

SECONDARY OCCASIONAL TEACHER TIMESHEET

One Week Pay Period: From (Sunday) To: (Saturday) Full Name: ID # Authorized School Signature / Date Employee Signature RECORD IN DAYS or PART THERE OF ONLY (ie 1.0, .25, .67) NOT HOURS! Day Date Start Time End Time FTE or % of Day Reason for Absence Regular Teacher Re Mon Tue Wed Thu Total Days To Be Paid Comments/Other GL instructions: This section MUST be completed for all occupation types or the timesheet will be returned.	ure
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RE YOU A CERTIFIED TEACHER? NO YES	
F YES, MY ONTARIO COLLEGE OF TEACHER'S # IS:	
*Please note Long Term Occasional Teachers DO NOT get paid for Stat Holidays.	
THIS SECTION IS BOARD OFFICE USE ONLY	
Pay Type	Rate
Describer OT 0.200 40 000 492 4 200	
Regular OT 0299-10-000-183-4 200	
Long Term OT (Double Pay) 0299-10-000-184-4 200	
Long Term OT (Single Pay) 0299-10-000-170-4 200	
Other	

Pay Date: _____