

How to Fill out Educational Services Lunch Support Timesheet



EDUCATIONAL SERVICES LUNCH SUPPORT TIMESHEET

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

Full Name: John Doe ID #: 12345

Location: What school did you work at?

Authorized school personnel must sign

Authorized School Signature / Date

Employee must sign

Employee Signature

RECORD IN 5 MINUTE INCREMENTS (ie 11:35am, 12:50pm)

Day	Date	Start Time (AM)	End Time (AM)	Start Time (PM)	End Time (PM)	Daily Total
Mon	9/7/26			12:45pm	3:50pm	3.08
Tue	9/8/26	8:05am	8:30am			.42
Wed	9/9/26	11:50am			12:30pm	.67
Thu						
Fri						
TOTAL HOURS						0.00

Hours will automatically calculate when used online

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 TEACHERS # IS: OCT # 234567

If employee is a certified teacher, they must include their OCT #

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:

- * Use the current timesheet dated September 2026*
- * Timesheets must be downloaded in order for all boxes to work properly. *
- * All areas need to be complete before submitting to payroll. The timesheet will be sent back if it is incomplete. *
- * Yard and lunch timesheets should only be used if the employee is a new hire or if the hours are in addition to your school's budgeted amounts and being charged to school. Fill out the Google form from HR: Jennifer Dooley to have employees set up in ATE with a yard and lunch position. *