ACCOUNT NUMBER (Payroll Use)	AUTHORIZING SIGNATURE
Thurs						
Fri						
Mon						
Tues						
Wed						

Week 1 total days \_\_\_\_\_

DATE	TEACHER REPLACED	SCHOOL CODE	DAYS	CODE	ACCOUNT NUMBER (Payroll Use)	AUTHORIZING SIGNATURE
Thurs						
Fri						
Mon						
Tues						
Wed						

Week 2 total days \_\_\_\_\_

Payroll Use

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

CODE	DESCRIPTION	ACCOUNT
A	Sick Leave Replacement	10-183-010-1-300
B	Long Term (Sick Leave)	10-184-010-1-300
D	Coverage While on Duty	10-186-010-1-300
F	Compassionate & Permissive	10-182-010-1-300
G	Long term (Other)	
G1	Other (event name)	
G2		
G3		
G4		
G5		

# Timesheet Instructions for Occasional Elementary Teachers

## Employee Responsibility

*It is the employee's responsibility to ensure their timesheet is completed correctly and submitted to the Payroll Department on time. Incorrect information or late timesheets may result in late payment.*

## Timesheet Instructions

- 1 USE one form for each pay period of 10 days. Pay periods start on Thursdays and continue for 10 days to the second Wednesday.
- 2 FILL IN your employee ID#.
- 3 PRINT your name clearly.
- 4 COMPLETE the date worked, indicate number of hours/days worked and the school code for each day/location worked.
- 5 Each day worked must be verified, by signature, from an authorized person.
- 6 SIGN the time sheet.
- 7 SUBMIT (email) your timesheet to the Payroll Department no later than two days after the end of the pay period.
- 8 RETAIN a copy for your records.
- 9 CONTACT the Payroll Department if you have any questions.

### **ADSB Payroll Department**

**Board Office:** 644 Albert Street East, Sault Ste. Marie, ON P6A 2K7

Payroll Department: Monday - Friday  
8:30am to noon; 1-4:30pm

**Phone:** 705-945-7111 (Press: #2 Department; #2 for Accounting; #3 Payroll)

**Email:** payroll@adsb.on.ca      Notes when sending via:  
1. ADSB Xerox: email it to yourself and then forward the email including the attachment to the Payroll office; or  
2. Personal Mobile Device: after emailing,