

How to Fill out Special Projects Timesheet

Limestone District School Board

Special Program/Project Pay Sheet

Employee Name: John Doe Employee ID #: 12345

Address: _____

Postal Code: _____ Phone: _____

SPECIAL PROGRAM / PROJECT NAME: LDSB Re-engagement

PROGRAM / PROJECT SUPERVISOR: Jane Doe

One Week Pay Period: From (Sunday) September 6, 2026 To (Saturday) September 12, 2026

	Date	Hours / Portion of Day	Activity
Mon	9/7/26	2.33 hours	KSS Re-Engagement
Tues	9/8/26	4 hours	SWAC, Portage Contact
Wed			
Thurs			
Fri			

Employee Signature: _____

Employee
must sign

PLEASE FORWARD TO PROGRAM / PROJECT SUPERVISOR FOR APPROVAL

Total Number of days/hours for Project 6.33 hours OR Total Lump Sum Payment \$1000.00

Pay Category (based on nature of the work): ☐ Superintendent ☐ Supervising Principal

☒ Principal ☐ Vice Principal ☐ Manager ☒ Other \$ 1000.00

Program/Project Budget Account Code: _____

Program / Project Supervisor Approval: _____

NOTE: If paid through General Replacement Budget, please forward to Human Resources Services

General Replacement Budget Account Code: _____

Superintendent of Human Resources Signature: _____

If using
"Other"
Category,
enter hourly
or daily rate.

Budget
code
must be
filled in

Program/
Project
Supervisor
must sign

Minutes/Pay

5 minutes = 0.08
10 minutes = 0.166
15 minutes = 0.25
20 minutes = 0.333
25 minutes = 0.42
30 minutes = 0.50
35 minutes = 0.58
40 minutes = 0.666
45 minutes = 0.75
50 minutes = 0.83
55 minutes = 0.916

NOTES:

- * All areas need to be complete before submitting. *
- * Timesheets must be downloaded in order for all boxes to work properly. *
- * All timesheets must be submitted to the superintendent, of the school for approval *
- * If any information is missing, the timesheet will not be processed and will need to be corrected before pay can be issued. *
- * The Superintendent are to fill out the bottom part of the timesheet. *