



ELEMENTARY - PREP PAYBACK TIMESHEET

Name: _____ ID#: _____

School Year: _____

DATE	SCHOOL CODE	PREP TIME IN MINUTES	HOURLY RATE (Payroll Use)	AMOUNT TO BE PAID (Payroll Use)	AUTHORIZING SIGNATURE

_____ Employee Signature

Payroll Use

Elementary Lost Prep Time Timesheet Instructions

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 FILL IN
 - print your name
 - your employee ID#
 - school year
 - date worked
 - minutes of prep time worked

- 2 AUTHORIZE **each day worked** by signature, from an **authorized person**. For example, a Principal or Vice Principal or Teacher in Charge.

- 3 SIGN the time sheet.

- 4 EMAIL your timesheet(s) to the Payroll Department **at the end of the school year.**
How to email the Payroll Department.

Option 1. **ADSB Xerox**: email it to yourself and then forward the email including the attachment to the Payroll office; or

Option 2. **Personal Mobile Device**: after emailing, check your "Sent" folder to ensure it was successfully delivered.

- 5 RETAIN a copy for your records. The total dollar amount will appear on your pay stub statement code under "PREP".

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)