

When is a timesheet required?

REQUIRED:

- Long Term Casual EA/ECE/OTs assigned to positions because of:
 - Maternity leaves
 - X/Y leaves
 - EA/ECE/Teachers whose sick leave has expired or approved for LTD
 - Long term unpaid leave
 - Unfilled vacant positions resulting from placement meetings (EA/ECE only)
- Short Term EA's (STEA) assigned through Educational Services. *(do not assign them to a vacancy in ApplytoEducation!)*
- Safe Schools approved by Patti Gollogly *(do not assign to a vacancy in ApplytoEducation)*. Please send timesheets to Jill Senior to have the appropriate authorized signatures. Jill will send the time sheet to payroll once authorized.
- Emergency substitutes called in for unfilled jobs. *(If sub is found who is on the Casual List, assign the sub to the job and do not submit a timesheet. Check the sub's classification in their profile to confirm they have the matching qualification for the job and are on the list)*

NOT REQUIRED:

- Timesheets are not required for the Casual EA/ECE's, OT's who are attached to jobs (absent employee or vacancy) in ApplytoEducation as substitutes. (**REMEMBER:** do not send timesheets if the substitute is attached to a job in ApplytoEducation or there will be double payment).

For more information, please visit the ATE vs. Timesheet Cheat Sheet on SharePoint at:

<https://limestoneschools.sharepoint.com/sites/myLDSB-AbsenceManagement/SitePages/ATE-vs-Ti.aspx?csf=1&web=1&e=y4TQ2J>